

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
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Exhibit A

DEPARTMENT OF PUBLIC SAFETY

MINNESOTA MERIT SYSTEM

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ERROR LISTING

The following error has been noticed in the copy of the proposed rules available for the Secretary of State's list and other interested parties:

11 MCAR § 1.140 Compensation Plan (Emergency Services) *should read:*
11 MCAR § 1.140 Compensation Plan - 1979

This error does not have a substantial effect on the content of the proposed rule.

Ralph W. Corey
Merit System Supervisor

11 MCAR § 1.093 Classification Plan

A. Preparation and Adoption

1. The Governor, through the Commissioner of Public Safety shall formally adopt a comprehensive classification plan for all positions covered by these rules. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. Class titles established by the classification plan shall be used in all personnel and financial records of the Department of Public Safety and the local Civil Defense agency, as well as in all examination procedures.

2. The proposed classification plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Allocation of Positions

1. Every position under the Minnesota Merit System as provided in 11 MCAR § 1.091 E. shall be allocated by the Merit System Supervisor to one of the appropriate classes established in the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the Supervisor to new or existing classes as is necessitated thereby.

C. Reallocation of Positions

1. Whenever a position appears to be improperly allocated, the Supervisor shall, upon his own initiative, or upon the request of an appointing authority or a permanent employee, investigate the duties of the position. Following the investigation the Supervisor shall allocate the position to its proper class and notify the affected parties.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, provided that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take that examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

E. Class Specifications

1. The classification plan shall consist of written specifications for each class. Each specification shall include an appropriate class title, a description of the duties and responsibilities of the work, and the requirements of training, experience, and other qualifications.

F. Amendment of the Classification Plan

1. Whenever any changes in organization, creation of a new position, or a change in duties or responsibilities of a position necessitate a revision of the classification plan, the Supervisor shall conduct an investigation and analysis of the duties and

responsibilities of the class specifications involved. New class specifications will be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work.

2. The proposed new or revised class specifications shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation the Commissioner of Public Safety shall call and hold a public hearing on the proposed new or revised class specifications. Following the public hearing, the Governor, through the Commissioner of Public Safety, may formally adopt a new or revised class of positions and shall notify the agencies of the changes made.

3. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months from the date of approval by the Merit System Council.

11 MCAR § 1.094 Compensation Plan

A. Preparation and Adoption

1. The Governor, through the Commissioner of Public Safety shall formally adopt and make effective a comprehensive compensation plan (11 MCAR § 1.140) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of ~~11 MCAR § 2.516~~ 6. 11 MCAR § 1.116 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such ranges.

2. The proposed compensation plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of Salary Ranges by Local Civil Defense Authority

1. The local Civil Defense authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the ~~board~~ appointing authority and the exclusive representative and 2) except as provided in 11 MCAR § 1.094 B. 6. Such a plan shall be selected from each of the following salary schedules provided under 11 MCAR § 1.140: Professional--A, B, C; Clerical--A, B, C, D, E, F.

2. Such rates, as provided for in 11 MCAR § 1.094 B. 1., shall be identified by alphabetical designation, and adjustment of the plan as provided in 11 MCAR § 1.094 D. shall not serve to amend the alphabetical designated rates selected as the county plan.

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

4. The alphabetically designated rates selected by the local Civil Defense authority shall become the official plan for the local Civil Defense agency until amended by the salary setting authority as provided in 11 MCAR § 1.094 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of ~~11 MCAR § 2.516 B. 1.- 2.~~ 11 MCAR § 1.116 B. 1. - 2. on the basis of the plan adopted by the local Civil Defense authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative who are in the same class as the employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 11 MCAR § 1.094 E. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Local Civil Defense Authority

1. The local Civil Defense authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in 11 MCAR § 1.094 B.

2. The Merit System Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least ten days in advance of the effective date of such amended plan, unless such change results from the signing of a contract by the ~~board~~ appointing authority and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 11 MCAR § 1.140 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Merit System Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Safety on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four percent or more, the Governor, through the Commissioner of Public Safety, shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less that four percent or differ significantly for various types of employment, the Governor, through the Commissioner of Public Safety, may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all of the evidence, the Governor, through the Commissioner of Public Safety, shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The local Civil Defense authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same numerically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules, the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a. above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointment under a or b. above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

11 MCAR § 1.116 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the Civil Defense authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 11 MCAR § 1.094 B. 1. and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 11 MCAR § 1.094 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a Salary Conversion Table as provided for in 11 MCAR § 1.141. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted

by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional Salary Schedule, and forty dollars for employees on the Clerical Salary Schedules.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of

these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 11 MCAR § 1.116 B. 1. c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 11 MCAR § 1.116 B. 1. f. result in employees no longer being on a salary step as published in 11 MCAR § 1.140 for their class, any subsequent merit increase shall be to an appropriate step on 11 MCAR § 1.140 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the local Civil Defense authority and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2.508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 11 MCAR § 1.116 E. 1. above.

11 MCAR § 1.117 Salary Computation Provisions for Full and Part-time Employment, Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source.

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 11 MCAR § § 1.140 and 1.141 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 11 MCAR § 1.116 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 11 MCAR § 1.140 shall use the table prepared in accordance with 11 MCAR § 1.141 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 11 MCAR § 1.140 under the provisions of 11 MCAR § 1.117 B. 1. above or those agencies operating under the provisions of 11 MCAR § 1.116 B. 1. c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. Attached thereto, shall be a table similar in format, computation, and information to the table provided for in 11 MCAR § 1.141. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 11 MCAR § 1.141 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 11 MCAR § 1.116 B. 1. c. shall use their table prepared in accordance with 11 MCAR § 1.141 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a local Civil Defense employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the local Civil Defense authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in the county ~~agency~~ in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C. 4. on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 11 MCAR § 1.141.

This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 11 MCAR § 1.117 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the local Civil Defense authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the local Civil Defense authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Civil Defense authority and it shall be discretionary with the local Civil Defense authority whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

11 MCAR § 1.140 Compensation Plan

A. Professional
1. Plan A
a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Asst. Civil Defense Director I	~~663~~ 696	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951
Asst. Civil Defense Director II	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138
Asst. Civil Defense Director III	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
Asst. Civil Defense Director IV	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623
Communications Officer	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423

Public Information Officer	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	1041	1088	1138	1190	1241	1298	1359	1423
Radiological Defense Officer	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~
	910	951	994	1041	1088	1138	1190	1241
Safety Services Coordinator	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	1041	1088	1138	1190	1241	1298	1359	1423

2. Plan B

a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Asst. Civil Defense Director I	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994
Asst. Civil Defense Director II	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190
Asst. Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Asst. Civil Defense Director IV	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Communications Officer	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486

Public Information Officer	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1088	1138	1190	1241	1298	1359	1423	1486
Radiological Defense Officer	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~
	951	994	1041	1088	1138	1190	1241	1298
Safety Services Coordinator	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1088	1138	1190	1241	1298	1359	1423	1486

3. Plan C

a. Class of Position

	1	2	3	4	5	6	7	8
Administrative Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Asst. Civil Defense Director I	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041
Asst. Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Asst. Civil Defense Director III	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Asst. Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Communications Officer	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Public Information Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553

Radiological Defense Officer	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~
	994	1041	1088	1138	1190	1241	1298	1359
Safety Services Coordinator	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~
	1138	1190	1241	1298	1359	1423	1486	1553

B. Clerical

1. Plan A

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~434~~ 474	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621
Clerk II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist I	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk-Typist II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Steno I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Steno II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858

2. Plan B

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Typist I	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk-Typist II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Typist III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Steno I	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Steno II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Steno III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890

3. Plan C

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Typist I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Typist II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Typist III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Steno II	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Steno III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924

4. Plan D

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk-Typist I	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Typist III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk-Steno I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Steno III	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961

5. Plan E

a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Typist I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Typist II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Steno I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Steno II	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998

6. Plan F

a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	766
Clerk II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Typist I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	795
Clerk-Typist II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk-Typist III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Steno I	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	826
Clerk-Steno II	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	924
Clerk-Steno III	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	1037

6. Plan F
a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	766
Clerk II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Typist I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	795
Clerk-Typist II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk-Typist III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Steno I	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	826
Clerk-Steno II	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	92
Clerk-Steno III	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	10

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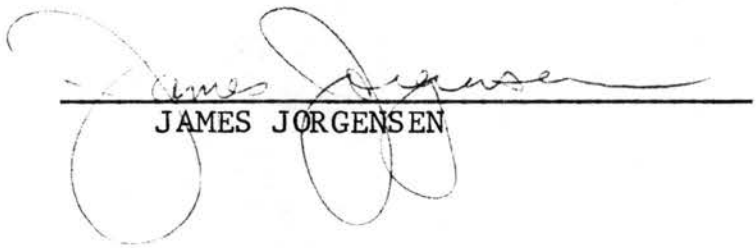
STATEMENT OF COMPLIANCE WITH MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General James 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 has been followed.



JAMES JORGENSEN

DATED: December 11, 1978

Exhibit E

11 MCAR § 1.093 Classification Plan

A. Preparation and Adoption

1. The Governor, through the Commissioner of Public Safety shall formally adopt a comprehensive classification plan for all positions covered by these rules. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. Class titles established by the classification plan shall be used in all personnel and financial records of the Department of Public Safety and the local Civil Defense agency, as well as in all examination procedures.

2. The proposed classification plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Allocation of Positions

1. Every position under the Minnesota Merit System as provided in 11 MCAR § 1.091 E. shall be allocated by the Merit System Supervisor to one of the appropriate classes established in the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the Supervisor to new or existing classes as is necessitated thereby.

C. Reallocation of Positions

1. Whenever a position appears to be improperly allocated, the Supervisor shall, upon his own initiative, or upon the request of an appointing authority or a permanent employee, investigate the duties of the position. Following the investigation the Supervisor shall allocate the position to its proper class and notify the affected parties.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, provided that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take that examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

E. Class Specifications

1. The classification plan shall consist of written specifications for each class. Each specification shall include an appropriate class title, a description of the duties and responsibilities of the work, and the requirements of training, experience, and other qualifications.

F. Amendment of the Classification Plan

1. Whenever any changes in organization, creation of a new position, or a change in duties or responsibilities of a position necessitate a revision of the classification plan, the Supervisor shall conduct an investigation and analysis of the duties and

responsibilities of the class specifications involved. New class specifications will be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work.

2. The proposed new or revised class specifications shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation the Commissioner of Public Safety shall call and hold a public hearing on the proposed new or revised class specifications. Following the public hearing, the Governor, through the Commissioner of Public Safety, may formally adopt a new or revised class of positions and shall notify the agencies of the changes made.

3. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months from the date of approval by the Merit System Council.

11 MCAR § 1.094 Compensation Plan

A. Preparation and Adoption

1. The Governor, through the Commissioner of Public Safety shall formally adopt and make effective a comprehensive compensation plan (11 MCAR § 1.140) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of ~~12 MCAR § 2.516 6.~~ 11 MCAR § 1.116 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such ranges.

2. The proposed compensation plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of Salary Ranges by Local Civil Defense Authority

1. The local Civil Defense authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the ~~board~~ appointing authority and the exclusive representative and 2) except as provided in 11 MCAR § 1.094 B. 6. Such a plan shall be selected from each of the following salary schedules provided under 11 MCAR § 1.140: Professional--A, B, C; Clerical--A, B, C, D, E, F.

2. Such rates, as provided for in 11 MCAR § 1.094 B. 1., shall be identified by alphabetical designation, and adjustment of the plan as provided in 11 MCAR § 1.094 D. shall not serve to amend the alphabetical designated rates selected as the county plan.

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

4. The alphabetically designated rates selected by the local Civil Defense authority shall become the official plan for the local Civil Defense agency until amended by the salary setting authority as provided in 11 MCAR § 1.094 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of ~~11 MCAR § 2.516 B. 1.- 2.~~ 11 MCAR § 1.116 B. 1. - 2. on the basis of the plan adopted by the local Civil Defense authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative who are in the same class as the employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 11 MCAR § 1.094 E. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Local Civil Defense Authority

1. The local Civil Defense authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in 11 MCAR § 1.094 B.

2. The Merit System Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least ten days in advance of the effective date of such amended plan, unless such change results from the signing of a contract by the ~~board~~ appointing authority and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 11 MCAR § 1.140 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Merit System Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Safety on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four percent or more, the Governor, through the Commissioner of Public Safety, shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less that four percent or differ significantly for various types of employment, the Governor, through the Commissioner of Public Safety, may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all of the evidence, the Governor, through the Commissioner of Public Safety, shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The local Civil Defense authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same numerically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules, the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a. above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointment under a or b. above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

11 MCAR § 1.116 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the Civil Defense authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 11 MCAR § 1.094 B. 1. and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 11 MCAR § 1.094 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a Salary Conversion Table as provided for in 11 MCAR § 1.141. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted

by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional Salary Schedule, and forty dollars for employees on the Clerical Salary Schedules.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of

these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 11 MCAR § 1.116 B. 1. c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 11 MCAR § 1.116 B. 1. f. result in employees no longer being on a salary step as published in 11 MCAR § 1.140 for their class, any subsequent merit increase shall be to an appropriate step on 11 MCAR § 1.140 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the local Civil Defense authority and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2.508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 11 MCAR § 1.116 E. 1. above.

11 MCAR § 1.117 Salary Computation Provisions for Full and Part-time Employment, Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source.

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 11 MCAR § § 1.140 and 1.141 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 11 MCAR § 1.116 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 11 MCAR § 1.140 shall use the table prepared in accordance with 11 MCAR § 1.141 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 11 MCAR § 1.140 under the provisions of 11 MCAR § 1.117 B. 1. above or those agencies operating under the provisions of 11 MCAR § 1.116 B. 1. c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. Attached thereto, shall be a table similar in format, computation, and information to the table provided for in 11 MCAR § 1.141. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 11 MCAR § 1.141 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 11 MCAR § 1.116 B. 1. c. shall use their table prepared in accordance with 11 MCAR § 1.141 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a local Civil Defense employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the local Civil Defense authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in the county ~~agency~~ in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C. 4. on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 11 MCAR § 1.141.

This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 11 MCAR § 1.117 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the local Civil Defense authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the local Civil Defense authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Civil Defense authority and it shall be discretionary with the local Civil Defense authority whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

11 MCAR § 1.140 Compensation Plan - 1979

A. Professional
1. Plan A
a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Asst. Civil Defense Director I	~~663~~ 696	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951
Asst. Civil Defense Director II	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138
Asst. Civil Defense Director III	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
Asst. Civil Defense Director IV	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623
Communications Officer	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423

Public Information Officer	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	1041	1088	1138	1190	1241	1298	1359	1423
Radiological Defense Officer	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~
	910	951	994	1041	1088	1138	1190	1241
Safety Services Coordinator	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	1041	1088	1138	1190	1241	1298	1359	1423

2. Plan B

a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Asst. Civil Defense Director I	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994
Asst. Civil Defense Director II	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190
Asst. Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Asst. Civil Defense Director IV	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Communications Officer	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486

Public Information Officer	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1088	1138	1190	1241	1298	1359	1423	1486
Radiological Defense Officer	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~
	951	994	1041	1088	1138	1190	1241	1298
Safety Services Coordinator	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1088	1138	1190	1241	1298	1359	1423	1486

3. Plan C

a. Class of Position

	1	2	3	4	5	6	7	8
Administrative Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Asst. Civil Defense Director I	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041
Asst. Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Asst. Civil Defense Director III	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Asst. Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Communications Officer	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Public Information Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553

Radiological Defense Officer	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~
	994	1041	1088	1138	1190	1241	1298	1359
Safety Services Coordinator	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~
	1138	1190	1241	1298	1359	1423	1486	1553

B. Clerical

1. Plan A

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~434~~ 474	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621
Clerk II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist I	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk-Typist II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Steno I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Steno II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858

2. Plan B

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Typist I	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk-Typist II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Typist III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Steno I	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Steno II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Steno III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890

3. Plan C

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Typist I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Typist II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Typist III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Steno II	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Steno III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924

4. Plan D

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk-Typist I	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Typist III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk-Steno I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Steno III	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961

5. Plan E

a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Typist I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Typist II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Steno I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Steno II	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998

6. Plan F

a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	766
Clerk II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Typist I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	795
Clerk-Typist II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk-Typist III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Steno I	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	826
Clerk-Steno II	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	924
Clerk-Steno III	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	1037

11 MCAR § 1.141 ~~Civil Defense Salary Schedule~~ Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

The existing rule is being deleted in its entirety and is identical to the deletion of 12 MCAR § 2.841 for the Department of Public Welfare, as published in this issue, except that the Maintenance and Trades section does not exist under 11 MCAR § 1.141, and therefore is not deleted.

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 11 MCAR § 1.140. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 11 MCAR § 1.116 B. 1. c. or in 11 MCAR § 1.117 B. 2.

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a public hearing in the above-entitled matter will be held in the Auditorium, State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on October 16, 1978, commencing at 9:30 A.M. and continuing until all persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. At the hearing, statements may be made orally and written materials may be submitted. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Hearing Examiner, Room 300, 1745 University Avenue, St. Paul, Minnesota 55104, (612) 296-8112, either before the hearing or within 5 working days after the public hearing ends, or for a longer period not to exceed 20 calendar days if ordered by the Hearing Examiner. Written material submitted within the above time limits will be recorded in the hearing record.

It is expected that about 100 people will attend the hearing. The agency's presentation will take approximately 3 hours.

A summary of proposed rules that affect the Compensation Plan and Salary Schedule follows:

Proposed revisions to 11 MCAR § 1.140 amend the Emergency Services (Civil Defense) Merit System Compensation Plan for positions in county and local agencies. As a result of the 1978 Minnesota Merit System Salary Survey, conducted in accord with 11 MCAR § 1.094 D., it is recommended that: Professional Compensation Plans A, B, and C be adjusted 5% at minimum, maximum, and intervening steps; Clerical Compensation Plans A, B, C, D, and E be adjusted $40 at minimum, maximum, and intervening steps; and Clerical Compensation Plan F be adjusted $40 at minimum and intervening steps, and an eighth step be added to the maximum for all classes. The effective date of these adjustments is January 1, 1979. (See proposed 11 MCAR § 1.094 D.)

A proposal is to establish 11 MCAR § 1.116. Previously 12 MCAR § 2.516, which is a rule of the Department of Public Welfare has applied to the Emergency Service personnel. This has caused some confusion so the proposal is to establish this rule under the Department of Public Safety. The rule, as proposed, is identical to the existing rule of the Department of Public Welfare, which currently applies, except for a few minor

changes, which also are being proposed for the Department of Public Welfare Rules. In addition, 11 MCAR § 1.116 reflects a recommended general increase of 5% for incumbents on the Professional Plans, and a $40 increase for incumbents on the Clerical Compensation Plans. The effective date of these recommended adjustments is January 1, 1979. (See proposed 11 MCAR § 1.094 D.)

Proposed revisions to 11 MCAR § 1.094 D. 5. allow the effective date of an amended compensation plan to be delayed to the beginning date of the first payroll period following January 1, for those agencies on a bi-weekly or four-week payroll period.

Proposed revisions to 11 MCAR § 1.141 include the deletion of the entire existing rule. This rule was based on the monthly salaries established in 11 MCAR § 1.140, and is in table form for computing hourly, daily, and payroll period salary rates. The proposed new rule gives the Merit System Supervisor the authority to prepare and publish a Salary Conversion Table in accordance with the formula provided in the new rule. Additionally, agencies using salary rates other than those established by the Merit System are required to submit a Salary Conversion Table similar in format and computation to the one prepared by the Merit System Supervisor to the Supervisor.

A proposal also is to establish 11 MCAR § 1.117. This rule covers salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. Corresponding changes in 11 MCAR § 1.141 are reflected by 11 MCAR §§ 1.116 B. and 1.117 B. C. and E.

Proposed revision to 11 MCAR § 1.093 D. requires that any transfer, promotion, demotion, or layoff necessary because of a position reallocation must be completed within 60 days of the notice of reallocation.

Due to the requirements of 11 MCAR § 1.116 B. 1. a., proposed changes to 11 MCAR § 1.140 will result in a reasonable estimated increase of $1,212 in county and local expenditures in a one year period. No other rule changes will result in increased county expenditures.

Copies of the proposed rules are now available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 1212, Subd. 3. §12.22

11 MCAR § 1.091 B. 1. c. makes 12 MCAR § 2.495 through 12 MCAR § 2.510, which are rules of the Department of Public Welfare, applicable to county and local emergency services agencies. Thus, if the Department of Public Welfare adopts proposed changes to 12 MCAR §§ 2.498, 2.503, and 2.504, these rules will also apply to emergency services agencies. This hearing will be held in conjunction with the Minnesota Department of Public Welfare and the Minnesota Department of Health. A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Welfare are attached for your information.

Notice is hereby given that 25 days prior to the hearing a statement of need and reasonableness will be available for review at the agency and at the Office of Hearing Examiners. This statement of need and reasonableness will include a summary of all of the evidence which will be presented by the agency at the hearing justifying both the need for and the reasonableness of the proposed rules. Copies of the statement of need and reasonableness may be obtained from the Office of Hearing Examiners at a minimal charge.

Any person may request notification of the date on which the Hearing Examiner's Report will be available, after which date the agency may not take any final action on the rules for a period of five working days. Any person may request notification of the date on which the hearing record has been submitted (or resubmitted) to the Attorney General by the agency. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Hearing Examiner (in the case of the Hearing Examiner's Report), or to the agency (in the case of the agency's submission or resubmission to the Attorney General).

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

Edward G. Novak

EDWARD G. NOVAK
COMMISSIONER

August 24, 1978

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ORDER FOR HEARING

IT IS HEREBY ORDERED that a public hearing on the above captioned rules be held in the Auditorium, State Office Building, St. Paul, Minnesota, on October 16, 1978, commencing at 9:30 a.m. and continuing until all persons have had an opportunity to be heard.

IT IS FURTHER ORDERED that a Notice of Hearing be mailed to all persons, 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.

Dated: August 24, 1978

Edward G. Novak

EDWARD G. NOVAK
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF MAILING

DIANE LYN HENDERSON, being first duly sworn, deposes and says:

That on the 12th day of September, 1978, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Diane Lyn Henderson

Subscribed and sworn to before me this 19th day of September, 1978

Notary Public,

Ramsey County, Minnesota

My Commission expires Sept 22, 1984

Margaret Holt

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF ADDITIONAL MAILING

DIANE LYN HENDERSON, being first duly sworn, deposes and says:

That on the 12th day of September, 1978, at the City of St. Paul, County of Ramsey, State of Minnesota, in addition to mailing the attached Notice of Hearing to all persons and associations listed on the Secretary of State's list, she also 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 the following agencies:

All Minnesota County Welfare Departments and Human Service Boards except Hennepin and Ramsey
All Minnesota County Welfare Departments and Human Service Boards Chairpersons except Hennepin and Ramsey
Public Health agencies covered under Merit System
Emergency Services Agencies covered under Merit System
Union Representatives
Merit System Council Members
Lois Borden (Federal Representative)
Personnel Directors of County Welfare Agencies, Dept. of Health, and Dept. of Public Safety.

Diane Lyn Henderson

Subscribed and sworn to before me this
19th day of September, 1978

Notary Public,
Ramsey County, Minnesota

My Commission expires Sept 22, 1984

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT, AND LEAVES OF ABSENCE

CERTIFICATE OF DELIVERY OF THE SECRETARY OF STATE'S LIST

I hereby certify that the attached 3 sheets constitute the complete list of persons, associations, and other interested groups who as of 2:00 o'clock P.M., this 7th day of September, 1978, have requested pursuant to M.S. 1976, 15.0412 Subd. 4, 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 Vonna Seed

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF RECEIPT OF THE SECRETARY OF STATE'S LIST

DIANE LYN HENDERSON, being duly sworn on oath deposes and says:

1) That she is an employee of the Special Services Division of the Department of Public Welfare for the State of Minnesota.

2) That on the 7 day of September, 1978, she went to the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M.S. 15.0412.

3) That on the 7 day of September, 1978, in response to the above request, the Secretary of State provided her with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Diane Lyn Henderson

Subscribed and sworn to before me

this 7th day of September

1978.

Margaret Holte

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

Exhibit B

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

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing on October 16, 1978, at the State Office Building, St. Paul, Minnesota 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 proposed rule amendments should be adopted.

Ralph Corey, Merit Systems Supervisor, and Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation. Nineteen persons attending the hearing signed the register. The hearing continued until all interested persons had had an opportunity to be heard.

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

Thereafter, the Agencies shall, if they propose to adopt the rules as originally proposed or amended, submit copies of the Order Adopting Rules, a copy of any additional agency findings, a copy of the rules as originally proposed, and a copy of the rules as adopted to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.052, subd. 4. The submission to the Chief Hearing Examiner shall precede review by the Attorney General. The Chief Hearing Examiner shall complete his review and submit his Report to the Agencies on the issues of substantial changes in the rules and compliance with Minn. Stat. § 15.0412, subd. 4, within ten calendar days. The Agencies will be responsible for filing the rules with the Attorney General and for notifying persons who have indicated that they wish to be notified of such filing.

Because the Minnesota Merit System (the System) administers the statewide merit systems for three separate agencies, these proposed rule amendments are a joint effort. The adopting agencies are the Department of Public Welfare, whose rules are published at 12 MCAR Part 2, the Department of Health, 7 MCAR Part 1, and the Department of Public Safety, 11 MCAR Part 1. Throughout this Report, these agencies will be referred to collectively as the "Agency" or "Agencies". Each has an essentially parallel set of rules except as to specific job classes. Ultimately, each agency must adopt its own amendments.

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

FINDINGS OF FACT

A. PROCEDURAL REQUIREMENTS

1. On August 28, 1978, the System filed the following documents with the Chief Hearing Examiner:

(a) Copies of the proposed rules;
(b) Proposed Orders for Hearing;
(c) Proposed Notices of Hearing; and
(d) A Statement of the estimated length and number of people attending the hearing.

2. On September 12, 1978, the System mailed the Agencies' Notices of Hearing to all persons and associations who had registered with the Secretary of State for the purpose of receiving such notice.

3. On September 11, 1978, copies of the Agencies' Notices of Hearing and their proposed rules were published in 3 State Register No. 10.

4. On September 20, 1978, the System filed the following documents:

(a) Order for Hearing for each agency.
(b) The Notice of Hearing as mailed for each Agency.
(c) Affidavit of Receipt of the Secretary of State's list for each agency.
(d) Affidavit of Mailing the Notice to all persons on the Secretary of State's list for each agency.
(e) A Statement of Need and Reasonableness (By the Minnesota Merit System Supervisor for all three Departments).
(f) A Statement of Evidence including the names of System personnel and witnesses.
(g) Copies of documents and reports listed in the Statement of Evidence.

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

6. The Notices of Hearing contained explanations of the proposed amendments and summaries of the reasons for changes as required by 12 MCAR § 2.494 D.4., 11 MCAR § 1.094 D.4. and 7 MCAR § 1.239 D.4.

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

(a) Public Welfare - $58,182.00 in county expenditures for a one-year period.
(b) Health - $1,860.00 in local and county public health agency expenditures
(c) Public Safety - $1,212.00 in local and county expenditures in a one-year period.

8. The record remained open through October 23, 1978, for the receipt of written comments and statements.

AUTHORITY, NEED AND REASONABLENESS

9. At the hearing, the System proposed three nonsubstantial changes to clarify the language of 12 MCAR § 2.498 C.3. and 7 MCAR § 1.244 C.3. (Exs. N-1 and N-2). They also noted some corrections to be made to rules that were erroneously printed. These changes should be adopted.

10. Except as found otherwise below, the Examiner adopts the attached Statement of Need and Reasonablenss as findings demonstrating the statutory authority, need for and reasonableness of, the proposed amendments. The Statement was read and expanded upon by Mr. Corey and Mrs. Sundquist at the hearing.

WAGE ADJUSTMENTS

11. The proposed rules reflect the System's general recommendation that incumbents covered by the professional, support, maintenance and trades, and building maintenance salary schedules receive a 5% increase and that incumbents on the clerical salary schedules receive a $40 per month increase. The recommendations are based on the System's 1978 Salary Survey (Ex. Q), and the particular items listed on pages 11-13 of the attached Statement of Need and Reasonableness. Included among those items are a 7.4% increase in the Consumer Price Index nationwide (6/77-6/78) and a 8.5% increase in the Twin Cities' CPI (4/77-4/78). Several general wage increases and surveys are listed, almost all of which exceed 5%. Only the following items showed annual increases of less than 5%.

(a) Average monthly salary offers to social service graduates increased 3.2% from 1977 to 1978.
(b) Average actual offers to "high quality" liberal arts graduates by leading companies increased 3.6% from 1977 to 1978.
(c) Data available at the time of the 1978 Salary Survey showed that the median minimum teachers' salary in Minnesota increased 3.92% over the prior school year.

12. There are a number of specified classes for which adjustments different from five percent are proposed. These adjustments are based upon comparisons made in the Salary survey and, in some cases, upon the difficulty of recruiting employees. Notable among these exceptions are upper level managers (e.g., Welfare Director series) for whom a ten percent increase is proposed.

13. Comments on the wage adjustments varied according to the writer's position. Two county welfare boards called the increase excessive when combined with employees' annual step increases. (No mention was made of employees at the top of their ranges.) (Exs. 2 and 6) Another board thought the five percent was "more realistic" than the larger increases in the management classes. It worried that the difference ". . . can easily become the incentive needed for bargaining unit organization." (Ex. 16) One welfare director supported the proposed adjustments as "equitable and fair." (Ex. 4)

14. Employee comments deplored the lack of equity in a five percent increase (Exs. 5, 9, 18, 21, 23, 24, 25 and 29), and also suggested other figures ranging from 7.5% to 10%. (Exs. 3, 10, 12, 13, 14, 15, 17, 19, 20, 22, 26, 27 and 30). Two comments were directed at specific classes (Exs. 8 and 11). The following are some excerpts from the employee comments:

"It is our feeling 5% is not an adequate reflection of the cost of living." (Ex. 5)

"I am BEGGING you to reconsider and at least settle for a 7½% proposal." (Ex. 10)

"It's disgusting to know of the 5% increase that is recommended for workers in the Welfare Offices. The rest of the Court House here will receive a 7.65% increase in pay for cost of living 1-1-79." (Ex. 12)

"It seems unfair for clients to be earning more than the workers. . . ." (Ex. 22)

"This 5% cost of living for 1979 presents a problem for everyone, but particularly those persons at the top of the Merit System Schedules. These people will be losing approximately 9% of their purchasing power." (Ex. 23)

"We all have to work for a living and it doesn't help if we don't get a fair cost of living increase." (Ex. 27)

14. At the hearing, Geraldine Wedel of the Minnesota Nurses Association (MNA) commented on the salary of nurses, particularly Public Health Nurses. Subsequent to the Salary Survey, but prior to the hearing, MNA had settled with the Twin Cities' hospitals. The average percentage increase under the contract is 7.32% in minimum salaries and 8.27% in maximum salaries. Mrs. Sundquist stated that the System would reconsider its proposal for nurses, especially recognizing the difficulty of recruiting Public Health Nurses. The Examiner notes that a number of the nursing classes are already proposed for larger than 5% adjustments, but the latest information should be considered in the System's final recommendation.

15. The Examiner finds that the System has failed to demonstrate that the general increase should be held down to five percent. The evidence presented would justify such a hold-down only for social workers, for recent liberal arts graduates, or, at the most, for the welfare professional classes. Outside of these persons, the evidence presented would require a general adjustment of at least six percent (or a parallel flat adjustment), which seems to be the typical increase in the metropolitan counties. That amount is still far below increases in the national and local price indices, but 12 MCAR s 2.494 D.3. and its parallel rules require general adjustments to be based upon comparable salaries, not upon the cost of living. (Of course, those setting the comparable salaries probably considered the cost of living increases.) Thus, the rule does not require a general adjustment to equal the increase in the cost of living. It is the Examiner's recommendation that the System consider a general increase in the six to seven percent range and that it consider a specific hold-down for social workers or welfare professional classes if it is possible to do so without restructuring all the compensation schedules.

12 MCAR §§ 2.590 and 2.591 - FINANCIAL ASSISTANCE SUPERVISOR III and IV.

16. At the hearing, Ruth Mundinger of Anoka County was concerned that the minimum qualifications of experience for these positions seemed excessive, especially when compared to Social Services Supervisor I and II, which have the same pay ranges. Mrs. Sundquist agreed and stated that the requirements would be reduced. Such would be a reasonable, non-substantial change to the proposed rules.

12 MCAR §§ 2.629 and 2.630 - CHILD SUPPORT WORKER I and II.

17. The proposed rules change the class name Resources Examiner I to Child Support Worker I and add the class of Child Support Worker II. While there was some comment on the upgrading of a Resource Examiner I to Child Support Worker II, most of the comments dealt with the name of the class (Exs. 7 and 25). Mr. Corey expressed the System's willingness to change the name and requested the Examiner's recommendation. It was generally felt that the title Child Support Worker I neither described the job nor lent the kind of "clout" that is necessary to perform the duties required. The two

choices preferred were Child Support Specialist and Child Support Officer. There was also some discussion of Child Support Enforcement Officer, but that appears to be too strong. Comments by Arlene Shrock of Morrison County were the most persuasive to the Examiner (Ex. 25). She pointed to other titles using "officer", such as Accounting Officer. Several polls were privately taken among those who occupy the position and the decision was generally split. "Officer" does connote a certain power and for this reason it is recommended that the title be Child Support Officer I and II. However, any of the titles would be reasonable.

12 MCAR § 2.694 - PUBLIC HEALTH AIDE

18. This classification is being created under the Welfare rules to parallel a classification in the Health rules. Its creation was necessitated by the Faribault, Martin, Watonwan Human Services Agency which currently has nine individuals employed at the Public Health Aide level. Some comment was raised at the hearing as to the wording of the first sentence of the class specification:

> "KIND OF WORK;"
>
> "Under supervision of a licensed nurse performs a wide variety of basic tasks that meet the needs of families and health problems".

The concern expressed by Ms. Wedel was the use of "licensed nurse" as opposed to the Health rule which uses the term "professional nurse"; a term synonymous with registered nurse. Ms. Wedel argued that a Licensed Practical Nurse supervising Public Health Aides would be acting beyond the scope of his license which does not allow for the delegation of duties. The wording of the rule is such that it does not require any delegation of nursing duties; it requires supervision of Public Health Aides. Minn. Stat. § 148.171(3), which defines the term Registered Nurse, provides in part:

> "The practice of professional nursing includes independent nursing functions . . . which may be performed in collaboration with other health team members or may be delegated by the professional nurse to other nursing personnel /or/ . . . may also be performed autonomously."

The duties required of the Public Health Aide do not require delegation from any nurse. While some of the duties described are health-related, they are not "nursing." The duties are not "delegated" from a nurse and their performance need not be supervised by an R.N. So long as the duties are similar to those described in the rule, any person with appropriate supervisory skills in the field of human services, including an LPN, should be able to supervise them. Thus, the Examiner can see no need to change the word "licensed" to "professional", at this point. Further, while it may be a substantial change for this hearing, the System might consider deleting the requirement for supervision by any type of nurse at a future hearing.

12 MCAR § 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 - PUBLIC HEALTH EDUCATOR I and II.

19. These classifications have been redefined and expanded due to the needs expressed by various health agencies and expansion of undergraduate programs within Minnesota colleges in this field as explained in the Statement of Need and Reasonableness.

Two comments were received on this matter. The first was a copy of a letter sent by Kay DeRoos of the Minnesota Chapter of the Society for Public Health Educators (Ex. 31). The letter was a response to the System's request for input on the proposed classifications. Ms. DeRoos sent a copy of guidelines for the Preparation and Practice of Professional Health Educator from the Spring, 1977 issue of Health Education Monographs. Those descriptions were adopted, almost in their entirety, the only changes being those which focus them somewhat towards the educational rather than community settings.

The second comment, from Robert W. Hiller, Assistant Commissioner, Community Health Services, Minnesota Department of Health, expressed some concern that the classifications had been made too narrow (Ex. 32). The System had attempted to broaden the classes, particularly the Public Health Educator II class, and has been responsive to the groups expressing concern in this area. The rules are reasonable as proposed.

20. Both comments questioned the wisdom and legal basis of putting these classifications under the Department of Welfare as well as the Department of Health. This was done to accommodate the Blue Earth County Human Services Agency whose board has adopted the System Rules as promulgated by the Commissioner of Public Welfare. The Human Service Boards (which combine health, welfare and other functions) are required by Minn. Stat. § 402.05, subd. 1 (Supp. 1977) to comply with federal standards for personnel administration. Minn. Stat. § 393.07, subd. 5, authorizes the Commissioner of Public Welfare to adopt merit system rules. Several counties simply adopt those rules as their own to meet the federal requirement. The welfare rules were previously expanded to provide a broad personnel plan for those counties adopting the Human Services Board option. (See Docket No. DPW-78-020-SM, November 23, 1977.)

C O N C L U S I O N S

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

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

3. Except as found in Finding No. 15, the Agencies have demonstrated the need for and reasonableness of the proposed rules by an affirmative presentation of facts.

R E C O M M E N D A T I O N S

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

The attached Statement of Need and Reasonablenss is a part of this Report.

Dated this 14th day of November, 1978.

STEVE M. MIHLAHICK
Hearing Examiner

DPW-79-004-SM

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence.

REPORT OF THE CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 16, 1978, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. Sec. 15.052, subd. 3, was issued to the Department of Public Safety on November 14, 1978; and

WHEREAS, the Department of Public Safety has now determined to adopt rules pursuant to Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Department of Public Safety has submitted said rules to the Chief Hearing Examiner for review pursuant to Minn. Stat. Sec. 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 Safety has met all requirements of Minn. Stat. Sec. 15.0412, subd. 4.

NOW, THEREFORE, upon receipt of this Report, the Department of Public Safety 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. Sec. 15.0412, subd. 4.

Dated: December 7th, 1978.

Duane R. Harves

DUANE R. HARVES
Chief Hearing Examiner

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence

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 sixteenth day of October, 1978, at 9:30 a.m. in the Auditorium of the State Office Building, St. Paul, Minnesota, after proper notice required by Minn. Stat. § 15.0412, subd. 4 (1976) as amended by Laws 1977, Chapter 443, were 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. Mr. Ralph Corey, Merit System Supervisor, and Ms. Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation at the hearing. Nineteen 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 14, 1978, 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 14, 1978, with the exception of Finding No. 15 in which he recommends a general adjustment of at least six percent or one of six to seven percent for all groups of Merit System employees except for Welfare professional classes. This recommendation has been seriously reconsidered but I am of the opinion that the original proposed general salary increases of five percent for Professional and $40 per month for Merit System Civil Defense Clerical employees proposed by the Merit System are reasonable.

Under the provisions of 11 MCAR § 1.094 D. 3., it is required that general salary increases be based on changes in salary rates for similar and/or competing employment. As pointed out by the Hearing Examiner in Finding No. 15, there is no requirement that Consumer Price Index (CPI) increases be related to proposed general salary adjustments although they have always been considered by the Merit System as one of the factors in recommending general salary increases for employees. Public jurisdictions that do provide for general salary adjustments based on national and/or local increases in the Consumer Price Index invariably use a formula in which the percentage salary increase awarded to employees does not equal the percentage increase in the CPI itself. As an example, the State of Minnesota utilizes a formula in which employee salaries are increased by one cent per hour for every 0.4% increase in the Twin City Consumer Price Index over the base period provided in the formula.

Although the Merit System compensation plan for Civil Defense professional positions contains a total of 19 classifications, there are actually only 6 professional Civil Defense employees who are presently covered by the Merit System. These are all part time employees and all employed in the class Assistant Civil Defense Director (Grade I or II). The Merit System provides for several levels of Local and County Civil Defense Director positions since an agency may opt for coverage of these positions by the Merit System. However, none of them are currently being occupied by Merit System employees. Unfortunately, there is not a great deal of salary data for Civil Defense positions in other public jurisdictions that are comparable to Merit System classifications. The State of Minnesota has a class entitled Emergency Services Assistant Director and Hennepin County has a class entitled Assistant Director of Emergency Preparedness which have been compared in the past to the Merit System class

of Assistant Civil Defense Director. Although the Merit System salary range for this class is less than that of both the State of Minnesota and Hennepin County, there is some question as to whether the level and breadth of the duties and responsibilities are comparable between the Merit System and the other two jurisdictions.

Since the Civil Defense Merit System contains no support level positions the Merit System general increase recommended for support classifications has no impact on Civil Defense agencies.

The Merit System recommended a flat $40 per month increase in salaries for clerical classifications effective January 1, 1979, plus on the F plan an additional step worth approximately 4% was added to the maximum salary in view of Twin City salaries for clerical classes as shown on the July 31, 1978 Salary Survey. Converting these recommended increases to a percentage figure results in the increases shown in attached Exhibit C hereto. Plan A is the lowest clerical compensation plan while plan F is the highest plan and considered the Twin City rate. Average percentage increases in minimum salaries on the six clerical salary plans range from 6.01% to 7.61% and approach or exceed the recommendation of the Hearing Examiner. Average percentage increases in maximum salaries range from 4.83% to 8.85%. Again, it is my position that the recommended increase for clerical classifications is reasonable.

The 6% levy limitation in effect in the counties relates to salary increases proposed for employees. Many Merit System agencies follow a policy of awarding merit increases to deserving employees. Obviously, the closer the recommended general salary increase for such employees approximates 6%, the less flexibility remains for the agency to implement an already existing merit increase policy.

A general salary adjustment in the neighborhood of that recommended by the Hearing Examiner could cause problems for those Merit System Civil Defense agencies which may wish to adhere to President Carter's voluntary wage restraint program. The program calls for average wage increases to be held to 7% or less. General wage adjustments, merit increases and increased costs of fringe benefits are included in computing the average wage increase. Again, the closer the recommended general increase approximates 7%, the less flexibility agencies will have to grant merit increases or to improve fringe benefit packages. It also should be noted that costs of fringe benefits such as medical, hospital and life insurance normally increase each year. Employees whose salary increases exceed the 7% average increase could be negatively affected by being ineligible for a possible future tax rebate provided for under certain cirsumstances in the program.

Some additional comments are appropriate to the report and recommendations of the Hearing Examiner in this matter. 11 MCAR § 1.116 B. 1. c. gives appointing authorities the flexibility of adopting a general salary adjustment within existing minimum and maximum salaries for their employees that differ from that recommended by the Merit System if they determine the general adjustment proposed to be inappropriate for their particular agency. Such action does not require approval of the Merit System. In addition, 11 MCAR § 1.094 C. 1. gives appointing authorities the right to amend their official compensation plan by selecting a different salary schedule from among those available through the Merit System. This allows for higher or lower rates for agency classifications to become effective when the appointing authority feels that current rates are no longer appropriate by comparison to other competing employers for similar kinds of jobs.

In Finding No. 14, the Hearing Examiner refers to several employee comments protesting the amount of the general increase recommended by the Merit System. Of the 23 negative comments received by the Hearing Examiner regarding the recommended increases, 14 came from employees of one county welfare board. That county happens to be a unionized county in which the employees and management are free to negotiate on salaries without regard to Merit System recommendations. The Hearing Examiner did not receive any negative comments prior to, during or subsequent to the public hearing from any local Civil Defense appointing authorities or employees to the effect that the Merit System salary proposal was inadequate.

Finally, accepting the Hearing Examiner's recommendation, in my opinion, would represent a substantial change from the Merit System recommendation thereby necessitating another public hearing and delaying the implementation of employee salary increases beyond the proposed January 1, 1979, implementation date. The last time such a delay was incurred there was no retroactivity involved and employees simply lost wages for the period of time between January 1 and the settlement date. Attorney General Opinion No. 270-d dated August 12, 1977, a copy of which is attached as Exhibit D, hereto, has ruled that employees may only receive retroactive increases if the appointing authority has taken action prior to any retroactive date to approve an increase. Many appointing authorities would not take such an action, as shown by the last time the salary schedules were not filed by January 1.

The facts upon which the salary recommendations were based and my own reconsideration of this matter lead me to the conclusion that I must differ with Finding No. 15 of the report of the Hearing Examiner concerning proposed wage and salary adjustments for Merit System employees and I adopt the recommendations proposed by the Merit System and presented at the October 16, 1978, public hearing.

IT IS FURTHER ORDERED THAT the above-captioned rules from and after this day of December 7, 1978 shall read in their entirety as set forth in the attached Exhibit E, hereto, pursuant to the authority vested in me pursuant to Minnesota Statutes, Chapter 15 and 12.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

Edward G. Novak
Commissioner

STATE OF MINNESOTA

COUNTY OF RAMSEY

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

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

BEFORE EDWARD G. NOVAK
COMMISSIONER OF PUBLIC SAFETY

RECEIVED
SEP 20 1972
OFFICE OF HEARING
EXAMINERS

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; The Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence

STATEMENT OF NEED AND REASONABLENESS

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

1. Federal law requires that in order for Minnesota to be eligible to receive federal grant-in-aid funds for its various public welfare, public health and civil defense programs, it must establish and maintain a merit system for personnel administration. See, e.g., 42 USC Ch. 62. 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)]
Medical Facilities Assistance [42 USC § 300o-2(b)]
Maternal and Child Health Services/Crippled Children Services [42 USC § 705(a) (3) (A)]
Developmental Disabilities Services and Facilities Construction [42 USC § 6063(b) (7)]
State and Community Programs on Aging [42 USC § 3025(a) (2)]
Nutrition Programs for the Elderly [42 USC § 3045d (a) (3)]

Systems [illegible] K
[illegible]
Date

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

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

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

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

2/ 12 MCAR § § 2.490-2.841, 11 MCAR § § 1.090-1.141 and 7 MCAR § § 1.235-1.315.

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

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

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

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

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

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:

A. SALARY REGULATIONS, PLANS AND SCHEDULES

1. 12 MCAR § 2.494, 7 MCAR § 1.239 and 11 MCAR § 1.094

These rules deal with the compensation plan. Several proposed amendments to 12 MCAR § 2.494 change the words "county welfare board(s)" to the term "appointing authority". Some counties and agencies under the Minnesota Merit System have changed to Human Services Boards under the provisions of Minn. Stat. Chapter 402 as amended by Minn. Laws 1977 Chapter 411 and have abolished their county welfare boards. The change to the terminology "appointing authority" is necessary to properly refer to both Human Service Boards and County Welfare Boards.

Similar amendments are proposed to 7 MCAR § 1.239 which change the word "Board" to the term "appointing authority" and "State Board of Health" and "Secretary and Executive Officer" to the term "Commissioner". These revisions are necessary to bring the language into conformity with Minn. Laws 1977, Chapter 305 which eliminates all references to the Board of Health and to its Secretary and Executive Officer. Minn. Laws 1977, § 305.39 amended Minn. Stat. § 144.011 (1976) by abolishing the State Board of Health and transferring all powers and duties to the Commissioner of Health. Minn. Laws 1977, § 305.45 instructed the State Revisor of Statutes to eliminate all references in law to the "Secretary" or "Executive Officer" of the Board of Health and to substitute "Commissioner" or "Commissioner of Health".

A similar proposed amendment to 11 MCAR § 1.094 involves changing the word "board" to "appointing authority". Another proposed revision changes the reference of 12 MCAR § 2.516 to the proposed new rule 11 MCAR § 1.116. Department of Public Welfare Rule 12 MCAR § 2.516 has applied to Emergency Services personnel; however, since there is some confusion on this point a rule is being proposed at this hearing

for Emergency Services personnel. This new rule is identical, except for minor changes, to the proposed Department of Public Welfare Rule 12 MCAR § 2.516.

The final amendment to 12 MCAR § 2.494, 7 MCAR § 1.239 and 11 MCAR § 1.094 provides that an amended compensation plan will become effective for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1. Some forty-seven welfare, human services, health and emergency services Merit System agencies are on either a bi-weekly or four-week payroll period. A considerable number of these agencies have expressed administrative concerns in the past related to the calculating of two separate salary rates on an annual basis for agency personnel for the payroll period encompassing January 1. The proposed amendment is necessary to respond to those concerns and is similar to the procedure followed by the State of Minnesota, which is on a bi-weekly payroll system, in effecting changes in the State compensation plans.

2. 12 MCAR § 2.516, 7 MCAR § 1.260 and 11 MCAR § 1.116

These rules deal with salary adjustments and increases. Minor amendments are proposed to 12 MCAR § 2.516 to delete reference to county welfare boards and to reflect the terminology "appointing authority" or to add the phrase human services to the language. Due to the proposed deletion of the existing rule and proposed new rule for 12 MCAR § 2.841 and 7 MCAR § 1.315 it is necessary to change the existing terminology in 12 MCAR § 2.516 B. 1. c. and 7 MCAR § 1.260 B. 1. c. from "facsimile" to "salary conversion tables".

Amendments to 12 MCAR § 2.516 B. 2. and 7 MCAR § 1.260 B. 2. are necessary to update these rules and to implement recommended salary adjustments of employees for 1979. The amendments propose that incumbents covered by the official Merit System Compensation Plan on the Professional and Support Salary Schedules receive a 5% adjustment in their monthly salary; that incumbents on the Clerical Salary Schedules receive a $40 increase in their monthly salary and that incumbents on the Maintenance and Trades and Building

Maintenance Salary Schedules receive a 5% adjustment in their monthly salary.

The proposed new rule 11 MCAR § 1.116 is being proposed to eliminate confusion as to whether 12 MCAR § 2.516 applies to Emergency Services personnel. The proposed rule is nearly identical to Department of Public Welfare Rule 12 MCAR § 2.516 and recommends that incumbents on the Professional Salary Schedule receive a 5% adjustment in their monthly salary and that incumbents on the Clerical Salary Schedule receive a $40 increase in their monthly salary. It also provides for submission of salary conversion tables as provided for in 11 MCAR § 1.141.

All of the proposed salary adjustments are recommended to become effective January 1, 1979. If these recommendations are adopted, the only requirement would be that employees covered by the official Merit System Compensation Plan at least be at the minimum salary for their class. Granting of any recommended salary adjustments to employees above the minimum salary for their class is discretionary with the appointing authorities. The proposed salary adjustments are based on data shown in the 1978 Minnesota Merit System Salary Survey, which document is expressly incorporated herein by reference. Salary data from some 28 different sources were included in this survey covering salaries paid in public and private jurisdictions within Minnesota and elsewhere. One of the elements on which the proposed adjustments are based is a 7.49% increase in the Consumer Price Index (CPI) nationwide from June, 1977, to June, 1978, which is the historic base period used in the salary survey and an 8.5% increase in the Twin City Consumer Price Index during the period April, 1977, to April, 1978. The CPI is based on urban blue collar and clerical employees' buying power, and this fact was taken into consideration in determing the amount of increase for the professional and support salary adjustments. Another element considered was the Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul area for 1977 which showed a mean salary increase of 8.9% and a median salary increase of 5.88% for office clerical workers from January, 1977, to January, 1978; a mean salary increase of 8.1% and a median salary increase of 7.48% for skilled maintenance tradesmen for the same period; and a

mean salary increase of 9.5% and a median salary increase of 11.68% for unskilled workers for this period of time. This information, along with other salary data contained in the survey was considered in determining recommended increases for clerical and maintenance and trades classifications.

3. 12 MCAR § 2.517, 7 MCAR § 1.261 and 11 MCAR § 1.117

These rules deal with salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. Minor amendments are proposed in the titles of 12 MCAR § 2.517 and 7 MCAR § 1.261 to more properly reflect the subjects covered by these rules.

Proposed revision to 12 MCAR § 2.517 B. 2. and 7 MCAR § 1.261 B. 2. add the phrase "and paid holidays" to those sections to ensure proper similarity in format and computation to the tables to be prepared by the Supervisor in accordance with the revisions to 12 MCAR § 2.841 A. and 7 MCAR § 1.315 A.

11 MCAR § 1.117 is a proposed new rule relating to salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. As is the case with proposed new rule 11 MCAR § 1.116, it is being proposed to eliminate any confusion as to whether the provisions of 12 MCAR § 2.517 apply to Emergency Services personnel. The wording of this new rule is identical to that proposed for 12 MCAR § 2.517 with the exception of appropriate rule citations.

4. 12 MCAR § 2.840, 7 MCAR § 1.314 and 11 MCAR § 1.140

These rules deal with the compensation plan. 12 MCAR § 2.494 D., 7 MCAR § 1.239 D. and 11 MCAR § 1.094 D. require that the Merit System Supervisor conduct an annual salary survey involving a review of the changes in the level of salary rates which have occurred in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. The survey is to be completed and the findings reported to the Commissioners of Public Welfare, Health and Public Safety by July 31 of each year. If the

findings reveal an increase or decrease in salary rates in the labor market for similar and/or competing employment of 4% or more, these rules require a public hearing. The 1978 salary survey utilized data and findings of other labor market surveys and was based, to the extent possible, on the same sources of data and surveys used in past studies to determine salary increases that have occurred. In addition, actual minimum and maximum salaries for classes in the Merit System were compared to salaries for similar positions in other public agencies and in business, and consideration also was given to increases in the cost-of-living and to current labor market conditions.

Revisions to 12 MCAR § 2.840 A., 7 MCAR § 1.314 A. and 11 MCAR § 1.140 A. are needed to implement recommended salary adjustments in the Merit System Compensation Plan for positions in the county welfare, human services, public health and emergency services agencies. Proposed amendments to 12 MCAR § 2.840 A., 7 MCAR § 1.314 A. and 11 MCAR § 1.140 A. adjust the minimum and maximum salaries for all classes on the professional salary schedule by 5% effective January 1, 1979, with the following exceptions:

A. Welfare classes of Accountant II, Administrative Assistant I and II, Community Health Services Supervisor, Director of Public Health Nursing I, Financial Assistance Supervisor III and IV, Human Services Director I, II and III; Human Services Supervisor I, Social Services Supervisor I and II and Welfare Director I, II, III, IV and V minimum and maximum salaries adjusted approximately 10%.

B. Welfare classes of Computer Programmer and Medical Services Administrator minimum salaries adjusted 5% and maximum salaries adjusted approximately .6%.

C. Welfare class of Systems Programmer Analyst minimum salary adjusted 5% and maximum salary adjusted approximately .5%.

D. Welfare class of Accountant I minimum salary adjusted approximately 7.6% and maximum salary adjusted approximately 12.2%.

E. Welfare class of Community Relations Specialist minimum and maximum salaries adjusted approximately 15%.

F. Welfare class of Day Care Center Supervisor minimum and maximum salaries adjusted approximately 7.5%.

G. Welfare and Public Health classes of Registered Nurse (AA and Diploma) minimum salary adjusted approximately 9% and maximum salary adjusted 5%.

H. Welfare class of Physical Therapist minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

I. Welfare class of Student Social Worker (SWEP) rate left to discretion of appointing authority.

J. Public Health classes of Assistant Director of Public Health Nursing and Director of Public Health Nursing I minimum and maximum salaries adjusted approximately 10%.

K. Public Health class of Medical Technologist minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

The different adjustment proposed for the categories A. and J. listed above is based 1) on minimum and maximum salaries for comparable jobs as determined by the Salary Survey, which document is expressly incorporated herein by reference and 2) on recruitment difficulties and traditional salary relationships which have existed between these classes. The Merit System has experienced considerable difficulty

in attempting to fill vacancies in many of these classes during the past year. Overlapping salary ranges have made it less than attractive for qualified practitioners to seek appointment to supervisory and administrative positions in the agencies. The proposed adjustment for these classes is needed to alleviate the recruiting problems that have been experienced and increase the number of qualified applicants interested in such positions.

The different adjustment proposed for the category I. listed above is based on the desire of county agencies to set their own rates of pay for students in the Summer Work Experience Program as well as on the fact that this program is no longer federally funded.

The different adjustments proposed for the remaining categories are based on minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

The proposed admendments to 12 MCAR § 2.840 B. and 7 MCAR § 1.314 B. adjust the minimum and maximum salaries for all classes on the Support Salary Schedules 5% effective January 1, 1979, with the following exceptions:

A. Welfare classes of Accounting Officer I and II minimum and maximum salaries adjusted approximately 9.5%.

B. Welfare class of Accounting Officer III minimum and maximum salaries adjusted approximately 7.3%.

C. Welfare class of Chemical Dependency Counselor minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

D. Public Health class of Laboratory Technician minimum and maximum salaries adjusted approximately 12.25%.

E. Public Health classes of Inspector I and II and Animal Warden minimum and maximum salaries adjusted approximately 10%.

The adjustment for Animal Warden is based on a comparison of Merit System minimum and maximum salaries to those paid by the City of Rochester for similar work. All other adjustments proposed above are based on minimum and maximum salaries for comparable work as determined by the Salary Survey, which document is expressly incorporated herein by reference. Such adjustments are needed to maintain competitive salaries for Merit System positions.

Proposed amendments to 12 MCAR § 2.840 C., 7 MCAR § 1.314 C. and 11 MCAR § 1.140 B. are needed to implement salary recommendations for clerical classes. These amendments adjust the minimum and maximum salaries for all classes on the A, B, C, D and E Clerical Salary Schedules by $40; adjust the minimum salaries for Clerical classes on the F Clerical Salary Schedule by $40 and add an eighth step to all salary ranges for classes on the F Clerical Salary Schedule effective January 1, 1979. The recommended adjustments are based on comparisons to minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

Proposed amendments to 12 MCAR § 2.840 D. and 7 MCAR § 1.314 D. are needed to implement salary recommendations for all classes on the Maintenance and Trades and the Building Maintenance Salary Schedules. These amendments adjust the minimum and maximum salaries for all classes on these schedules by 5% effective January 1, 1979. The recommended adjustments are based on comparisons to minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

Additional justification in support of the reasonableness of the recommended adjustments of the salary schedules includes, but is not limited to, the following:

A. The Consumer Price Index increased 7.4% nationwide from June, 1977, to June, 1978, while the Twin City Consumer Price Index increased 8.5% from April, 1977, to April, 1978.

B. Some Hennepin County Welfare employees received a 6% salary increase effective January 1, 1978. However, the majority of employees will be affected by the results of current negotiations. An offer of a 6% salary increase, with some exceptions, has been made to covered employees.

C. Ramsey County Welfare employees received a 6% salary increase effective January, 1978, and are scheduled to receive an additional 4% salary increase effective January, 1979.

D. St. Louis County employees received a 7% salary increase effective January, 1978, and are scheduled to receive an additional 7.5% salary increase effective January, 1979.

E. City of St. Paul clerical and technical employees received a 6% salary increase effective January, 1978, while professional employees received a 5.5% salary increase effective January, 1978.

F. Employees of the State of Minnesota received a cost-of-living adjustment of 27¢ per hour effective January 4, 1978, and an additional cost-of-living adjustment of 20¢ per hour effective July 5, 1978.

G. Employees of the Federal Government received a 5% salary adjustment in October, 1977, and may receive an additional increase of 5.5% in October, 1978, although Congress has not yet decided on the amount of the anticipated increase.

H. The State minimum wage under provisions of the Minnesota Fair Labor Standards Act is presently $2.30 per hour which equates to approximately $400 per month.

I. The Salary Survey of the College Placement Council March report indicated an average monthly salary offer of $838 to 1978 social service graduates which represents an increase of 3.2% over 1977 offers to such graduates.

J. The Endicott Survey which is a report of beginning salaries which leading companies plan to offer high-quality college graduates in 1978 showed the average estimated starting monthly salary being offered to 1978 liberal arts graduates to be $950 which represents an increase of 3.6% over the actual average offer made to liberal arts graduates in 1977.

K. Under the provisions of 12 MCAR § 2.494 D. teacher salaries are to be used in setting Merit System salaries for welfare professional employees. Salary survey data for teachers was received from 327 of 435 school districts (75%). The data showed that BA level teachers on the average received a 3.92% median increase in actual salary, not including any extra fringe benefits, for the 1978-79 school year over the previous school year. The median minimum BA teacher salary is $980/monthly. Traditionally the minimum salary for Social Worker I on the B Salary Schedule has been linked to the median minimum BA teacher salary.

L. The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis/St. Paul area for 1978 showed a mean salary increase of 8% and a median salary increase of 5.58% for office clerical workers from January, 1977, to January, 1978; a mean salary increase of 8.1% and a median salary increase of 7.48% for skilled maintenance tradesmen for the same period and a mean salary increase of 9.5% and a median salary increase of 11.68% for unskilled workers for this period of time.

Considerably more data was used in addition to that cited above in arriving at the recommended 1979 salary adjustments. All data relied upon is printed in the 1978 Minnesota Merit System Salary Survey which document is expressly incorporated herein by reference.

5. 12 MCAR § 2.841, 7 MCAR § 1.315 and 11 MCAR § 1.141

These rules deal with provisions for computing monthly, hourly, less-than-full-time, bi-weekly and four-week salary rates and are based on the monthly salaries established in 12 MCAR § 2.840, 7 MCAR § 1.314 and 11 MCAR § 1.140 respectively. Proposed revisions to these three rules include deletion of the current rules in their entirety.

A proposed amendment to these three rules provides for a common title; namely, Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four-Week Salary Rates.

The proposed new rule provides for publication of salary conversion tables for public welfare, human services, public health and emergency services agencies by the Merit System Supervisor in the Merit System Manual for each of the agencies in accordance with a formula provided in the rules. In addition, the new rules require those agencies using salary rates those established by the Merit System to submit to the pervisor a salary conversion table similar in format and computation to the one prepared by the Supervisor. The conversion tables are used only by accounting unit staff in the agencies and by Merit System office staff. The new rules are necessary to allow appropriate salary conversion tables to be prepared procedurally by the Merit System Supervisor without the necessity for specific incorporation of the tables in the rules.

Effective date of this proposed rule change is January 1, 1979.

B. PERSONNEL PROCEDURES AND POLICIES

1. 12 MCAR § 2.493, 7 MCAR § 1.238 and 11 MCAR § 1.093

These rules deal with the classification plan. Minor housekeeping revisions are proposed for 12 MCAR § 2.493 to eliminate superfluous language, to include reference to human services boards as well as county welfare boards and to substitute the word "layoff" for "separations" in 12 MCAR § 2.493 D. 1. thereby bringing the language into conformity with 7 MCAR § 1.238 D. 1. and 11 MCAR § 1.093 D. 1. which use the term "layoff".

Another revision proposed for 12 MCAR § 2.493 D. 1. allows the incumbent of a reallocated position to take an examination for the reallocated position under certain circumstances and is needed to bring this section into conformity with the current language of 7 MCAR § 1.238 D. 1. and 11 MCAR § 1.093 D. 1. and to establish in rule language what has been the practice relative to certain reallocations of positions in county welfare and human services agencies.

Minor revisions are proposed to 7 MCAR § 1.238 to incorporate the term "Commissioner" in lieu of "State Board of Health" and "Secretary and Executive Officer" and are necessary to conform with the provisions of Minn. Laws 1977, Chapter 305 which abolished the State Board of Health and transferred all powers and duties to the Commissioner of Health. All references to the "Secretary" or "Executive Officer" of the Board of Health were eliminated and replaced by "Commissioner" or "Commissioner of Health".

Proposed revisions to 12 MCAR § 2.493 D., 7 MCAR § 1.238 D. and 11 MCAR § 1.093 D. require that any transfer, promotion, demotion, or layoff necessary because of a position reallocation must be completed within 60 days of the notice of reallocation. While, in practice, the Merit System Office has advised county agencies that necessary personnel action must be taken within 60 days after a position is reallocated, this requirement has never been incorporated into rule form. As a consequence, several

situations have arisen where the county agency has failed to take appropriate action relative to reallocated positions within a 60 day period. The proposed 60 day time limit allows for the scheduling, administration and scoring of necessary examinations resulting from reallocations as well as time for the appointing authority to take necessary formal action relative to reallocations. It is appropriate that the reallocation process be completed within a reasonable length of time and a need exists to provide in rule form for an orderly completion of the process rather than to continue the present practice without support from the rules.

2. 12 MCAR § 2.498 and 7 MCAR § 1.244

These rules deal with the certification of eligibles. (Under the provisions of 11 MCAR § 1.091 B. the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Proposed revisions to 12 MCAR § 2.498 C. 1. and 7 MCAR § 1.244 C. 1. increase the number of names certified on a competitive certification from 3 to 7 and provides for the certification of additional names of persons having the same examination score as that of the seventh person certified. The proposed expansion of the number of names certified on a competitive certification from 3 to 7 was discussed with and approved unanimously by the county Welfare Directors at an administrative meeting earlier this year. This expansion provides appointing authorities with greater flexibility in making appointments from among qualified and available applicants, and may also help to further affirmative action recruiting efforts of Merit System agencies. The State of Minnesota certifies 10 names on open-competitive certifications and Hennepin County certifies 7 names on open-competitive certifications. The proposed revisions will bring Merit System certification practices more in line with these two public agencies. The proposed revision to certify those eligibles having the same examination score as that of the seventh name certified on a competitive certification or the third name on a promotional certification has fairness as its basis. Eligibles with the same examination score are considered equally qualified and deserve similar consideration for appointment. This change will bring the Merit System into conformity with State of Minnesota practice in terms of certifying eligibles with tied examination scores.

Proposed revisions to 12 MCAR § 2.498 C. 2. and 7 MCAR § 1.244 C. 2. provide for the certification of the three highest names together with the names of persons whose examination scores are within three points of the person with the highest score and any additional names of persons having the same examination score as that of the third person certified on a promotional certification. This revision is necessary to continue the present practice of certifying the three highest names on a promotional certification and allowing for certification of eligibles having the same examination score as that of the third name certified similar to proposed revisions to 12 MCAR § 2.498 C. 1. and 7 MCAR § 1.244 C. 1.

Proposed revisions to 12 MCAR § 2.498 C. 3. and 7 MCAR § 1.244 C. 3. substitute "the Supervisor" for "he"; provide for the certification, in instances where more than one vacancy exists, of additional names of persons having the same examination score as the last person certified either competitively or promotionally and allows for making supplementary certifications in instances where fewer than 7 names from the competitive register or 3 names from the promotional register are available. When this proposed rule change was published in the State Register on September 11 and distributed it read: "seventh person certified on a competitive certification or as that of the third person certified on a promotional certification." It should have read: "last person certified on a competitive certification or as that of the last person certified on a promotional certification." Such amendment to the original proposed change is necessary. This is not a substantive change in the original proposal but represents correction of an oversight not contemplated when referring to multiple vacancies. When certifying names to fill multiple vacancies in an agency, the last name certified would not necessarily be the 7th or 3rd name certified from the respective competitive or promotional register.

Proposed revision to 12 MCAR § 2.498 C. 5. and 7 MCAR § 1.244 C. 5. allows appointing authorities to request names from alternate registers when the number of names available from the appropriate register are fewer than seven on a competitive certification or three names on a promotional certification and fewer than three different names on all registers combined.

This revision brings this section into conformance with other proposed revisions contained in 12 MCAR § 2.498 C. and 7 MCAR § 1.244 C. regarding the certification of eligibles.

3. 12 MCAR § 2.503 and 7 MCAR § 1.249

These rules deal with separation, tenure and reinstatement. (Under the provisions of 11 MCAR § 1.091 B., the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Minor revisions are proposed for 12 MCAR § 2.503 D. 1. and 12 MCAR § 2.503 F. 1. eliminating references to county welfare staff since the rule applies both to county welfare and human services agencies and their employees.

Proposed revision to 12 MCAR § 2.503 H. 1. and 7 MCAR § 1.249 H. 1. raises the age at which Merit System employees may be retired at the option of the appointing authority from 65 to 70 effective January 1, 1979. This amendment is necessary to conform to the Age Discrimination in Employment Act Amendments of 1978, Pub. L. 95-256 § 1. April 6, 1978, which extended legal protection against mandatory retirement for non-federal employees to age 70 effective January 1, 1979.

? MCAR § 2.504 and 7 MCAR § 1.250

These rules deal with leaves of absence. (Under the provisions of 11 MCAR § 1.091 B. the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Minor revisions are proposed for 12 MCAR § 2.504 A. 1., C. 3., G. 1. and H. 3. to provide reference to human services personnel or boards and to substitute "appointing authority" for "county welfare board". These changes are necessary as the rule applies both to county welfare and human services agencies and their employees.

A revision is proposed to 7 MCAR § 1.250 B. 2. to correct an incorrect 7 MCAR rule citation made previously.

Proposed revision to 12 MCAR § 2.504 A. 3. and 7 MCAR § 1.250 A. 3. provides that employees may, at the option of the appointing authority, be required to turn over to the agency any per diem payment received as a result of service on a jury or as a witness in certain court actions. Present language does not provide for this option and several agencies have asked that they be allowed the opportunity to make such a determination for their own agency in accordance with the provisions of the new language. No agency is forced to change its present procedures in light of the proposed revision but new language is necessary to provide them with the option requested.

C. CLASSIFICATION PLAN AND COMPENSATION PLAN

1. 12 MCAR §§ 2.553, 2.590, 2.591, 2.629, 2.630, 2.631, 2.650, 2.651, 2.652, 2.653, 2.694, 2.704, 2.705, 2.720, 2.721, 2.722; 7 MCAR §§ 1.283, 1.290

These proposals are necessary to revise existing class specifications, and to establish eleven new class specifications. The revisions in the existing specifications and the contents of the proposed new class specifications are based on results of job analyses completed as parts of studies conducted under the Federal Executive Agency Guidelines on Employee Selection Procedures, as adopted by the U. S. Civil Service Commission, the Department of Justice and the Department of Labor, and final review of the draft of the class specifications by committees of incumbents and their supervisors or individual interviews conducted by Merit System staff with incumbents in the class and/or supervisory personnel and final review of the draft of the class specifications by groups of incumbents and their supervisors. A copy of the Federal Executive Agency Guidelines in existence at the time of the studies as well as the new Guidelines published in the Federal Register August 25, 1978, are expressly incorporated herein by reference. The Merit System Council has held hearings on all of these class specifications and as a result of these hearings, some additional changes have been made.

Several of the proposed and revised classification specifications are utilized by various human services agencies within the State. The Human Services Act, Laws 1973, ch. 716, as amended, (Minn. Stat. §§ 402.01 - 402.10) created human services boards and gave them the powers and duties now assigned by law to:

> (a)Manage the existing public resources devoted to human services delivered or purchased by the counties which are subsidized or regulated by the departments of corrections, health, and public welfare;
>
> (b)Employ staff to carry out the purposes of sections 402.01 to 402.10;
>
> * * * * * * * * * *
>
> (g)Existing county health boards, county welfare boards, and area mental health boards.
>
> All persons employed by a county, whose functions are assumed by a human services board, shall continue as employees of the board without loss in seniority or benefits. Personnel administration for the employees shall be in compliance with the federal standard for a merit system of personnel administration.
>
> Minn. Stat. § 402.05, subd. 1 (Supp. 1977).

Human services boards have the right to establish a merit system for themselves which meets the Standards for a Merit System of Personnel Administration of the U. S. Civil Service Commission (45 CFR Part 70), or to adopt the rules of any existing merit system approved by the U. S. Civil Service Commission on the basis of the Standards. To date, these boards have chosen to adopt the rules of the Minnesota Merit System promulgated by the Commissioner of Public Welfare. One of the reasons for this choice was that many classifications existed at the time the selection was made under the County Welfare Merit System which were appropriate to functions to be performed by the human services agencies. The Department of Public Welfare received monies under the provisions of the Intergovernmental Personnel Act through the U. S. Civil Service Commission which allowed for the development of additional class specifications needed by the human services agencies under the County Welfare Merit System. These new classes were heard at the October 21, 1977 public hearing and subsequent to the hearing were adopted under the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare.

a. 12 MCAR § 2.553 (Planner (Human Services))

The establishment of this classification under the Public Welfare Merit System is necessary to enable human service agencies to employ individuals to develop human service-related plans, and to design and evaluate complex planning strategies. The establishment of this class is reasonable based on the needs of the Scott County Human Service Board, as well as the other human service agencies and/or county welfare agencies which have expressed a possible future interest in employing individuals in this classification.

b. 12 MCAR §§ 2.590 and 2.591 (Financial Assistance Supervisor III and IV)

Currently, the Merit System classes of Administrative Assistant I and Administrative Assistant II under the Public Welfare Merit System are used for individuals performing professional work in the administration or supervision of financial programs in county welfare or human service agencies. Since the class specifications for Administrative Assistant I and Administrative Assistant II do not accurately reflect the duties performed by professional financial supervisors, the classes of Financial Assistance Supervisor III and IV are necessary to adequately describe these positions. The class specifications were reviewed and approved by a committee of incumbents and supervisors. The review committee also presented the class specifications for review at various statewide financial supervisor meetings for further input.

c. 12 MCAR §§ 2.629, 2.630, 2.631, 2.652 (Child Support Worker I, Child Support Worker II, Welfare Fraud Investigator, Welfare Fraud Unit Supervisor)

The major change in the class specification for Child Support Worker I is the retitling from Resources Examiner I. This change

is needed because the title of Resources Examiner I is inappropriate and does not adequately define the duties of the position. Incumbents and their supervisors suggested the majority of the changes in the illustrative examples of work. The suggested changes in the examples of work up-date the terminology used and the additions to the examples reflect those responsibilities which Resources Examiners consider time-consuming and important, a specific example of this would be establishment of paternity. The suggested additions and deletions in the knowledges and abilities required are necessary based on the job analysis that was conducted on this classification. Many of the knowledges and abilities required were deleted because the results of the job analysis indicated that these knowledges and abilities were neither important nor necessary for an individual to possess prior to being hired in the classification. A report of the job analysis is expressly incorporated herein by reference.

Over the past two years, the Merit System has received comments from Resources Examiners as well as supervisory personnel in rural counties, that because the number of fraud cases in many of these counties is not great enough to warrant hiring an individual at the Resources Examiner II level, Resources Examiner I's in out-state areas were involved in investigating suspected fraud cases. Handling of fraud cases, no matter how small the percentage of time spent, has not been considered an appropriate responsibility for the Resources Examiner I class. In April, 1978, when the Merit System completed the job analysis for Resources Examiner I, the report of which is expressly incorporated herein by reference, it was found that there were 25-30 Resources

Examiner I positions in which the incumbents were spending a small percentage of time investigating suspected fraud cases. As a result, the new classification of Child Support Worker II is necessary to adequately describe the duties of the position and to adequately compensate employees for the work they perform. The proposed classification specification was reviewed and approved by incumbents and supervisory personnel and some minor revisions were made in the examples of work which are identical to the changes that were made in the Child Support Worker I classification.

The major change in the classification specification for Welfare Fraud Investigator is the retitling from Resources Examiner II. This change is reasonable in light of the title change for Resources Examiner I and the creation of the new classification of Child Support Worker II. The change also is appropriate since individuals employed in the classification spend the majority of their time in the investigation of suspected fraud cases. The proposed additions and deletions in the examples of work and knowledges and abilities required were suggested by incumbents and supervisors and include adding the language "human services agency" to the specification as well as deleting certain knowledges and abilities considered inappropriate and not necessary for an individual to possess prior to being hired in the classification. The proposed changes in the minimum qualifications have come about as a result of the creation of the new Child Support Worker II classification. The new Child Support Worker II class and the Welfare Fraud Investigator class are related, as investigation of fraud is a part of each job. The proposed change is necessary so that individuals with a number of years of experience at the Child Support Worker II level can be allowed entrance into the examination for Welfare Fraud Investigator. Under the current minimum requirements they could not compete in this examination.

The major change in the Welfare Fraud Unit Supervisor classification is the retitling from Resources Examiner III, which is reasonable in light of the title changes for the Resources Examiner I and II classifications. This change is necessary to more clearly reflect the job duties, as the major responsibility of the position involves the supervision of other welfare fraud investigators. Additional changes include, again, adding the language "human services agency", updating other language used, and deleting certain knowledges and abilities considered inappropriate and not necessary for an individual to possess prior to being hired in the classification.

d. 12 MCAR §§ 2.650, 2.651 (Sanitarian I and II)

These classifications are being established under the Public Welfare Merit System as a result of a need expressed by the Faribault, Martin, Watonwan Human Services Agency which is under the Merit System and whose board has formally adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. Faribault, Martin, Watonwan currently has an individual employed at the Sanitarian II level. The proposed class specifications are identical to those which currently exist as part of the rules of the Public Health Merit System, since the position duties are the same.

e. 12 MCAR § 2.653 (Dietitian)

This classification is being established under the Public Welfare Merit System as a result of a need expressed by the Headwaters Nutrition Project which is under the Merit System. This agency needs this classification so that Title VII nutrition requirements are met. The Merit System staff was assisted by the Director of the Headwaters Nutrition Project in developing the specification. The illustrative examples of work, knowledges and abilities required and minimum qualifications are reasonable in light of the duties and responsibilities assigned to this entry-level professional classification.

has been retitled to Public Health Educator II. Likewise, minor revisions to the examples of work in the Public Health Educator II classification were made to broaden the range of responsibilities to include community health education programs. Individuals who reviewed the existing health class specification indicated that the examples of work currently listed placed too much emphasis on school health education programs and needed to be broadened. The Public Health Educator II classification also is being established under the Public Welfare Merit System, for use by the human services agencies, as well as to achieve consistency between the classification plans for the Public Welfare Merit System and the Public Health Merit System.

h. 12 MCAR §§ 2.720, 2.721, and 2.722 (Accounting Officer I, II, and III)

The proposed changes result from a job analysis of these classifications by the Merit System and from suggestions made by a committee of incumbents and supervisory personnel who reviewed the class specifications. A copy of the job analysis report is expressly incorporated herein by reference. Most of the changes in the illustrative Examples of Work and Knowledges, Skills, and Abilities Required sections involve an updating of terminology. The major revision in the specifications was the removal of the desirable qualifications of education and experience and the establishment of minimum qualifications of education and experience based on the necessary knowledges, skills and abilities to perform the job at entry based on the job analysis. This proposed change is necessary to conform to U. S. Civil Service Commission Standards for a Merit System of Personnel Administration, which require that job-related minimum requirements be established wherever they are needed for entrance to a classification. Job-related minimum requirements serve to ensure that candidates have a reasonable chance for success in the position and that artificially high qualifications are not established for entrance to the position. Since the current Standards for a Merit System of Personnel Administration are being revised, copies of both the current and revised Standards are expressly incorporated herein by reference.

f. 12 MCAR § 2.694 (Public Health Aide)

This classification is being proposed under the Public Welfare Merit System as a result of a need expressed by the Faribault, Martin, Watonwan Human Services Agency, which is under the Merit System, and whose board has adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. Faribault, Martin, Watonwan currently has 9 individuals employed at the Public Health Aide level. This proposed class specification is identical to that which currently exists as part of the Public Health Merit System, since the position duties are the same.

g. 12 MCAR §§ 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 (Public Health Educator I and II)

The establishment of the new classification of Public Health Educator I under the Public Welfare Merit System results 1) out of a need expressed by the Blue Earth County Human Service Agency whose board has adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare and 2) out of the expansion of undergraduate public health curriculums within various Minnesota colleges. The establishment of the new classification of Public Health Educator I in the Public Health Merit System results 1) out of a possible need expressed by public health agencies and 2) out of the expansion of undergraduate public health curriculums within various Minnesota colleges. The Public Health Educator I classification specification was reviewed by incumbents and supervisory personnel, as well as by representatives of the Minnesota Department of Health. Subsequent to the review, minor revisions were made to the class specification broadening the responsibilities to include community health education programs in addition to school health education programs. The broadening of the responsibilities was necessary as the reference only to school health education programs was too narrow.

As a result of the establishment of this new classification, the existing public health classification of Public Health Educator

2. 12 MCAR § 2.840 A, B; 7 MCAR § 1.314 A

These rules set the compensation plan for the various classes. Revisions to these rules are necessary to set salary ranges for the remainder of 1978 for all of the aforementioned new classes. The proposed salaries are based on comparison with salary ranges for similar jobs in other jurisdictions and a 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 Planner (Human Services) has been established by examining the minimum qualifications required in comparison to other Merit System classes, as well as by examining the pay scale of similar classes under other jurisdictions. The proposed Merit System C Plan salary range for 1978 is $1236 to $1767 per month. The proposed Merit System C Plan salary range for 1979 is $1298 to $1855 per month. This proposed classification compares to the State of Minnesota classification of Planner II, which has a salary range of $1307 to $1759 per month.

b. The proposed salary ranges for 1978 and 1979 for the classes of Financial Assistance Supervisor III and IV are equivalent to those which currently exist and which are proposed for 1979 for Administrative Assistant I and II, respectively, and are based on the fact that individuals currently working as professional financial unit supervisors are classified as Administrative Assistants I and II and these jobs are comparable.

c. The proposed salary ranges for 1978 and 1979 for the new class of Child Support Worker II has been set at two and one-half steps above the minimum salary for Child Support Worker I and three steps below the minimum for Welfare Fraud Investigator, and one and one-half steps above the maximum for Child Support Worker I

and two steps below the maximum for Welfare Fraud Investigator. The proposed ranges are approximately midway between those which currently exist and are proposed for the classes of Child Support Worker I and Welfare Fraud Investigator. It is felt that this is a reasonable proposal since the Child Support Worker II position contains elements of both classes of Child Support Worker I and Welfare Fraud Investigator.

d. The salary ranges proposed for 1978 and 1979 for the classes of Sanitarian I and II in 12 MCAR § 2.840 A are identical to the existing and proposed 1979 ranges for these two classes in 7 MCAR § 1.314 A., since the position duties are the same.

e. The salary range proposed for Dietitian was established by examining the minimum qualifications required in comparison to other Merit System entry-level professional classes, as well as by examining the pay scales of similar classes within other jurisdictions. The 1978 proposed C Plan salary range for this class is $991 to $1415 per month. The proposed C Plan Merit System salary range for 1979 for this class is $1041 to $1486. The State of Minnesota current salary range for the class of Dietitian I is $1091 to $1462 per month. Ramsey County's classification of Dietitian has a salary range of $1097 to $1388 per month. The salary range for St. Louis County's classification of Registered Dietitian is $1092 to $1269 per month. Hennepin County's salary range for Dietitian is $1060 to $1423 per month. The City of St. Paul's range for Dietitian is $1098 to $1441 per month while the City of Minneapolis has a salary range of $1379 to $1707 per month.

f. The 1978 and 1979 salary ranges proposed for Public Health Aide under 12 MCAR § 2.840 B. are identical to those which exist under 7 MCAR § 1.314 B., since the position duties are the same.

g. The salary range proposed for Public Health Educator I has been established by examining the minimum qualifications required in comparison to other Merit System entry-level professional classes, as well as by examining the salary ranges of similar classes within other jurisdictions. The proposed C Plan Merit System salary range for 1978 for Public Health Educator I is $1036 to $1415 per month. The proposed C Plan salary range for 1979 is $1088 to $1486 per month. The State of Minnesota salary range for its Health Educator I class is $1051 to $1307 per month. The City of Minneapolis salary range for Health Educator I is $1148 to $1636 per month. The City of St. Paul's classification of Health Educator I has a salary range of $1163 to $1530 per month. The St. Louis County classification of Public Health Educator I has a monthly salary range of $1223 to $1425.

h. The 1978 and 1979 proposed salary ranges for the new classification of Public Health Educator II under 12 MCAR § 2.840 A. for the Public Welfare Merit System are identical to those which exist and are proposed for 1979 for the existing classification under 7 MCAR § 1.314 A., since the position duties are the same.

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

Ralph W. Corey
Merit System Supervisor

DATED: September 19, 1978

Adopted Rule

Exhibit E

11 MCAR § 1.093 Classification Plan

OK

A. Preparation and Adoption

AG copy

1. The Governor, through the Commissioner of Public Safety shall formally adopt a comprehensive classification plan for all positions covered by these rules. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. Class titles established by the classification plan shall be used in all personnel and financial records of the Department of Public Safety and the local Civil Defense agency, as well as in all examination procedures.

2. The proposed classification plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Allocation of Positions

1. Every position under the Minnesota Merit System as provided in 11 MCAR § 1.091 E. shall be allocated by the Merit System Supervisor to one of the appropriate classes established in the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the Supervisor to new or existing classes as is necessitated thereby.

C. Reallocation of Positions

1. Whenever a position appears to be improperly allocated, the Supervisor shall, upon his own initiative, or upon the request of an appointing authority or a permanent employee, investigate the duties of the position. Following the investigation the Supervisor shall allocate the position to its proper class and notify the affected parties.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, provided that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take that examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

E. Class Specifications

1. The classification plan shall consist of written specifications for each class. Each specification shall include an appropriate class title, a description of the duties and responsibilities of the work, and the requirements of training, experience, and other qualifications.

F. Amendment of the Classification Plan

1. Whenever any changes in organization, creation of a new position, or a change in duties or responsibilities of a position necessitate a revision of the classification plan, the Supervisor shall conduct an investigation and analysis of the duties and

responsibilities of the class specifications involved. New class specifications will be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work.

2. The proposed new or revised class specifications shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation the Commissioner of Public Safety shall call and hold a public hearing on the proposed new or revised class specifications. Following the public hearing, the Governor, through the Commissioner of Public Safety, may formally adopt a new or revised class of positions and shall notify the agencies of the changes made.

3. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months from the date of approval by the Merit System Council.

11 MCAR § 1.094 Compensation Plan

A. Preparation and Adoption

1. The Governor, through the Commissioner of Public Safety shall formally adopt and make effective a comprehensive compensation plan (11 MCAR § 1.140) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of ~~12 MCAR § 2.516~~ 6. 11 MCAR § 1.116 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such ranges.

2. The proposed compensation plan and any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of Salary Ranges by Local Civil Defense Authority

1. The local Civil Defense authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the ~~board~~ appointing authority and the exclusive representative and 2) except as provided in 11 MCAR § 1.094 B. 6. Such a plan shall be selected from each of the following salary schedules provided under 11 MCAR § 1.140: Professional--A, B, C; Clerical--A, B, C, D, E, F.

2. Such rates, as provided for in 11 MCAR § 1.094 B. 1., shall be identified by alphabetical designation, and adjustment of the plan as provided in 11 MCAR § 1.094 D. shall not serve to amend the alphabetical designated rates selected as the county plan.

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

4. The alphabetically designated rates selected by the local Civil Defense authority shall become the official plan for the local Civil Defense agency until amended by the salary setting authority as provided in 11 MCAR § 1.094 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of ~~12 MCAR § 2.516 B. 1.- 2.~~ 11 MCAR § 1.116 B. 1. - 2. on the basis of the plan adopted by the local Civil Defense authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative who are in the same class as the employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 11 MCAR § 1.094 E. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Local Civil Defense Authority

1. The local Civil Defense authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in 11 MCAR § 1.094 B.

2. The Merit System Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least ten days in advance of the effective date of such amended plan, unless such change results from the signing of a contract by the ~~board~~ appointing authority and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 11 MCAR § 1.140 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Merit System Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Safety on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four percent or more, the Governor, through the Commissioner of Public Safety, shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less that four percent or differ significantly for various types of employment, the Governor, through the Commissioner of Public Safety, may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all of the evidence, the Governor, through the Commissioner of Public Safety, shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The local Civil Defense authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same numerically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules, the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a. above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointment under a or b. above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

11 MCAR § 1.116 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the Civil Defense authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 11 MCAR § 1.094 B. 1. and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 11 MCAR § 1.094 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a Salary Conversion Table as provided for in 11 MCAR § 1.141. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted

by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional Salary Schedule, and forty dollars for employees on the Clerical Salary Schedules.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of

these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 11 MCAR § 1.116 B. 1. c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 11 MCAR § 1.116 B. 1. f. result in employees no longer being on a salary step as published in 11 MCAR § 1.140 for their class, any subsequent merit increase shall be to an appropriate step on 11 MCAR § 1.140 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the local Civil Defense authority and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2.508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 11 MCAR § 1.116 E. 1. above.

11 MCAR § 1.117 Salary Computation Provisions for Full and Part-time Employment, Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source.

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 11 MCAR § § 1.140 and 1.141 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 11 MCAR § 1.116 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 11 MCAR § 1.140 shall use the table prepared in accordance with 11 MCAR § 1.141 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 11 MCAR § 1.140 under the provisions of 11 MCAR § 1.117 B. 1. above or those agencies operating under the provisions of 11 MCAR § 1.116 B. 1. c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. Attached thereto, shall be a table similar in format, computation, and information to the table provided for in 11 MCAR § 1.141. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 11 MCAR § 1.141 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 11 MCAR § 1.116 B. 1. c. shall use their table prepared in accordance with 11 MCAR § 1.141 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a local Civil Defense employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the local Civil Defense authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in the county ~~agency~~ in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C. 4. on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 11 MCAR § 1.141.

This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 11 MCAR § 1.117 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the local Civil Defense authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the local Civil Defense authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Civil Defense authority and it shall be discretionary with the local Civil Defense authority whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

11 MCAR § 1.140 Compensation Plan - 1979

A. Professional
1. Plan A
a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Asst. Civil Defense Director I	~~663~~ 696	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951
Asst. Civil Defense Director II	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138
Asst. Civil Defense Director III	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
Asst. Civil Defense Director IV	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623
Communications Officer	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423

Public Information Officer	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	1041	1088	1138	1190	1241	1298	1359	1423
Radiological Defense Officer	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~
	910	951	994	1041	1088	1138	1190	1241
Safety Services Coordinator	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	1041	1088	1138	1190	1241	1298	1359	1423

2. Plan B

a. Class of Positions

	1	2	3	4	5	6	7	8
Administrative Officer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Asst. Civil Defense Director I	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994
Asst. Civil Defense Director II	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190
Asst. Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Asst. Civil Defense Director IV	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Communications Officer	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486

Public Information Officer	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1088	1138	1190	1241	1298	1359	1423	1486
Radiological Defense Officer	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~
	951	994	1041	1088	1138	1190	1241	1298
Safety Services Coordinator	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1088	1138	1190	1241	1298	1359	1423	1486

3. Plan C

a. Class of Position

	1	2	3	4	5	6	7	8
Administrative Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Asst. Civil Defense Director I	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041
Asst. Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Asst. Civil Defense Director III	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Asst. Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Communications Officer	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
County Civil Defense Director II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
County Civil Defense Director III	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
County Civil Defense Director IV	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Local Civil Defense Director I	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Local Civil Defense Director II	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Local Civil Defense Director III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Local Civil Defense Director IV	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Local Civil Defense Director V	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533
Operations Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Public Information Officer	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553

Radiological Defense Officer	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
Safety Services Coordinator	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553

B. Clerical

1. Plan A

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~434~~ 474	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621
Clerk II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist I	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk-Typist II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Steno I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Steno II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858

2. Plan B

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~451~~	~~467~~	~~483~~	~~499~~	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~
	491	507	523	539	558	579	600	621	642
Clerk II	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~
	558	579	600	621	642	663	686	712	739
Clerk III	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~
	642	663	686	712	739	766	795	826	858
Clerk-Typist I	~~467~~	~~483~~	~~499~~	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~
	507	523	539	558	579	600	621	642	663
Clerk-Typist II	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~
	558	579	600	621	642	663	686	712	739
Clerk-Typist III	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~
	642	663	686	712	739	766	795	826	858
Clerk-Steno I	~~499~~	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~
	539	558	579	600	621	642	663	686	712
Clerk-Steno II	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~
	600	621	642	663	686	712	739	766	795
Clerk-Steno III	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~	~~850~~
	663	686	712	739	766	795	826	858	890

3. Plan C

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Typist I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Typist II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Typist III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Steno II	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Steno III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924

4. Plan D

a. Class of Positions

	1	2	3	4	5	6	7	8	9
Clerk I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk-Typist I	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Typist III	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk-Steno I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Steno III	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961

5. Plan E

a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Typist I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739
Clerk-Typist II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Steno I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Steno II	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998

6. Plan F

a. Class of Positions

	1	2	3	4	5	6	7	8
Clerk I	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	766
Clerk II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Typist I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	795
Clerk-Typist II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk-Typist III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk-Steno I	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	826
Clerk-Steno II	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	924
Clerk-Steno III	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	1037

11 MCAR § 1.141 ~~Civil Defense Salary Schedule~~ Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

The existing rule is being deleted in its entirety and is identical to the deletion of 12 MCAR § 2.841 for the Department of Public Welfare, as published in this issue. except that the Maintenance and Trades section does not exist under 11 MCAR § 1.141, and therefore is not deleted.

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 11 MCAR § 1.140. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 11 MCAR § 1.116 B. 1. c. or in 11 MCAR § 1.117 B. 2.

A.G.'s copy

DPW-79-004-SM

Rules as Adopted Set out in Exhibit F herein JEH

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF HEALTH

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence.

REPORT OF THE
CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 16, 1978, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. Sec. 15.052, subd. 3, was issued to the Department of Health on November 14, 1978; and

WHEREAS, the Department of Health has now determined to adopt rules pursuant to Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Department of Health has submitted said rules to the Chief Hearing Examiner for review pursuant to Minn. Stat. Sec. 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 Health has met all requirements of Minn. Stat. Sec. 15.0412, subd. 4.

NOW, THEREFORE, upon receipt of this Report, the Department of Health 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. Sec. 15.0412, subd. 4.

Dated: December 7th, 1978.

Duane R. Harves

DUANE R. HARVES
Chief Hearing Examiner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence

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 sixteenth day of October, 1978, at 9:30 a.m. in the Auditorium of the State Office Building, St. Paul, Minnesota, after proper notice required by Minn. Stat. § 15.0412, subd. 4 (1976) as amended by Laws 1977, Chapter 443, were 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. Mr. Ralph Corey, Merit System Supervisor, and Ms. Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation at the hearing. Nineteen 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 14, 1978, 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/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

preceedings 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 14, 1978, with the exception of Finding No. 15 in which he recommends a general adjustment of at least six percent or one of six to seven percent for all groups of Merit System employees except for Welfare professional classes. This recommendation has been seriously reconsidered but I am of the opinion that the original proposed general salary increases of five percent for Professional, Support, and Building Maintenance employees and $40 per month for Clerical employees of the Health Department Merit System as proposed by the Merit System are reasonable.

Under the provisions of 7 MCAR § 1.239 D. 1., it is required that general salary increases be based on changes in salary rates for similar and/or competing employment. As pointed out by the Hearing Examiner in Finding No. 15, there is no requirement that Consumer Price Index (CPI) increases be related to proposed general salary adjustments although they have always been considered by the Merit System as one of the factors in recommending general salary increases for employees. Public jurisdictions that do provide for general salary adjustments based on national and/or local increases in the Consumer Price Index invariably use a formula in which the percentage increase awarded to employees does not equal the percentage increase in the CPI itself. As an example, the State of Minnesota utilizes a formula in which employee salaries are increased by one cent per hour for every 0.4% increase in the Twin City Consumer Price Index over the base period provided in the formula.

In accordance with Finding No. 14 of the Hearing Examiner, the Merit System has reconsidered its salary proposals for Registered Nurses and Public Health Nurses. The recently signed contract between the Minnesota Nurses Association and the Twin City hospitals pertains only to Registered Nurses rather than Public Health Nurses. The new contract provides for the following minimum and maximum monthly rates of pay for entry-level Registered Nurses effective June 1, 1978:

	Minimum	Maximum
Registered Nurse (A.A. and diploma)	$1052	$1342
Registered Nurse (B.S.)	$1082	$1342

For comparison purposes, the proposed 1979 Merit System C plan salary range for Registered Nurse is $1064-1326 per month. It should be noted that the Twin City contract salary range encompasses a ten year period of time while the Merit System range anticipates that, with merit increases, a nurse may progress to the maximum salary for her/his classification in four and one-half years.

Salary comparisions also were made between Merit System median salaries for Registered Nurse (B.S.), Public Health Nurse and Senior Public Health Nurse classifications on the B salary plan with salaries for comparable positions within 55 county public health departments in Minnesota as of June 1, 1978. The results of that comparison showed the Merit System B plan median salary to be currently 7.69% above the public health departments' median salary for Registered Nurse (B.S.); 11.03% above the median salary for Public Health Nurse and 5.50% above the median salary for Senior Public Health Nurse. Based on the results of these comparisons, the proposed 5% general adjustment for these classes is reasonable.

Certain Public Health professional classifications were recommended to receive a greater general adjustment than 5% based on recruiting problems encountered in filling vacancies or on comparisons to salaries paid by other jurisdictions for comparable work. It should be noted that minimum and maximum salaries for Assistant Public Health Nursing Director and Director of Public Health Nursing I were adjusted approximately 10%, the minimum salary for Medical Technologist was adjusted 5% and the maximum salary was adjusted approximately 10% and the minimum salary for Registered Nurse was adjusted approximately 9% and the maximum salary adjusted 5%. The recommended 5% increase in the minimum salary for Sanitarian I on the C plan will place the minimum salary above that for the comparable class in the State of Minnesota compensation plan effective January 1, 1979. While the proposed 5% increase in the maximum salary for Sanitarian I on the C plan still leaves the Merit System maximum salary below that of the State of Minnesota maximum salary for this class, it should be noted that the Sanitarian I class under the Merit System is part of a junior/senior concept and an employee can be promoted to the Sanitarian II level after two years of experience at the Sanitarian I level. For this reason, there are only four steps in the salary range for Sanitarian I. Also, I would like to point out that the current Merit System minimum salary for Sanitarian I on the C

plan is only .39% below the minimum median salary for Sanitarian reported on the International Personnel Management Association survey of pay rates for Sanitarians in county, municipal and special districts in the central region of the United States.

Minimum and maximum salaries for some of the Health Merit System support classifications compared to salaries for similar classes in other public jurisdictions has been provided in attached Exhibit C hereto. Those figures in brackets represent situations where the present Merit System salary exceeds that of the comparable jurisdiction. It should be noted that the Merit System recommended an adjustment of approximately 12.25% in the minimum and maximum salary for Laboratory Technician and adjustments of approximately 10% in the minimum and maximum salaries for Inspector I and II. It is important to note that employees of the State of Minnesota will receive no increase in salary on January 1, 1979, nor will state salary ranges be increased in January, 1979; that Ramsey County employees are scheduled to receive a 4% general salary increase in January, 1979, and that Hennepin County employees are scheduled to receive a 6% general increase in January, 1979, with a possibility of a greater percentage increase based on the increase in the Consumer Price Index.

The Merit System recommended a flat $40 per month increase in salaries for clerical classifications effective January 1, 1979, plus on the F plan an additional step worth approximately 4% was added to the maximum salary in view of Twin City salaries for clerical classes as shown on the July 31, 1978, Salary Survey. Converting these recommended increases to a percentage figure results in the increases shown in attached Exhibit D hereto. Plan A is the lowest clerical compensation plan while plan F is the highest plan and considered the Twin City rate. Average percentage increases in minimum salaries on the six clerical salary plans range from 6.01% to 7.61% and approach or exceed the recommendation of the Hearing Examiner. Average percentage increases in maximum salaries range from 4.83% to 8.85%. Again, it is my position that the recommended increase for clerical classifications is reasonable.

The 6% levy limitation in effect in the counties relates to salary increases proposed for employees. Virtually all Merit System agencies follow a policy of awarding merit increases to deserving employees. Obviously the closer the recommended

general salary increase for such employees approximates 6%, the less flexibility remains for the agency to implement an already existing merit increase policy.

A general salary adjustment in the neighborhood of that recommended by the Hearing Examiner could cause problems for those agencies which may wish to adhere to President Carter's voluntary wage restraint program. The program calls for average wage increases to be held to 7% or less. General wage adjustments, merit increases and increased costs of fringe benefits are included in computing the average wage increase. Again, the closer the recommended general increase approximates 7%, the less flexibility agencies will have to grant merit increases or to improve fringe benefit packages. It also should be noted that costs of fringe benefits such as medical, hospital and life insurance normally increase each year. Employees whose salary increases exceed the 7% average increase could be negatively affected by being ineligible for a possible future tax rebate provided for under certain circumstances in the program.

Some additional comments are appropriate to the report and recommendations of the Hearing Examiner in this matter. 7 MCAR § 1.260 B. 1. c. gives appointing authorities the flexibility of adopting a general salary adjustment within existing minimum and maximum salaries for their employees that differ from that recommended by the Merit System if they determine the general adjustment proposed to be inappropriate for their particular agency. Such action does not require approval of the Merit System. In addition, 7 MCAR § 1.239 C. 1. gives appointing authorities the right to amend their official compensation plan by selecting a different salary schedule from among those available through the Merit System. This allows for higher or lower rates for agency classifications to become effective when the appointing authority feels that current rates are no longer appropriate by comparison to other competing employers for similar kinds of jobs.

In Finding No. 14, the Hearing Examiner refers to several employee comments protesting the amount of the general increase recommended by the Merit System. Of the 23 negative comments received by the Hearing Examiner regarding the recommended increases, 14 came from employees of one county welfare board. That county happens to be a unionized county in which the employees and management are free to negotiate on salaries without regard to Merit System recommendations. It is significant that there were no negative comments relative to the proposed Merit System salary recommendations received by the Hearing Examiner from any of the local Merit System Public Health agencies or Human Service agencies which utilize many of the Public Health classifications

Many Public Health classifications are utilized within Merit System Human Services agencies. The general increases adopted for these classes by the Commissioner of Public Welfare are those recommended by the Merit System at the October 16, 1978, public hearing. It is important that general increases awarded to employees of local Merit System Public Health agencies (such as Public Health Nurses and Sanitarians) be consistent with those performing similar functions in a human services agency. To do otherwise would violate the principle of equal pay for equal work and create unwarranted salary inequities based solely on the location of the position.

Finally, accepting the Hearing Examiner's recommendation, in my opinion, would represent a substantial change from the Merit System recommendation thereby necessitating another public hearing and delaying the implementation of employee salary increases beyond the proposed January 1, 1979, implementation date. The last time such a delay was incurred there was no retroactivity involved and employees simply lost wages for the period of time between January 1 and the settlement date. Attorney General Opinion No. 270-d dated August 12, 1977, a copy of which is attached as Exhibit E, hereto, has ruled that employees may only receive retroactive increases if the appointing authority has taken action prior to any retroactive date to approve an increase. Many appointing authorities would not take such an action, as shown by the last time the salary schedules were not filed by January 1. In summary, the recommendation of the Hearing Examiner for a larger increase is not supported by the data shown in the July 31, 1978 Salary Survey.

The facts upon which the salary recommendations were based as well as my own reconsideration of this matter lead me to the conclusion that I must differ with Finding No. 15 of the report of the Hearing Examiner concerning proposed wage and salary adjustments for local Merit System Public Health agency employees.

IT IS FURTHER ORDERED THAT the above-captioned rules from and after this day of December 6, 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 144.

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

Warren R. Lawson, M.D.
Commissioner

Exhibit A
Rules as Proposed

7 MCAR § 1. 238 Classification Plan

A. Preparation and Adoption

1. The ~~State Board of Health~~ Commissioner shall formally adopt a comprehensive classification plan for all positions covered by these rules. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. Class titles established by the classification plan shall be used in all personnel and financial records of the Minnesota Department of Health and the local Public Health agencies; as well as in all examination procedures.

2. Any subsequent amendment shall be submitted to the Council for review and recommendation in relation to the merit system program of recruitment and examination.

B. Allocation of Positions

1. Every position under the Public Health Merit System as provided in 7 MCAR § 1. 236 E. shall be allocated by the Supervisor to one of the appropriate classes established in the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or change, such necessary allocation or reallocation shall be made by the Supervisor to new or existing classes as is necessitated thereby.

C. Reallocation of Positions

1. Whenever a position appears to be improperly allocated, the Supervisor shall, upon his own initiative, or upon the request of an appointing authority or a permanent employee, investigate the duties of the position. Following the investigation the Supervisor shall allocate the position to its proper class and notify the affected parties.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted, by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, provided that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take that examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

E. Class Specifications

1. The classification plan shall consist of written specifications for each class. Each specification shall include an appropriate class title, a description of the duties and responsibilities of the work, and the requirements of training, experience, and other qualifications.

F. Amendment of the Classification Plan

1. Whenever any changes in organization, creation of a new position, or a change in duties or responsibilities of a position necessitate a revision of the

classification plan, the Supervisor shall conduct an investigation and analysis of the duties and responsibilities of the class specifications involved. New class specifications will be developed after consultation with the supervisory officials, classification specialists, and persons technically familiar with the character of the work.

2. The proposed new or revised class specifications shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation the ~~Secretary and Executive Officer~~ Commissioner shall call and hold a public hearing on the proposed new or revised class specifications. Following the public hearing, the ~~State Board of Health~~ Commissioner may formally adopt a new or revised class of positions and shall notify the agencies of the changes made.

3. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months from the date of approval by the Merit System Council.

7 MCAR § 1. 239 Compensation Plan

A. Preparation and Adoption

1. The ~~State Board of Health~~ Commissioner shall formally adopt and make effective a comprehensive compensation plan (7 MCAR § 1. 314) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 7 MCAR § 1. 260 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such salary ranges.

2. Any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of Salary Ranges by Local Public Health Authority

1. The local Public Health authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the ~~Board~~ appointing authority and the exclusive representative and 2) except as provided in 7 MCAR § 1. 239 B. 6. Such a plan shall be selected from each of the following salary schedules provided under 7 MCAR § 1. 314: Professional--A, B, C; Health Services Support Personnel--A, B, C; Clerical--A, B, C, D, E, F; and Building Maintenance--A and B.

2. Such rates, as provided for in 7 MCAR § 1. 239 B. 1., shall be identified by alphabetical designation, and adjustment of the plan as provided by 7 MCAR § 1. 239 D. shall not serve to amend the alphabetically designated rates selected as the county plan.

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

4. The alphabetically designated rates selected by the local Public Health authority shall become the official plan for the local Public Health agency until amended by the salary setting authority as provided in 7 MCAR § 1. 239 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provision of 7 MCAR § 1. 260 B. 1. and 7 MCAR § 1. 260 B. 2. on the basis of the plan adopted by the local Public Health authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 7 MCAR § 1. 239 E. 1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Local Public Health Authority

1. The local Public Health authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in 7 MCAR § 1. 239 B.

2. The Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least thirty days in advance of the effective date of such amended plan, unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 7 MCAR § 1. 314 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the

most recent adjustment of the compensation plan. This reveiw shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the finding to the ~~Secretary and Executive Officer~~ Commissioner on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four per cent or more, the ~~Secretary and Executive Officer~~ Commissioner shall call and hold a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less than four per cent or differ significantly from various types of employment, the ~~Secretary and Executive Officer~~ Commissioner may call and hold a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the ~~State Board of Health~~ Commissioner shall make ~~its~~ his decision. An amended compensation plan shall not be effective until the next succeeding January 1~~.~~, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The local Public Health authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetical designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a., above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

7 MCAR § 1. 244 Certification of Eligibles

A. Vacancies

1. Vacancies in the classified service shall be filled by re-employment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for Certification

1. If a vacancy in any position under a local Public Health agency is to be filled other than by reinstatement, non-competitive promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualification requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Council, after conference with the appointing authority, has determined there is reason for a certification of an eligible with special qualifications.

C. Certification Methods

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the ~~three~~ seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify ~~in like manner~~ the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination

rating, and any additional names of persons having the same examination score as that of the third name certified, from the appropriate promotional register and ~~re-employment~~ register if such registers exist and are requested.

3. If more than one vacancy exists, ~~he~~ the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified on a competitive certification or as that of the third person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than ~~three~~ seven available candidates ~~on the original certification~~ on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than ~~three~~ seven on a competitive certification or three on a promotional certification, ~~or~~ and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 7 MCAR § 1. 245 B. 1.

D. County-Option Certification

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 7 MCAR § 1. 243 A. 5. The Supervisor, upon receipt of such requisition, shall certify the names of eligibles from the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

7 MCAR § 1.249 Separation, Tenure and Reinstatement

A. Resignations

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first thirty calendar days of a probationary period following a transfer. Employees serving the first thirty calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 7 MCAR § 1.254 E. 2. (See 7 MCAR § 1.254 E. 4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in securing his eligibility or appointment, shall, upon discovery and proof thereof, be removed

and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension

1. The appointing authority may, after written notice, suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of Force

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated from a local Public Health agency while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions in the local Public Health agency. The order of separations due to reduction of force shall be based upon seniority, except in instances where seniority is less than one month (30 calendar days), in which case order of separation shall be based upon service ratings and seniority, under a formula established by the Supervisor.

2. The names of permanent employees who have been laid off shall be entered on a re-employment register for their class of positions.

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a re-employment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the re-employment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a re-employment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the re-employment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of Office

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with those rules.

F. Reinstatement to Previous Class of Positions

1. Upon written request of an appointing authority to and with the approval of the Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in that same class in the Public Health Merit System at any time within two years after the date of his resignation. Under the same conditions a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1971 in a local Public Health agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy on the local Public Health agency staff.

G. Reinstatement of probationer

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Public Health Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement

1. Any employee in the Public Health Merit System who attains the age of ~~65~~ 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

7 MCAR § 1.250 Leaves of Absence

A. In General

1. Leave policies stated in this rule are minimum standards and shall apply to all local Public Health agency personnel except when raised by adoption of an optional vacation and sick leave policy by the appointing authority, or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the appointing authority, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political sub-division thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee ~~shall~~ may be required to turn over to the ~~appointing authority~~ agency any per diem payment received as a result of service on a jury or as a witness in the above listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of Absence Without Pay

1. Any person holding a permanent or probationary position in the classified service of the Public Health Merit System shall be granted a leave of absence without pay on the grounds of sickness, disability, and may be granted a leave of absence

without pay for other good or sufficient reason, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one-year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in 7 MCAR §§ 1. 249 F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/her position subject to any eligibility for layoff, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 7 MCAR § 1.250 B. 1. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments under the provisions of ~~7 MCAR § 1.260 C.~~ 7 MCAR § 1.260 D. 5. and may be granted salary increases at the time such increases would be received if the employee had continued in regular employment with the agency.

C. Vacation Leave (Note provision of 7 MCAR § 1.250 A. 1.)

1. Each employee in the classified service, except emergency, hourly, or per diem employees, shall earn vacation with pay at the rate of one working day for each full month of service.

2. The local Public Health agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

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

4. A permanent employee who is transferred or promoted from one local Public Health agency to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first agency.

5. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick Leave (also see 7 MCAR § 1.250 A. 1.)

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

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

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

3. Sick leave with pay shall not be granted to emergency, hourly, or per-diem employees. Sick leave shall not accumulate to an employee while in a non-pay status, except employees on military leave.

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

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

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

E. Funeral Leave

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military Leave

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statutes, Section 192.261.

G. Record of Leaves

1. Each local Public Health agency shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays

1. Permanent, probationary, provisional, limited-term, and full time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on those days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1

Lincoln's and Washington's Birthday--the third Monday in February

Memorial Day--the last Monday in May

Independence Day--July 4

Labor Day--the first Monday in September

Christopher Columbus Day--the Second Monday in October

Veteran's Day--November 11

Thanksgiving Day--the fourth Thursday in November

Christmas Day--December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day Falls on Saturday, the preceding Friday shall be a holiday.

3. The local public health authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the local government.

7 MCAR § 1. 260 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the local Public Health authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided for in 7 MCAR § 1. 239 B. 1. and 7 MCAR § 1. 239 B. 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 7 MCAR § 1. 239 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where local Public Health authorities determine the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic area, such local Public Health authorities may give a different adjustment, other than the general adjustment adopted; provided, however, such local Public Health authorities file with the Supervisor the new salary steps by class and a ~~facsimile of~~ Salary Conversion Table as provided for in 7 MCAR § 1. 315. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the local Public Health authorities and shall not be over the maximum salary.

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

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

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

2. The general adjustment recommended for incumbents is five percent for employees on the Professional Salary Schedule and the Health Services Support Salary Schedule, and forty ~~five~~ dollars for employees on the Clerical Salary Schedules. Employees on the Building Maintenance Salary Schedules are recommended to receive a~~n eight~~ five percent adjustment.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differentials between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedule or on any salary schedules filed with the Supervisor pursuant to 7 MCAR § 1. 260 B. 1. c., shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 7 MCAR § 1. 260 B. 1. f. result in employees no longer being on a salary step as published in 7 MCAR § 1. 314 for their class, any subsequent merit increases shall be to an appropriate step on 7 MCAR § 1. 314 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the local Public Health authority and reported to the Merit System Supervisor.

5. An extraordinany merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increases shall be submitted to the Supervisor

for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 7 MCAR § 1. 254 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 7 MCAR § 1. 260 E. 1.

7 MCAR S 1. 261 Salary Computation Provisions for Full and Part-Time Employment, ~~Terminal~~ Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 7 MCAR § 1. 314 and 7 MCAR § 1. 315 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 7 MCAR § 1. 260 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 7 MCAR § 1. 314 shall use the ~~schedules shown in~~ table prepared in accordance with 7 MCAR § 1. 315 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 7 MCAR § 1. 314 under the provisions of 7 MCAR § 1. 261 B. 1. above or those agencies operating under the provisions of 7 MCAR § 1. 260 B. 1. c. shall file within ten days after the signing of the contract such schedules with the Supervisor. ~~along with a facsimile of 7 MCAR § 1. 315 showing method of payment for full-time and part-time employment.~~ Attached, thereto, shall be a table similar in format, computation, and information to the table provided for in 7 MCAR § 1. 315. ~~Such facsimile~~ The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee

worked in the payroll period. Agencies shall use the table provided for in 7 MCAR § 1. 315 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 7 MCAR § 1. 260 B. 1. c. shall use their ~~facsimile of~~ table prepared in accordance with 7 MCAR § 1. 315 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a local Public Health employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the local Public Health authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in a local Public Health agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 7 MCAR § 1. 250 C., on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 7 MCAR § 1. 315 ~~or the applicable facsimile of 7 MCAR § 1. 315~~. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the part pay period of his/her employment and made

in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 7 MCAR § 1. 261 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the local Public Health authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the local Public Health authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Public Health authority and it shall be discretionary with the local Public Health authority whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

7 MCAR § 1. 283

PUBLIC HEALTH EDUCATOR II

A. KIND OF WORK:

Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of health educational programs in schools through contacts with ~~by contacting~~ school administrators, ~~superintendents and principals.~~ voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civil organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Thorough~~ Knowledge of the principles of public health education. ~~Thorough~~ Knowledge of modern educational theory and techniques. ~~Considerable~~ Knowledge of the available sources of public health information. ~~Considerable~~ Knowledge of the programs and policies of the agency. ~~Working~~ Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the program. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Master's degree in public health education and three years of full-time paid experience in health education.

PUBLIC HEALTH EDUCATOR I

A. KIND OF WORK:

Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school faculties on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Public health education, community health education or related field.

7 MCAR § 1.~~250~~ 314 Compensation Plan (Public Health)

A. Professional and Administrative

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1359	1423	1486	1553	1623	1696	1773	1855	1940
Asst. Dir. of Pub. Health Nurs.	1241	1298	1359	1423	1486	1553	1623	1696	1773
Business Administrator	1241	1298	1359	1423	1486	1553	1623	1696	1773
Business Supervisor	910	951	994	1041	1088	1138	1190	1241	1298
Dir. of Envir. Health	1553	1623	1696	1773	1855	1940	2028	2120	2220
Dir. of Pub. Health Nurs. I	1241	1298	1359	1423	1486	1553	1623	1696	1773
Dir. of Pub. Health Nurs. II	1359	1423	1486	1553	1623	1696	1773	1855	1940
Home Care Coordinator	1088	1138	1190	1241	1298	1359	1423	1486	
Medical Technologist	994	1041	1088	1138	1190	1241	1298		
Public Health Educator I	994	1041	1088	1138	1190	1241	1298	1359	
Public Health Educator II	1241	1298	1359	1423	1486	1553	1623	1696	
Public Health Nurse	994	1041	1088	1138	1190	1241	1298		
Public Health Nurse (Team Leader)	1041	1088	1138	1190	1241	1298	1359		
Public Health Nutritionist	1138	1190	1241	1298	1359	1423	1486	1553	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	951	994	1041	1088	1138	1190			
Sanitarian I	994	1041	1088	1138					
Sanitarian II	1088	1138	1190	1241	1298	1359	1423	1486	
Sanitarian III	1190	1241	1298	1359	1423	1486	1553	1623	1696
Sanitarian IV	1298	1359	1423	1486	1553	1623	1696	1773	1855
School Health Coordinator	1041	1088	1138	1190	1241	1298	1359	1423	
Senior Public Health Nurse	1088	1138	1190	1241	1298	1359	1423		

A. Professional and Administrative

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1423	1486	1553	1623	1696	1773	1855	1940	2028
Asst. Dir. of Pub. Health Nurs.	1298	1359	1423	1486	1553	1623	1696	1773	1855
Business Administrator	1298	1359	1423	1486	1553	1623	1696	1773	1855
Business Supervisor	951	994	1041	1088	1138	1190	1241	1298	1359
Dir. of Envir. Health	1623	1696	1773	1855	1940	2028	2120	2220	2321
Dir. of Pub. Health Nurs. I	1298	1359	1423	1486	1553	1623	1696	1773	1855
Dir. of Pub. Health Nurs. II	1423	1486	1553	1623	1696	1773	1855	1940	2028
Home Care Coordinator	1138	1190	1241	1298	1359	1423	1486	1553	
Medical Technologist	1041	1088	1138	1190	1241	1298	1359		
Public Health Educator I	1041	1088	1138	1190	1241	1298	1359	1423	
Public Health Educator II	1298	1359	1423	1486	1553	1623	1696	1773	
Public Health Nurse	1041	1088	1138	1190	1241	1298	1359		
Public Health Nurse (Team Leader)	1088	1138	1190	1241	1298	1359	1423		
Public Health Nutritionist	1190	1241	1298	1359	1423	1486	1553	1623	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	994	1041	1088	1138	1190	1241			
Sanitarian I	1041	1088	1138	1190					
Sanitarian II	1138	1190	1241	1298	1359	1423	1486	1553	
Sanitarian III	1241	1298	1359	1423	1486	1553	1623	1696	1773
Sanitarian IV	1359	1423	1486	1553	1623	1696	1773	1855	1940
School Health Coordinator	1088	1138	1190	1241	1298	1359	1423	1486	
Senior Public Health Nurse	1138	1190	1241	1298	1359	1423	1486		

A. Professional and Administrative

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1486	1553	1623	1696	1773	1855	1940	2028	2120
Asst. Dir. of Pub. Health Nurs.	1359	1423	1486	1553	1623	1696	1773	1855	1940
Business Administrator	1359	1423	1480	1553	1623	1969	1773	1855	1940
Business Supervisor	994	1041	1088	1138	1190	1241	1298	1359	1423
Dir. of Envir. Health	1696	1773	1855	1940	2028	2120	2220	2321	2426
Dir. of Pub. Health Nurs. I	1359	1423	1486	1553	1623	1696	1773	1855	1940
Dir. of Pub. Health Nurs. II	1486	1553	1623	1696	1773	1855	1940	2028	2120
Home Care Coordinator	1190	1241	1298	1359	1423	1486	1553	1623	
Medical Technologist	1088	1138	1190	1241	1298	1359	1423		
Public Health Educator I	1088	1138	1190	1241	1298	1359	1423	1486	
Public Health Educator II	1359	1423	1486	1553	1623	1696	1773	1855	
Public Health Nurse	1111	1163	1215	1268	1326	1390	1454		
Public Health Nurse (Team Leader)	1163	1215	1268	1326	1390	1454	1518		
Public Health Nutritionist	1241	1298	1359	1423	1486	1553	1623	1696	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	1064	1111	1163	1215	1268	1326			
Sanitarian I	1088	1138	1190	1241					
Sanitarian II	1190	1241	1298	1359	1423	1486	1553	1623	
Sanitarian III	1298	1359	1423	1486	1553	1623	1696	1773	1855
Sanitarian IV	1423	1486	1553	1623	1696	1773	1855	1940	2028
School Health Coordinator	1138	1190	1241	1298	1359	1423	1486	1553	
Senior Public Health Nurse	1215	1268	1326	1390	1454	1518	1588		

B. Health Services Support Personnel

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	710	744	779	815	851	889	930		
Bookkeeper	744	779	815	851	889	930	971	1017	1064
Home Health Aide	547	570	593	622	651	680	710		
Home Health Aide Coordinator	779	815	851	889	930	971	1017		
Inspector I	779	815	851	889					
Inspector II	851	889	930	971	1017	1064	1111		
Laboratory Technician	636	666	696	728	762	797	833		
Licensed Practical Nurse	710	744	779	815	851	889			
Medical Laboratory Assistant	680	710	744	779	815	851	889		
Public Health Aide	437	455	478	501	524	457	570		

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	744	779	815	851	889	930	971		
Bookkeeper	779	815	851	889	930	971	1017	1064	1111
Home Health Aide	570	593	622	651	680	710	744		
Home Health Aide Coordinator	815	851	889	930	971	1017	1064		
Inspector I	815	851	889	930					
Inspector II	889	930	971	1017	1064	1111	1163		
Laboratory Technician	666	696	728	762	797	833	869		
Licensed Practical Nurse	744	779	815	851	889	930			
Medical Laboratory Assistant	710	744	779	815	851	889	930		
Public Health Aide	455	478	501	524	547	570	593		

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	779	815	851	889	930	971	1017		
Bookkeeper	815	851	889	930	971	1017	1064	1111	1163
Home Health Aide	593	622	651	680	710	744	779		
Home Health Aide Coordinator	851	889	930	971	1017	1064	1111		
Inspector I	851	889	930	971					
Inspector II	930	971	1017	1064	1111	1163	1215		
Laboratory Technician	696	728	762	797	833	869	910		
Licensed Practical Nurse	779	815	851	889	930	971			
Medical Laboratory Assistant	744	779	815	851	889	930	971		
Public Health Aide	478	501	524	547	570	593	622		

C. Clerical

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	474	491	507	523	539	558	579	600	621
Clerk II	539	558	579	600	621	642	663	686	712
Clerk III	621	642	663	686	712	739	766	795	826
Clerk-Typist I	491	507	523	539	558	579	600	621	642
Clerk-Typist II	539	558	579	600	621	642	663	686	712
Clerk-Typist III	621	642	663	686	712	739	766	795	826
Clerk-Steno I	523	539	558	579	600	621	642	663	686
Clerk-Steno II	579	600	621	642	663	686	712	739	766
Clerk-Steno III	642	663	686	712	739	766	795	826	858
Swbd. Operator I	507	523	539	558	579	600	621	642	663
Swbd. Operator II	539	558	579	600	621	642	663	686	712

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	491	507	523	539	558	579	600	621	642
Clerk II	558	579	600	621	642	663	686	712	739
Clerk III	642	663	686	712	739	766	795	826	858
Clerk-Typist I	507	523	539	558	579	600	621	642	663
Clerk-Typist II	558	579	600	621	642	663	686	712	739
Clerk-Typist III	642	663	686	712	739	766	795	826	858
Clerk-Steno I	539	558	579	600	621	642	663	686	712
Clerk-Steno II	600	621	642	663	686	712	739	766	795
Clerk-Steno III	663	686	712	739	766	795	826	858	890
Swbd. Operator I	523	539	558	579	600	621	642	663	686
Swbd. Operator II	558	579	600	621	642	663	686	712	739

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	507	523	539	558	579	600	621	642	663
Clerk II	579	600	621	642	663	686	712	739	766
Clerk III	663	686	712	739	766	795	826	858	890
Clerk-Typist I	523	539	558	579	600	621	642	663	686
Clerk-Typist II	579	600	621	642	663	686	712	739	766
Clerk-Typist III	663	686	712	739	766	795	826	858	890
Clerk-Steno I	558	579	600	621	642	663	686	712	739
Clerk-Steno II	621	642	663	686	712	739	766	795	826
Clerk-Steno III	686	712	739	766	795	826	858	890	924
Swbd. Operator I	539	558	579	600	621	642	663	686	712
Swbd. Operator II	579	600	621	642	663	686	712	739	766

C. Clerical

4. Plan D

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	523	539	558	579	600	621	642	663	686
Clerk II	600	621	642	663	686	712	739	766	795
Clerk III	686	712	739	766	795	826	858	890	924
Clerk-Typist I	539	558	579	600	621	642	663	686	712
Clerk-Typist II	600	621	642	663	686	712	739	766	795
Clerk-Typist III	686	712	739	766	795	826	858	890	924
Clerk-Steno I	579	600	621	642	663	686	712	739	766
Clerk-Steno II	642	663	686	712	739	766	795	826	858
Clerk-Steno III	712	739	766	795	826	858	890	924	961
Swbd. Operator I	558	579	600	621	642	663	686	712	739
Swbd. Operator II	600	621	642	663	686	712	739	766	795

5. Plan E

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	558	579	600	621	642	663	686	712
Clerk II	642	663	686	712	739	766	795	826
Clerk III	739	766	795	826	858	890	924	961
Clerk-Typist I	579	600	621	642	663	686	712	739
Clerk-Typist II	642	663	686	712	739	766	795	826
Clerk-Typist III	739	766	795	826	858	890	924	961
Clerk-Steno I	621	642	663	686	712	739	766	795
Clerk-Steno II	686	712	739	766	795	826	858	890
Clerk-Steno III	766	795	826	858	890	924	961	998
Swbd. Operator I	600	621	642	663	686	712	739	766
Swbd. Operator II	642	663	686	712	739	766	795	826

6. Plan F

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	600	621	642	663	686	712	739	766
Clerk II	663	686	712	739	766	795	826	858
Clerk III	766	795	826	858	890	924	961	998
Clerk-Typist I	621	642	663	686	712	739	766	795
Clerk-Typist II	663	686	712	739	766	795	826	858
Clerk-Typist III	766	795	826	858	890	924	961	998
Clerk-Steno I	642	663	686	712	739	766	795	826
Clerk-Steno II	712	739	766	795	826	858	890	924
Clerk-Steno III	795	826	858	890	924	961	998	1037
Swbd. Operator I	621	642	663	686	712	739	766	795
Swbd. Operator II	663	686	712	739	766	795	826	858

D. Building Maintenance

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	541	563	585	607	631		
Janitor (1)	631	658	687	715	746	778	812

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	631	658	687	715	746		
Janitor (1)	746	778	812	845	881	920	959

(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.

7 MCAR § 1.315 ~~Public Health Salary Schedule~~ Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

The existing rule is being deleted in its entirety.

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 7 MCAR § 1.314. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 7 MCAR § 1.260 B. 1. c. or in 7 MCAR § 1.261 B. 2.

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

Exhibit B

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

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing on October 16, 1978, at the State Office Building, St. Paul, Minnesota 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 proposed rule amendments should be adopted.

Ralph Corey, Merit Systems Supervisor, and Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation. Nineteen persons attending the hearing signed the register. The hearing continued until all interested persons had had an opportunity to be heard.

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

Thereafter, the Agencies shall, if they propose to adopt the rules as originally proposed or amended, submit copies of the Order Adopting Rules, a copy of any additional agency findings, a copy of the rules as originally proposed, and a copy of the rules as adopted to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.052, subd. 4. The submission to the Chief Hearing Examiner shall precede review by the Attorney General. The Chief Hearing Examiner shall complete his review and submit his Report to the Agencies on the issues of substantial changes in the rules and compliance with Minn. Stat. § 15.0412, subd. 4, within ten calendar days. The Agencies will be responsible for filing the rules with the Attorney General and for notifying persons who have indicated that they wish to be notified of such filing.

Because the Minnesota Merit System (the System) administers the statewide merit systems for three separate agencies, these proposed rule amendments are a joint effort. The adopting agencies are the Department of Public Welfare, whose rules are published at 12 MCAR Part 2, the Department of Health, 7 MCAR Part 1, and the Department of Public Safety, 11 MCAR Part 1. Throughout this Report, these agencies will be referred to collectively as the "Agency" or "Agencies". Each has an essentially parallel set of rules except as to specific job classes. Ultimately, each agency must adopt its own amendments.

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

FINDINGS OF FACT

A. PROCEDURAL REQUIREMENTS

1. On August 28, 1978, the System filed the following documents with the Chief Hearing Examiner:

(a) Copies of the proposed rules;
(b) Proposed Orders for Hearing;
(c) Proposed Notices of Hearing; and
(d) A Statement of the estimated length and number of people attending the hearing.

2. On September 12, 1978, the System mailed the Agencies' Notices of Hearing to all persons and associations who had registered with the Secretary of State for the purpose of receiving such notice.

3. On September 11, 1978, copies of the Agencies' Notices of Hearing and their proposed rules were published in 3 State Register No. 10.

4. On September 20, 1978, the System filed the following documents:

(a) Order for Hearing for each agency.
(b) The Notice of Hearing as mailed for each Agency.
(c) Affidavit of Receipt of the Secretary of State's list for each agency.
(d) Affidavit of Mailing the Notice to all persons on the Secretary of State's list for each agency.
(e) A Statement of Need and Reasonableness (By the Minnesota Merit System Supervisor for all three Departments).
(f) A Statement of Evidence including the names of System personnel and witnesses.
(g) Copies of documents and reports listed in the Statement of Evidence.

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

6. The Notices of Hearing contained explanations of the proposed amendments and summaries of the reasons for changes as required by 12 MCAR § 2.494 D.4., 11 MCAR § 1.094 D.4. and 7 MCAR § 1.239 D.4.

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

(a) Public Welfare - $58,182.00 in county expenditures for a one-year period.
(b) Health - $1,860.00 in local and county public health agency expenditures
(c) Public Safety - $1,212.00 in local and county expenditures in a one-year period.

8. The record remained open through October 23, 1978, for the receipt of written comments and statements.

AUTHORITY, NEED AND REASONABLENESS

9. At the hearing, the System proposed three nonsubstantial changes to clarify the language of 12 MCAR § 2.498 C.3. and 7 MCAR § 1.244 C.3. (Exs. N-1 and N-2). They also noted some corrections to be made to rules that were erroneously printed. These changes should be adopted.

10. Except as found otherwise below, the Examiner adopts the attached Statement of Need and Reasonableness as findings demonstrating the statutory authority, need for and reasonableness of, the proposed amendments. The Statement was read and expanded upon by Mr. Corey and Mrs. Sundquist at the hearing.

WAGE ADJUSTMENTS

11. The proposed rules reflect the System's general recommendation that incumbents covered by the professional, support, maintenance and trades, and building maintenance salary schedules receive a 5% increase and that incumbents on the clerical salary schedules receive a $40 per month increase. The recommendations are based on the System's 1978 Salary Survey (Ex. Q), and the particular items listed on pages 11-13 of the attached Statement of Need and Reasonableness. Included among those items are a 7.4% increase in the Consumer Price Index nationwide (6/77-6/78) and a 8.5% increase in the Twin Cities' CPI (4/77-4/78). Several general wage increases and surveys are listed, almost all of which exceed 5%. Only the following items showed annual increases of less than 5%.

(a) Average monthly salary offers to social service graduates increased 3.2% from 1977 to 1978.
(b) Average actual offers to "high quality" liberal arts graduates by leading companies increased 3.6% from 1977 to 1978.
(c) Data available at the time of the 1978 Salary Survey showed that the median minimum teachers' salary in Minnesota increased 3.92% over the prior school year.

12. There are a number of specified classes for which adjustments different from five percent are proposed. These adjustments are based upon comparisons made in the Salary survey and, in some cases, upon the difficulty of recruiting employees. Notable among these exceptions are upper level managers (e.g., Welfare Director series) for whom a ten percent increase is proposed.

13. Comments on the wage adjustments varied according to the writer's position. Two county welfare boards called the increase excessive when combined with employees' annual step increases. (No mention was made of employees at the top of their ranges.) (Exs. 2 and 6) Another board thought the five percent was "more realistic" than the larger increases in the management classes. It worried that the difference ". . . can easily become the incentive needed for bargaining unit organization." (Ex. 16) One welfare director supported the proposed adjustments as "equitable and fair." (Ex. 4)

14. Employee comments deplored the lack of equity in a five percent increase (Exs. 5, 9, 18, 21, 23, 24, 25 and 29), and also suggested other figures ranging from 7.5% to 10%. (Exs. 3, 10, 12, 13, 14, 15, 17, 19, 20, 22, 26, 27 and 30). Two comments were directed at specific classes (Exs. 8 and 11). The following are some excerpts from the employee comments:

"It is our feeling 5% is not an adequate reflection of the cost of living." (Ex. 5)

"I am BEGGING you to reconsider and at least settle for a 7½% proposal." (Ex. 10)

"It's disgusting to know of the 5% increase that is recommended for workers in the Welfare Offices. The rest of the Court House here will receive a 7.65% increase in pay for cost of living, 1-1-79." (Ex. 12)

"It seems unfair for clients to be earning more than the workers. . . ." (Ex. 22)

"This 5% cost of living for 1979 presents a problem for everyone, but particularly those persons at the top of the Merit System Schedules. These people will be losing approximately 9% of their purchasing power." (Ex. 23)

"We all have to work for a living and it doesn't help if we don't get a fair cost of living increase." (Ex. 27)

14. At the hearing, Geraldine Wedel of the Minnesota Nurses Association (MNA) commented on the salary of nurses, particularly Public Health Nurses. Subsequent to the Salary Survey, but prior to the hearing, MNA had settled with the Twin Cities' hospitals. The average percentage increase under the contract is 7.32% in minimum salaries and 8.27% in maximum salaries. Mrs. Sundquist stated that the System would reconsider its proposal for nurses, especially recognizing the difficulty of recruiting Public Health Nurses. The Examiner notes that a number of the nursing classes are already proposed for larger than 5% adjustments, but the latest information should be considered in the System's final recommendation.

15. The Examiner finds that the System has failed to demonstrate that the general increase should be held down to five percent. The evidence presented would justify such a hold-down only for social workers, for recent liberal arts graduates, or, at the most, for the welfare professional classes. Outside of these persons, the evidence presented would require a general adjustment of at least six percent (or a parallel flat adjustment), which seems to be the typical increase in the metropolitan counties. That amount is still far below increases in the national and local price indices, but 12 MCAR s 2.494 D.3. and its parallel rules require general adjustments to be based upon comparable salaries, not upon the cost of living. (Of course, those setting the comparable salaries probably considered the cost of living increases.) Thus, the rule does not require a general adjustment to equal the increase in the cost of living. It is the Examiner's recommendation that the System consider a general increase in the six to seven percent range and that it consider a specific hold-down for social workers or welfare professional classes if it is possible to do so without restructuring all the compensation schedules.

12 MCAR §§ 2.590 and 2.591 - FINANCIAL ASSISTANCE SUPERVISOR III and IV.

16. At the hearing, Ruth Mundinger of Anoka County was concerned that the minimum qualifications of experience for these positions seemed excessive, especially when compared to Social Services Supervisor I and II, which have the same pay ranges. Mrs. Sundquist agreed and stated that the requirements would be reduced. Such would be a reasonable, non-substantial change to the proposed rules.

12 MCAR §§ 2.629 and 2.630 - CHILD SUPPORT WORKER I and II.

17. The proposed rules change the class name Resources Examiner I to Child Support Worker I and add the class of Child Support Worker II. While there was some comment on the upgrading of a Resource Examiner I to Child Support Worker II, most of the comments dealt with the name of the class (Exs. 7 and 25). Mr. Corey expressed the System's willingness to change the name and requested the Examiner's recommendation. It was generally felt that the title Child Support Worker [illegible] described the job nor lent the kind of "clout" that is necessary to perform the duties required. The two

choices preferred were Child Support Specialist and Child Support Officer. There was also some discussion of Child Support Enforcement Officer, but that appears to be too strong. Comments by Arlene Shrock of Morrison County were the most persuasive to the Examiner (Ex. 25). She pointed to other titles using "officer", such as Accounting Officer. Several polls were privately taken among those who occupy the position and the decision was generally split. "Officer" does connote a certain power and for this reason it is recommended that the title be Child Support Officer I and II. However, any of the titles would be reasonable.

12 MCAR § 2.694 - PUBLIC HEALTH AIDE

18. This classification is being created under the Welfare rules to parallel a classification in the Health rules. Its creation was necessitated by the Faribault, Martin, Watonwan Human Services Agency which currently has nine individuals employed at the Public Health Aide level. Some comment was raised at the hearing as to the wording of the first sentence of the class specification:

> "KIND OF WORK:"
>
> "Under supervision of a licensed nurse performs a wide variety of basic tasks that meet the needs of families and health problems".

The concern expressed by Ms. Wedel was the use of "licensed nurse" as opposed to the Health rule which uses the term "professional nurse"; a term synonymous with registered nurse. Ms. Wedel argued that a Licensed Practical Nurse supervising Public Health Aides would be acting beyond the scope of his license which does not allow for the delegation of duties. The wording of the rule is such that it does not require any delegation of nursing duties; it requires supervision of Public Health Aides. Minn. Stat. § 148.171(3), which defines the term Registered Nurse, provides in part:

> "The practice of professional nursing includes independent nursing functions . . . which may be performed in collaboration with other health team members or may be delegated by the professional nurse to other nursing personnel [or] . . . may also be performed autonomously."

The duties required of the Public Health Aide do not require delegation from any nurse. While some of the duties described are health-related, they are not "nursing." The duties are not "delegated" from a nurse and their performance need not be supervised by an R.N. So long as the duties are similar to those described in the rule, any person with appropriate supervisory skills in the field of human services, including an LPN, should be able to supervise them. Thus, the Examiner can see no need to change the word "licensed" to "professional", at this point. Further, while it may be a substantial change for this hearing, the System might consider deleting the requirement for supervision by any type of nurse at a future hearing.

12 MCAR § 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 - PUBLIC HEALTH EDUCATOR I and II.

19. These classifications have been redefined and expanded due to the needs expressed by various health agencies and expansion of undergraduate programs within Minnesota colleges in this field as explained in the Statement of Need and Reasonableness.

Two comments were received on this matter. The first was a copy of a letter sent by Kay DeRoos of the Minnesota Chapter of the Society for Public Health Educators (Ex. 31). The letter was a response to the System's request for input on the proposed classifications. Ms. DeRoos sent a copy of guidelines for the Preparation and Practice of Professional Health Educator from the Spring, 1977 issue of Health Education Monographs. Those descriptions were adopted, almost in their entirety, the only changes being those which focus them somewhat towards the educational rather than community settings.

The second comment, from Robert W. Hiller, Assistant Commissioner, Community Health Services, Minnesota Department of Health, expressed some concern that the classifications had been made too narrow (Ex. 32). The System had attempted to broaden the classes, particularly the Public Health Educator II class, and has been responsive to the groups expressing concern in this area. The rules are reasonable as proposed.

20. Both comments questioned the wisdom and legal basis of putting these classifications under the Department of Welfare as well as the Department of Health. This was done to accommodate the Blue Earth County Human Services Agency whose board has adopted the System Rules as promulgated by the Commissioner of Public Welfare. The Human Service Boards (which combine health, welfare and other functions) are required by Minn. Stat. § 402.05, subd. 1 (Supp. 1977) to comply with federal standards for personnel administration. Minn. Stat. § 393.07, subd. 5, authorizes the Commissioner of Public Welfare to adopt merit system rules. Several counties simply adopt those rules as their own to meet the federal requirement. The welfare rules were previously expanded to provide a broad personnel plan for those counties adopting the Human Services Board option. (See Docket No. DPW-78-020-SM, November 23, 1977.)

C O N C L U S I O N S

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

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

3. Except as found in Finding No. 15, the Agencies have demonstrated the need for and reasonableness of the proposed rules by an affirmative presentation of facts.

R E C O M M E N D A T I O N S

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

The attached Statement of Need and Reasonablenss is a part of this Report.

Dated this 14th day of November, 1978.

STEVE M. MIHLAHICK
Hearing Examiner

HEALTH SUPPORT CLASSES

MERIT SYSTEM C PLAN MINIMUMS AND MAXIMUMS COMPARED TO OTHER JURISDICTIONS

Class	M.S. C Plan Min.	M.S. C Plan Max.	State of MN Min.	State of MN Max.	Hennepin Co. Min.	Hennepin Co. Max.	Ramsey Co. Min.	Ramsey Co. Max.	St. Louis Co. Min.	St. Louis Co. Max.	St. Paul Min.	St. Paul Max.	Mpls. Min.	Mpls. Max.
Public Health Aide	455	592			531	651					635	781		
% of Diff.					16.70	9.97					39.56	31.93		
Home Health Aide	565	742							622	708				
% of Diff.									10.09	(4.58)				
Laboratory Tech.*	620	810	746	917					843	972			744	870
% of Diff.			20.32	13.21					35.97	20.00			20.00	7.41
Inspector I**	776	886							872	1011	886	1108		
% of Diff.									12.37	14.11	14.17	25.06		
Inspector II**	847	1108									985	1228		
% of Diff.											16.29	10.83		
Licensed Pract. Nurse***	742	925	816	1007	737	939	754	898	843	972			750	1022
			9.97	8.87	(.67)	1.51	1.62	(2.92)	13.61	5.08			1.08	10.49

* Merit System recommendation for Laboratory Technician is to adjust minimum and maximum salaries approximately 12.25%.

** Merit System recommendation for Inspector I and II is to adjust minimum and maximum salaries for both classes approximately 10%.

*** Effective August 1, 1978, the salary range for Licensed Practical Nurse resulting from contract negotiations between Twin City hospitals and the Licensed Practical Nurses Association is $795 - $930 per month. The Merit System has proposed a C plan salary range for Licensed Practical Nurse of $779 - $971 per month effective January 1, 1979.

Exhibit C

Exhibit # D

Percentage Increases for Clerical Classes

The Merit System recommended flat dollar increases in the ranges for clerical classifications of $40 per month. Converting these increases to a percentage figure, the following increases result:

Average percentage increase in minimum salaries.

Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
7.61%	7.34%	7.07%	6.81%	6.32%	6.01%

Average percentage increase in maximum salaries.

Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
5.64%	5.43%	5.23%	5.03%	4.83%	8.85%

D

Exhibit E

LABOR RELATIONS: PUBLIC EMPLOYERS AND EMPLOYEES: RETROACTIVE WAGE INCREASE: A County Board may provide an increase in compensation retroactive to a date after the commencement of good faith negotiations under the Public Employment Labor Relations Act even in the absence of a prior agreement to do so.

August 12, 1977

270-D

C. David Nelson, Esq.
Pope County Attorney
Glenwood, Minnesota 56334

Dear Mr. Nelson:

In your letter to Attorney General Warren Spannaus you present substantially the following:

FACTS

The Pope County Board of Commissioners (hereinafter "County Board") is a public employer within the meaning of the Public Employment Labor Relations Act (hereinafter "PELRA"). Pursuant to the PELRA, the County Board and the exclusive representative of certain employees in the Pope County Sheriff's Department have been negotiating a collective bargaining contract since prior to January 1, 1977. Although representatives of the parties have met on several occasions to negotiate terms and conditions of employment, they have been unable to reach an agreement as to all of the issues in question.

One of the unresolved issues concerns whether the County Board may now agree to provide increased salary benefits retroactive to January 1, 1977, which is the contemplated inception date of the collective bargaining contract. It does not appear that the County Board entered into an express agreement with the employees prior to January 1, 1977, to apply any subsequently agreed upon increase retroactive to that date.

You then ask substantially the following:

QUESTION

May the County Board provide an increase in salary benefits retroactive to a date subsequent to the commencement of collective bargaining negotiations under the PELRA in the absence of an express, prior agreement to do so?

OPINION

In our opinion, the participation of a County Board and an exclusive representative of public employees in good faith negotiations under the PELRA is sufficient, in the absence of evidence to the contrary, to indicate that an increase in compensation effective retroactively to a date subsequent to the commencement of negotiations is for a public rather than a private purpose. Accordingly, your question is answered in the affirmative.

It is well-settled that an expenditure by a governmental entity is unlawful if made for a private rather than a public purpose. See, e.g., Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958); Arens v. Village of Rogers, 240 Minn. 386, 61 N.W.2d 508 (1953). The Minnesota Supreme Court has explained that an expenditure will generally be considered as for a public purpose if made for ". . . such an activity as will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of a government." Visina v. Freeman, supra, 252 Minn. at 184, 89 N.W.2d at 643. In contrast, a gift to an individual is necessarily for a private purpose and invalid. Nollet v. Hoffman, 210 Minn. 88, 297 N.W. 164 (1941).

The application of the public purpose doctrine to the granting of retroactive compensation has been discussed at length in three previous opinions of the Attorney General. Ops. Atty. Gen. 270-D, Oct. 17, 1956; 161b-4, Dec. 3, 1965;

174E, March 24, 1970.

In Ops. Atty. Gen. 270-D, Oct. 17, 1956 and 161b-4, Dec. 3, 1965, this office analyzed and set forth the basic principles applicable to the instant question. As explained therein, the granting of retroactive compensation by a public employer for past services rendered is void as a gratuity in the absence of some type of agreement, understanding or consideration.[1/] However, if collective bargaining has commenced and an agreement or understanding exists to the effect that any agreed upon increase in compensation will be retroactive to a date subsequent to the commencement of negotiations, the retroactive payment is not a gratuity but is permissible as deferred compensation.[2/] Consideration for such an agreement is provided by the employees in the form of foregoing their rights to either quit or strike during the negotiation period.[3/]

These principles were further refined in Op. Atty. Gen. 174E, March 24, 1970, with reference to labor relations legislation pertaining to public employees. There, it was held that a school district could agree to make a salary increase retroactively effective to the beginning of a school year even in the absence of a prior agreement to do so because of sufficient indicia that the payments were for a public purpose.

1/ See also Nollet v. Hoffman, 210 Minn. 88, 297 N.W. 164 (1941).

2/ See also Timmerman v. City of New York, 69 N.Y.S.2d 102, aff'd 70 N.Y.S.2d 140 (1946); Christie v. Port of Olympia, 27 Wash.2d 534, 179 P.2d 294 (1947).

3/ See also Timmerman v. City of New York, supra.

In reaching that decision, special emphasis was given to the fact that teachers, under a prior version of the PELRA, were prohibited from participating in strikes and could only resign upon notification three months prior to the end of the school year. By adhering to these statutory restrictions and by continuing to work during the extended period of negotiations, it was held that the employees provided adequate consideration to permit the granting of deferred compensation and to indicate that such was for a public purpose.

Subsequent to the issuance of these opinions, the Minnesota legislature enacted[4/] the PELRA which provides a comprehensive framework for collective bargaining in the public sector. See Minn. Stat. §§ 179.61-179.76 (1976). Pursuant to the PELRA, a public employer is obligated to meet and negotiate in good faith with the exclusive representative of a bargaining unit of public employees regarding terms and conditions of employment. Minn. Stat. § 179.66, subd. 2 (1976). If the parties are unable to reach a settlement by voluntary means, the PELRA also provides for mediation and, upon the certification of an impasse, binding arbitration. Minn. Stat. §§ 179.69, 179.72 (1976). Unlike employees in the private sector, however, the PELRA permits public employees to strike only if the public employer refuses a request to participate in binding arbitration. Minn. Stat. § 179.64, subd. 7 (1976).[5/]

4/ Minn. Laws 1971, Ex. Sess., ch. 33.

5/ An exception is provided for "essential" employees who are not permitted to strike under any circumstances. Minn. Stat. § 179.64, subd. 7 (1976).

In the instant matter, the parties have been engaged in negotiations under the PELRA since prior to January 1, 1977. During this period of negotiations, the employees in question have continued to perform their duties and have refrained from participating in an illegal strike. Under these circumstances and in view of the principles discussed above, it is our opinion that the County Board may provide an increase in salary benefits retroactive to a date after the initiation of negotiations even without a prior agreement to do so. Absent evidence to the contrary, good faith negotiations within the framework established by the PELRA provide an implicit understanding as to the permissibility of deferred compensation and is sufficient to indicate that such compensation is for a public purpose. Although we rule that a public employer "may" provide increased compensation retroactively under these circumstances, the employer is, of course, under no obligation to agree to do so. Minn. Stat. § 179.66, subd. 2 (1976).

Very truly yours,

WARREN SPANNAUS
Attorney General

STEPHEN F. BEFORT
Special Assistant
Attorney General

WS:SFB:cdl

Exhibit P
Rule as Adopted

7 MCAR § 1. 238 Classification Plan

A. Preparation and Adoption

1. The ~~State Board of Health~~ Commissioner shall formally adopt a comprehensive classification plan for all positions covered by these rules. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. Class titles established by the classification plan shall be used in all personnel and financial records of the Minnesota Department of Health and the local Public Health agencies; as well as in all examination procedures.

2. Any subsequent amendment shall be submitted to the Council for review and recommendation in relation to the merit system program of recruitment and examination.

B. Allocation of Positions

1. Every position under the Public Health Merit System as provided in 7 MCAR § 1. 236 E. shall be allocated by the Supervisor to one of the appropriate classes established in the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or change, such necessary allocation or reallocation shall be made by the Supervisor to new or existing classes as is necessitated thereby.

C. Reallocation of Positions

1. Whenever a position appears to be improperly allocated, the Supervisor shall, upon his own initiative, or upon the request of an appointing authority or a permanent employee, investigate the duties of the position. Following the investigation the Supervisor shall allocate the position to its proper class and notify the affected parties.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted, by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, provided that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take that examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

E. Class Specifications

1. The classification plan shall consist of written specifications for each class. Each specification shall include an appropriate class title, a description of the duties and responsibilities of the work, and the requirements of training, experience, and other qualifications.

F. Amendment of the Classification Plan

1. Whenever any changes in organization, creation of a new position, or a change in duties or responsibilities of a position necessitate a revision of the

classification plan, the Supervisor shall conduct an investigation and analysis of the duties and responsibilities of the class specifications involved. New class specifications will be developed after consultation with the supervisory officials, classification specialists, and persons technically familiar with the character of the work.

2. The proposed new or revised class specifications shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation the ~~Secretary and Executive Officer~~ Commissioner shall call and hold a public hearing on the proposed new or revised class specifications. Following the public hearing, the ~~State Board of Health~~ Commissioner may formally adopt a new or revised class of positions and shall notify the agencies of the changes made.

3. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months from the date of approval by the Merit System Council.

7 MCAR § 1. 239 Compensation Plan

A. Preparation and Adoption

1. The ~~State Board of Health~~ Commissioner shall formally adopt and make effective a comprehensive compensation plan (7 MCAR § 1. 314) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 7 MCAR § 1. 260 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such salary ranges.

2. Any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of Salary Ranges by Local Public Health Authority

1. The local Public Health authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the ~~Board~~ appointing authority and the exclusive representative and 2) except as provided in 7 MCAR § 1. 239 B. 6. Such a plan shall be selected from each of the following salary schedules provided under 7 MCAR § 1. 314: Professional--A, B, C; Health Services Support Personnel--A, B, C; Clerical--A, B, C, D, E, F; and Building Maintenance--A and B.

2. Such rates, as provided for in 7 MCAR § 1. 239 B. 1., shall be identified by alphabetical designation, and adjustment of the plan as provided by 7 MCAR § 1. 239 D. shall not serve to amend the alphabetically designated rates selected as the county plan.

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

4. The alphabetically designated rates selected by the local Public Health authority shall become the official plan for the local Public Health agency until amended by the salary setting authority as provided in 7 MCAR § 1. 239 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provision of 7 MCAR § 1. 260 B. 1. and 7 MCAR § 1. 260 B. 2. on the basis of the plan adopted by the local Public Health authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 7 MCAR § 1. 239 E. 1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Local Public Health Authority

1. The local Public Health authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in 7 MCAR § 1. 239 B.

2. The Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least thirty days in advance of the effective date of such amended plan, unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 7 MCAR § 1. 314 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the

most recent adjustment of the compensation plan. This reveiw shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the finding to the ~~Secretary and Executive Officer~~ Commissioner on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four per cent or more, the ~~Secretary and Executive Officer~~ Commissioner shall call and hold a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less than four per cent or differ significantly from various types of employment, the ~~Secretary and Executive Officer~~ Commissioner may call and hold a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the ~~State Board of Health~~ Commissioner shall make ~~its~~ his decision. An amended compensation plan shall not be effective until the next succeeding January 1., or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The local Public Health authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetical designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a., above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

7 MCAR § 1. 244 Certification of Eligibles

A. Vacancies

1. Vacancies in the classified service shall be filled by re-employment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for Certification

1. If a vacancy in any position under a local Public Health agency is to be filled other than by reinstatement, non-competitive promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualification requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Council, after conference with the appointing authority, has determined there is reason for a certification of an eligible with special qualifications.

C. Certification Methods

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the ~~three~~ seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify ~~in like manner~~ the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination

rating, and any additional names of persons having the same examination score as that of the third name certified, from the appropriate promotional register and ~~re-employment~~ register if such registers exist and are requested.

3. If more than one vacancy exists, ~~he~~ the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the last person certified on a competitive certification or as that of the last person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than ~~three~~ seven available candidates ~~on the original certification~~ on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than ~~three~~ seven on a competitive certification or three on a promotional certification, ~~or~~ and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 7 MCAR § 1. 245 B. 1.

D. County-Option Certification

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 7 MCAR § 1. 243 A. 5. The Supervisor, upon receipt of such requisition, shall certify the names of eligibles from the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

7 MCAR § 1.249 Separation, Tenure and Reinstatement

A. Resignations

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first thirty calendar days of a probationary period following a transfer. Employees serving the first thirty calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 7 MCAR § 1.254 E. 2. (See 7 MCAR § 1.254 E. 4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in securing his eligibility or appointment, shall, upon discovery and proof thereof, be removed

and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension

1. The appointing authority may, after written notice, suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of Force

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated from a local Public Health agency while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions in the local Public Health agency. The order of separations due to reduction of force shall be based upon seniority, except in instances where seniority is less than one month (30 calendar days), in which case order of separation shall be based upon service ratings and seniority, under a formula established by the Supervisor.

2. The names of permanent employees who have been laid off shall be entered on a re-employment register for their class of positions.

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a re-employment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the re-employment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a re-employment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the re-employment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of Office

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with those rules.

F. Reinstatement to Previous Class of Positions

1. Upon written request of an appointing authority to and with the approval of the Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in that same class in the Public Health Merit System at any time within two years after the date of his resignation. Under the same conditions a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1971 in a local Public Health agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy on the local Public Health agency staff.

G. Reinstatement of probationer

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Public Health Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement

1. Any employee in the Public Health Merit System who attains the age of ~~65~~ 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

7 MCAR § 1.250 Leaves of Absence

A. In General

1. Leave policies stated in this rule are minimum standards and shall apply to all local Public Health agency personnel except when raised by adoption of an optional vacation and sick leave policy by the appointing authority, or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the appointing authority, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political sub-division thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee ~~shall~~ may be required to turn over to the ~~appointing authority~~ agency any per diem payment received as a result of service on a jury or as a witness in the above listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of Absence Without Pay

1. Any person holding a permanent or probationary position in the classified service of the Public Health Merit System shall be granted a leave of absence without pay on the grounds of sickness, disability, and may be granted a leave of absence

without pay for other good or sufficient reason, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one-year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in 7 MCAR §§ 1. 249 F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/her position subject to any eligibility for layoff, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 7 MCAR § 1.250 B. 1. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments under the provisions of ~~7 MCAR § 1.260 C.~~ 7 MCAR § 1.260 D. 5. and may be granted salary increases at the time such increases would be received if the employee had continued in regular employment with the agency.

C. Vacation Leave (Note provision of 7 MCAR § 1.250 A. 1.)

1. Each employee in the classified service, except emergency, hourly, or per diem employees, shall earn vacation with pay at the rate of one working day for each full month of service.

2. The local Public Health agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

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

4. A permanent employee who is transferred or promoted from one local Public Health agency to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first agency.

5. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick Leave (also see 7 MCAR § 1.250 A. 1.)

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

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

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

3. Sick leave with pay shall not be granted to emergency, hourly, or per-diem employees. Sick leave shall not accumulate to an employee while in a non-pay status, except employees on military leave.

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

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

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

E. Funeral Leave

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military Leave

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statutes, Section 192.261.

G. Record of Leaves

1. Each local Public Health agency shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays

1. Permanent, probationary, provisional, limited-term, and full time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on those days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1

Lincoln's and Washington's Birthday--the third Monday in February

Memorial Day--the last Monday in May

Independence Day--July 4

Labor Day--the first Monday in September

Christopher Columbus Day--the Second Monday in October

Veteran's Day--November 11

Thanksgiving Day--the fourth Thursday in November

Christmas Day--December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day Falls on Saturday, the preceding Friday shall be a holiday.

3. The local public health authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the local government.

7 MCAR § 1. 260 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the local Public Health authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided for in 7 MCAR § 1. 239 B. 1. and 7 MCAR § 1. 239 B. 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 7 MCAR § 1. 239 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where local Public Health authorities determine the general adjustment adopted is inappropriate for their employees based on extra-ordinary circumstances in their geographic area, such local Public Health authorities may give a different adjustment, other than the general adjustment adopted; provided, however, such local Public Health authorities file with the Supervisor the new salary steps by class and a ~~facsimile of~~ Salary Conversion Table as provided for in 7 MCAR § 1. 315. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the local Public Health authorities and shall not be over the maximum salary.

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

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

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

2. The general adjustment recommended for incumbents is five percent for employees on the Professional Salary Schedule and the Health Services Support Salary Schedule, and forty ~~five~~ dollars for employees on the Clerical Salary Schedules. Employees on the Building Maintenance Salary Schedules are recommended to receive an ~~eight~~ five percent adjustment.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differentials between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedule or on any salary schedules filed with the Supervisor pursuant to 7 MCAR § 1. 260 B. 1. c., shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 7 MCAR § 1. 260 B. 1. f. result in employees no longer being on a salary step as published in 7 MCAR § 1. 314 for their class, any subsequent merit increases shall be to an appropriate step on 7 MCAR § 1. 314 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the local Public Health authority and reported to the Merit System Supervisor.

5. An extraordinany merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increases shall be submitted to the Supervisor

for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 7 MCAR § 1. 254 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 7 MCAR § 1. 260 E. 1.

7 MCAR S 1. 261 Salary Computation Provisions for Full and Part-Time Employment, ~~Terminal~~ Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 7 MCAR § 1. 314 and 7 MCAR § 1. 315 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 7 MCAR § 1. 260 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 7 MCAR § 1. 314 shall use the ~~schedules shown in~~ table prepared in accordance with 7 MCAR § 1. 315 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 7 MCAR § 1. 314 under the provisions of 7 MCAR § 1. 261 B. 1. above or those agencies operating under the provisions of 7 MCAR § 1. 260 B. 1. c. shall file within ten days after the signing of the contract such schedules with the Supervisor. ~~along with a facsimile of 7 MCAR § 1. 315 showing method of payment for full-time and part-time employment.~~ Attached, thereto, shall be a table similar in format, computation, and information to the table provided for in 7 MCAR § 1. 315. ~~Such facsimile~~ The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee

worked in the payroll period. Agencies shall use the table provided for in 7 MCAR § 1. 315 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 7 MCAR § 1. 260 B. 1. c. shall use their ~~facsimile of~~ table prepared in accordance with 7 MCAR § 1. 315 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a local Public Health employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the local Public Health authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in a local Public Health agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 7 MCAR § 1. 250 C., on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 7 MCAR § 1. 315 ~~or the applicable facsimile of 7 MCAR § 1. 315~~. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the part pay period of his/her employment and made

in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 7 MCAR § 1. 261 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the local Public Health authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the local Public Health authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Public Health authority and it shall be discretionary with the local Public Health authority whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

7 MCAR § 1. 283

PUBLIC HEALTH EDUCATOR II

A. KIND OF WORK:

Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of health educational programs in schools through contacts with ~~by contacting~~ school administrators, ~~superintendents and principals.~~ voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civil organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Thorough~~ Knowledge of the principles of public health education. ~~Thorough~~ Knowledge of modern educational theory and techniques. ~~Considerable~~ Knowledge of the available sources of public health information. ~~Considerable~~ Knowledge of the programs and policies of the agency. ~~Working~~ Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the program. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Master's degree in public health education and three years of full-time paid experience in health education.

PUBLIC HEALTH EDUCATOR I

A. KIND OF WORK:

Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school faculties on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Public health education, community health education or related field.

7 MCAR § 1.~~250~~ 314 Compensation Plan (Public Health) – 1979

A. Professional and Administrative

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1359	1423	1486	1553	1623	1696	1773	1855	1940
Asst. Dir. of Pub. Health Nurs.	1241	1298	1359	1423	1486	1553	1623	1696	1773
Business Administrator	1241	1298	1359	1423	1486	1553	1623	1696	1773
Business Supervisor	910	951	994	1041	1088	1138	1190	1241	1298
Dir. of Envir. Health	1553	1623	1696	1773	1855	1940	2028	2120	2220
Dir. of Pub. Health Nurs. I	1241	1298	1359	1423	1486	1553	1623	1696	1773
Dir. of Pub. Health Nurs. II	1359	1423	1486	1553	1623	1696	1773	1855	1940
Home Care Coordinator	1088	1138	1190	1241	1298	1359	1423	1486	
Medical Technologist	994	1041	1088	1138	1190	1241	1298		
Public Health Educator I	994	1041	1088	1138	1190	1241	1298	1359	
Public Health Educator II	1241	1298	1359	1423	1486	1553	1623	1696	
Public Health Nurse	994	1041	1088	1138	1190	1241	1298		
Public Health Nurse (Team Leader)	1041	1088	1138	1190	1241	1298	1359		
Public Health Nutritionist	1138	1190	1241	1298	1359	1423	1486	1553	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	951	994	1041	1088	1138	1190			
Sanitarian I	994	1041	1088	1138					
Sanitarian II	1088	1138	1190	1241	1298	1359	1423	1486	
Sanitarian III	1190	1241	1298	1359	1423	1486	1553	1623	1696
Sanitarian IV	1298	1359	1423	1486	1553	1623	1696	1773	1855
School Health Coordinator	1041	1088	1138	1190	1241	1298	1359	1423	
Senior Public Health Nurse	1088	1138	1190	1241	1298	1359	1423		

A. Professional and Administrative

2. Plan B

a. Class of Positions

Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1423	1486	1553	1623	1696	1773	1855	1940	2028
Asst. Dir. of Pub. Health Nurs.	1298	1359	1423	1486	1553	1623	1696	1773	1855
Business Administrator	1298	1359	1423	1486	1553	1623	1696	1773	1855
Business Supervisor	951	994	1041	1088	1138	1190	1241	1298	1359
Dir. of Envir. Health	1623	1696	1773	1855	1940	2028	2120	2220	2321
Dir. of Pub. Health Nurs. I	1298	1359	1423	1486	1553	1623	1696	1773	1855
Dir. of Pub. Health Nurs. II	1423	1486	1553	1623	1696	1773	1855	1940	2028
Home Care Coordinator	1138	1190	1241	1298	1359	1423	1486	1553	
Medical Technologist	1041	1088	1138	1190	1241	1298	1359		
Public Health Educator I	1041	1088	1138	1190	1241	1298	1359	1423	
Public Health Educator II	1298	1359	1423	1486	1553	1623	1696	1773	
Public Health Nurse	1041	1088	1138	1190	1241	1298	1359		
Public Health Nurse (Team Leader)	1088	1138	1190	1241	1298	1359	1423		
Public Health Nutritionist	1190	1241	1298	1359	1423	1486	1553	1623	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	994	1041	1088	1138	1190	1241			
Sanitarian I	1041	1088	1138	1190					
Sanitarian II	1138	1190	1241	1298	1359	1423	1486	1553	
Sanitarian III	1241	1298	1359	1423	1486	1553	1623	1696	1773
Sanitarian IV	1359	1423	1486	1553	1623	1696	1773	1855	1940
School Health Coordinator	1088	1138	1190	1241	1298	1359	1423	1486	
Senior Public Health Nurse	1138	1190	1241	1298	1359	1423	1486		

A. Professional and Administrative

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1486	1553	1623	1696	1773	1855	1940	2028	2120
Asst. Dir. of Pub. Health Nurs.	1359	1423	1486	1553	1623	1696	1773	1855	1940
Business Administrator	1359	1423	1480	1553	1623	1969	1773	1855	1940
Business Supervisor	994	1041	1088	1138	1190	1241	1298	1359	1423
Dir. of Envir. Health	1696	1773	1855	1940	2028	2120	2220	2321	2426
Dir. of Pub. Health Nurs. I	1359	1423	1486	1553	1623	1696	1773	1855	1940
Dir. of Pub. Health Nurs. II	1486	1553	1623	1696	1773	1855	1940	2028	2120
Home Care Coordinator	1190	1241	1298	1359	1423	1486	1553	1623	
Medical Technologist	1088	1138	1190	1241	1298	1359	1423		
Public Health Educator I	1088	1138	1190	1241	1298	1359	1423	1486	
Public Health Educator II	1359	1423	1486	1553	1623	1696	1773	1855	
Public Health Nurse	1111	1163	1215	1268	1326	1390	1454		
Public Health Nurse (Team Leader)	1163	1215	1268	1326	1390	1454	1518		
Public Health Nutritionist	1241	1298	1359	1423	1486	1553	1623	1696	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	1064	1111	1163	1215	1268	1326			
Sanitarian I	1088	1138	1190	1241					
Sanitarian II	1190	1241	1298	1359	1423	1486	1553	1623	
Sanitarian III	1298	1359	1423	1486	1553	1623	1696	1773	1855
Sanitarian IV	1423	1486	1553	1623	1696	1773	1855	1940	2028
School Health Coordinator	1138	1190	1241	1298	1359	1423	1486	1553	
Senior Public Health Nurse	1215	1268	1326	1390	1454	1518	1588		

B. Health Services Support Personnel

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	710	744	779	815	851	889	930		
Bookkeeper	744	779	815	851	889	930	971	1017	1064
Home Health Aide	547	570	593	622	651	680	710		
Home Health Aide Coordinator	779	815	851	889	930	971	1017		
Inspector I	779	815	851	889					
Inspector II	851	889	930	971	1017	1064	1111		
Laboratory Technician	636	666	696	728	762	797	833		
Licensed Practical Nurse	710	744	779	815	851	889			
Medical Laboratory Assistant	680	710	744	779	815	851	889		
Public Health Aide	437	455	478	501	524	457	570		

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	744	779	815	851	889	930	971		
Bookkeeper	779	815	851	889	930	971	1017	1064	1111
Home Health Aide	570	593	622	651	680	710	744		
Home Health Aide Coordinator	815	851	889	930	971	1017	1064		
Inspector I	815	851	889	930					
Inspector II	889	930	971	1017	1064	1111	1163		
Laboratory Technician	666	696	728	762	797	833	869		
Licensed Practical Nurse	744	779	815	851	889	930			
Medical Laboratory Assistant	710	744	779	815	851	889	930		
Public Health Aide	455	478	501	524	547	570	593		

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	779	815	851	889	930	971	1017		
Bookkeeper	815	851	889	930	971	1017	1064	1111	1163
Home Health Aide	593	622	651	680	710	744	779		
Home Health Aide Coordinator	851	889	930	971	1017	1064	1111		
Inspector I	851	889	930	971					
Inspector II	930	971	1017	1064	1111	1163	1215		
Laboratory Technician	696	728	762	797	833	869	910		
Licensed Practical Nurse	779	815	851	889	930	971			
Medical Laboratory Assistant	744	779	815	851	889	930	971		
Public Health Aide	478	501	524	547	570	593	622		

C. Clerical

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	474	491	507	523	539	558	579	600	621
Clerk II	539	558	579	600	621	642	663	686	712
Clerk III	621	642	663	686	712	739	766	795	826
Clerk-Typist I	491	507	523	539	558	579	600	621	642
Clerk-Typist II	539	558	579	600	621	642	663	686	712
Clerk-Typist III	621	642	663	686	712	739	766	795	826
Clerk-Steno I	523	539	558	579	600	621	642	663	686
Clerk-Steno II	579	600	621	642	663	686	712	739	766
Clerk-Steno III	642	663	686	712	739	766	795	826	858
Swbd. Operator I	507	523	539	558	579	600	621	642	663
Swbd. Operator II	539	558	579	600	621	642	663	686	712

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	491	507	523	539	558	579	600	621	642
Clerk II	558	579	600	621	642	663	686	712	739
Clerk III	642	663	686	712	739	766	795	826	858
Clerk-Typist I	507	523	539	558	579	600	621	642	663
Clerk-Typist II	558	579	600	621	642	663	686	712	739
Clerk-Typist III	642	663	686	712	739	766	795	826	858
Clerk-Steno I	539	558	579	600	621	642	663	686	712
Clerk-Steno II	600	621	642	663	686	712	739	766	795
Clerk-Steno III	663	686	712	739	766	795	826	858	890
Swbd. Operator I	523	539	558	579	600	621	642	663	686
Swbd. Operator II	558	579	600	621	642	663	686	712	739

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	507	523	539	558	579	600	621	642	663
Clerk II	579	600	621	642	663	686	712	739	766
Clerk III	663	686	712	739	766	795	826	858	890
Clerk-Typist I	523	539	558	579	600	621	642	663	686
Clerk-Typist II	579	600	621	642	663	686	712	739	766
Clerk-Typist III	663	686	712	739	766	795	826	858	890
Clerk-Steno I	558	579	600	621	642	663	686	712	739
Clerk-Steno II	621	642	663	686	712	739	766	795	826
Clerk-Steno III	686	712	739	766	795	826	858	890	924
Swbd. Operator I	539	558	579	600	621	642	663	686	712
Swbd. Operator II	579	600	621	642	663	686	712	739	766

C. Clerical

4. Plan D

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	523	539	558	579	600	621	642	663	686
Clerk II	600	621	642	663	686	712	739	766	795
Clerk III	686	712	739	766	795	826	858	890	924
Clerk-Typist I	539	558	579	600	621	642	663	686	712
Clerk-Typist II	600	621	642	663	686	712	739	766	795
Clerk-Typist III	686	712	739	766	795	826	858	890	924
Clerk-Steno I	579	600	621	642	663	686	712	739	766
Clerk-Steno II	642	663	686	712	739	766	795	826	858
Clerk-Steno III	712	739	766	795	826	858	890	924	961
Swbd. Operator I	558	579	600	621	642	663	686	712	739
Swbd. Operator II	600	621	642	663	686	712	739	766	795

5. Plan E

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	558	579	600	621	642	663	686	712
Clerk II	642	663	686	712	739	766	795	826
Clerk III	739	766	795	826	858	890	924	961
Clerk-Typist I	579	600	621	642	663	686	712	739
Clerk-Typist II	642	663	686	712	739	766	795	826
Clerk-Typist III	739	766	795	826	858	890	924	961
Clerk-Steno I	621	642	663	686	712	739	766	795
Clerk-Steno II	686	712	739	766	795	826	858	890
Clerk-Steno III	766	795	826	858	890	924	961	998
Swbd. Operator I	600	621	642	663	686	712	739	766
Swbd. Operator II	642	663	686	712	739	766	795	826

6. Plan F

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	600	621	642	663	686	712	739	766
Clerk II	663	686	712	739	766	795	826	858
Clerk III	766	795	826	858	890	924	961	998
Clerk-Typist I	621	642	663	686	712	739	766	795
Clerk-Typist II	663	686	712	739	766	795	826	858
Clerk-Typist III	766	795	826	858	890	924	961	998
Clerk-Steno I	642	663	686	712	739	766	795	826
Clerk-Steno II	712	739	766	795	826	858	890	924
Clerk-Steno III	795	826	858	890	924	961	998	1037
Swbd. Operator I	621	642	663	686	712	739	766	795
Swbd. Operator II	663	686	712	739	766	795	826	858

D. Building Maintenance

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	541	563	585	607	631		
Janitor (1)	631	658	687	715	746	778	812

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	631	658	687	715	746		
Janitor (1)	746	778	812	845	881	920	959

(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.

7 MCAR § 1.315 ~~Public Health Salary Schedule~~ Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

The existing rule is being deleted in its entirety.

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 7 MCAR § 1.314. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 7 MCAR § 1.260 B. 1. c. or in 7 MCAR § 1.261 B. 2.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 22 1978
Joan Anderson Growe
Secretary of State
10:45 AM

APPROVED AS TO FORM AND LEGALITY
DEC. 22 1978 19____
WARREN SPANNAUS, ATTORNEY GENERAL
BY Joanne Hinderaker
SPECIAL ASSISTANT ATTORNEY GENERAL

DEPARTMENT OF HEALTH

MINNESOTA MERIT SYSTEM

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ERROR LISTING

The following errors have been found in the September 11, 1978 publication of the State Register:

7 MCAR § 1.314 Compensation Plan - 1978 *should read:*
7 MCAR S 1.314 Compensation Plan - 1978 *(found at 3 S.R. 498)*

7 MCAR § 1.314 Compensation Plan - 1979 *should read:*
7 MCAR § 1.314 Compensation Plan - ~~1978~~ 1979 *(found at 3 S.R. 506)*

The following errors have been noticed in the copy of the proposed rules available for the Secretary of State list, and other interested parties:

7 MCAR § 1.314 Compensation Plan - 1978 *should read:*
7 MCAR § 1.314 Compensation Plan - 1978

7 MCAR § 1.250 Compensation Plan (Public Health) *should read:*
7 MCAR § 1.314 Compensation Plan - ~~1978~~ 1979

None of these errors have a substantial effect on the content of the proposed rules.

Ralph W. Corey

Ralph W. Corey
Merit System Supervisor

DEPARTMENT OF HEALTH

AMENDMENT TO PROPOSED RULE CHANGES

7 MCAR § 1.244 C. 3. line 6 reads:
"seventh person certified on a competitive certification or as that of the third"

This line should read:
"last person certified on a competitive certification or as that of the last"

DEPARTMENT OF HEALTH

MERIT SYSTEM

RENUMERATION

Previously, all Merit System Rules have been referred to as "Minn. Rules MHD___". Effective with this publication in the State Register, these rules are being changed to the MCAR numbering system. With this change, the class specifications which were previously grouped together under 4 rules are each being assigned a separate MCAR rule number. A complete list of Merit System Rules, converted to their MCAR number, follows:

MHD 264 Definitions is now 7 MCAR § 1.235 Definitions

MHD 265 Statement of Policy and Means of Effecting Policy is now 7 MCAR § 1.236 Statement of Policy and Means of Effecting Policy

MHD 266 Organization is now 7 MCAR § 1,237 Organization

MHD 267 Classification Plan is now 7 MCAR § 1,238 Classification Plan

MHD 268 Compensation Plan is now 7 MCAR § 1.239 Compensation

MHD 269 Recruitment and Appointment is now 7 MCAR § 1.240 Recruitment and Appointment

MHD 270 Applications is now 7 MCAR § 1.241 Applications

MHD 271 Examinations is now 7 MCAR § 1.242 Examinations

MHD 272 Registers is now 7 MCAR § 1.243 Registers

MHD 273 Certification of Eligibles is now 7 MCAR § 1.244 Certification of Eligibles

MHD 274 Appointments is now 7 MCAR § 1.245 Appointments

MHD 275 Probationary Period is now 7 MCAR § 1.246 Probationary Period

MHD 276 Promotions is now 7 MCAR § 1.247 Promotions

MHD 277 Transfers and Demotions is now 7 MCAR § 1.248 Transfers and Demotions

MHD 278 Separation, Tenure, and Reinstatement is now 7 MCAR 1.249 Separation, Tenure and Reinstatement.

MHD 279 Leaves of Absence is now 7 MCAR § 1.250 Leaves of Absence

MHD 280 Service Ratings is now 7 MCAR § 1.251 Service Ratings

MHD 281 Employee Training is now 7 MCAR § 1.252 Employee Training

MHD 282 Other Employment is now 7 MCAR § 1.253 Other Employment

MHD 283 Appeals and Hearing is now 7 MCAR § 1.254 Appeals and Hearing

MHD 284 Inter-Agency Operations is now 7 MCAR § 1.255 Inter-Agency Operations

MHD 285 Miscellaneous is now 7 MCAR § 1.256 Miscellaneous

MHD 294 Salary Adjustments and Increases is now 7 MCAR § 1.260 Salary Adjustment and Increases

MHD 295 Salary Computation Provisions for Full and Part-time Employment, Terminal Vacation and Sick Leave Pay, Partial Pay Periods, Overtime and Part Payment from Another Source is now 7 MCAR § 1.261 Salary Computation Provisions for Full and Part-time Employment, Terminal Vacation and Sick Leave Pay, Partial Pay Periods, Overtime and Part Payment from Another Source

MHD 296 Appointment, Promotion, Demotion, Transfers, and Reinstatements is now 7 MCAR § 1.262 Appointments, Promotion, Demotion, Transfers, and Reinstatements

MHD 297 Local Public Health Agency Regulations is now 7 MCAR § 1.263 Local Public Health Agency Regulations

MHD 304 Professional and Administrative

A. Sanitarian I is now 7 MCAR § 1.270 Sanitarian I

B. Sanitarian II is now 7 MCAR § 1.271 Sanitarian II

C. Sanitarian III is now 7 MCAR § 1.272 Sanitarian III

D. Sanitarian IV is now 7 MCAR § 1.273 Sanitarian IV

E. Assistant Director of Environmental Health is now 7 MCAR § 1.274 Assistant Director of Environmental Health

F. Director of Environmental Health is now 7 MCAR § 1.275 Director of Environmental Health

G. Business Administrator is now 7 MCAR § 1.276 Business Administrator

H. Registered Nurse is now 7 MCAR § 1.277 Registered Nurse

I. Public Health Nurse is now 7 MCAR § 1.278 Public Health Nurse

J. Public Health Nurse (Team Leader) (Specialized Assignement) is now 7 MCAR § 1.279 Public Health Nurse (Team Leader) (Specialized Assignment)

K. Senior Public Health Nurse is now 7 MCAR § 1.280 Senior Public Health Nurse

L. School Health Coordinator is now 7 MCAR § 1.281 School Health Coordinator

M. Home Care Coordinator is now 7 MCAR § 1.282 Home Care Coordinator

N. Public Health Educator is now 7 MCAR § 1.283 Public Health Educator

O. Assistant Director of Public Health Nursing is now 7 MCAR § 1.284 Assistant Director of Public Health Nursing

P. Director of Public Health Nursing I is now 7 MCAR § 1.285 Public Health Nursing I

Q. Director of Public Health Nursing II is now 7 MCAR § 1.286 Director of Public Health Nursing II

R. Medical Technologist is now 7 MCAR § 1.287 Medical Technologist

S. Business Supervisor is now 7 MCAR § 1.288 Business Supervisor

T. Public Health Nutritionist is now 7 MCAR § 1.289 Public Health Nutritionist

MHD 305 Health Services Support Personnel

A. Licensed Practical Nurse is now 7 MCAR § 1.291 Licensed Practical Nurse

B. Inspector I is now 7 MCAR § 1.292 Inspector I

C. Inspector II is now 7 MCAR § 1.293 Inspector II

D. Animal Warden is now 7 MCAR § 1.294 Animal Warden

E. Laboratory Technician is now 7 MCAR § 1.295 Laboratory Technician

F. Public Health Aide is now 7 MCAR § 1.296 Public Health Aide

G. Home Health Aide is now 7 MCAR § 1.297 Home Health Aide

H. Home Health Aide Coordinator is now 7 MCAR § 1.298 Home Health Aide Coordinator

I. Medical Laboratory Assistant is now 7 MCAR § 1.299 Medical Laboratory Assistant

MHD 306 Clerical

A. Bookkeeper is now 7 MCAR § 1.300 Bookkeeper

B. Clerk I is now 7 MCAR § 1.301 Clerk I

C. Clerk II is now 7 MCAR § 1.302 Clerk II

D. Clerk III is now 7 MCAR § 1.303 Clerk III

E. Clerk-Typist I is now 7 MCAR § 1.304 Clerk-Typist I

F. Clerk-Typist II is now 7 MCAR § 1.305 Clerk-Typist II

G. Clerk-Typist III is now 7 MCAR § 1.306 Clerk-Typist III

H. Clerk-Steno I is now 7 MCAR § 1.307 Clerk-Steno I

I. Clerk-Steno II is now 7 MCAR § 1.308 Clerk-Steno II

J. Clerk-Steno III is now 7 MCAR § 1.309 Clerk-Steno III

K. Switchboard Operator I is now 7 MCAR § 1.310 Switchboard Operator I

L. Switchboard Operator II is now 7 MCAR § 1.311 Switchboard Operator II

MHD 307 Building Maintenance

A. Custodian is now 7 MCAR § 1.312 Custodian

B. Janitor is now 7 MCAR § 1.313 Janitor

MHD 314 Compensation Plan is now 7 MCAR § 1.314 Compensation Plan

MHD 315 Standard Table for Computing Less-than-Full-Time Salary, Bi-Weekly and Four-Week Salary Rates is now 7 MCAR § 1.315 Standard Table for Computing Less-than-Full-Time Salary, Bi-Weekly and Four-Week Salary Rates

Dated this 23rd day of August, 1978

WARREN R. LAWSON, M.D.

COMMISSIONER

7 MCAR § 1. 239 Compensation Plan

A. Preparation and Adoption

1. The ~~State Board of Health~~ Commissioner shall formally adopt and make effective a comprehensive compensation plan (7 MCAR § 1. 314) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 7 MCAR § 1. 260 C. have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other similar employments, and other relevant factors shall be taken into consideration in arriving at such salary ranges.

2. Any subsequent amendments shall be submitted to the Council for review and recommendation in relation to the Merit System program of recruitment and examination.

B. Selection of Salary Ranges by Local Public Health Authority

1. The local Public Health authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the ~~Board~~ appointing authority and the exclusive representative and 2) except as provided in 7 MCAR § 1. 239 B. 6. Such a plan shall be selected from each of the following salary schedules provided under 7 MCAR § 1. 314: Professional--A, B, C; Health Services Support Personnel--A, B, C; Clerical--A, B, C, D, E, F; and Building Maintenance--A and B.

2. Such rates, as provided for in 7 MCAR § 1. 239 B. 1., shall be identified by alphabetical designation, and adjustment of the plan as provided by 7 MCAR § 1. 239 D. shall not serve to amend the alphabetically designated rates selected as the county plan.

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

4. The alphabetically designated rates selected by the local Public Health authority shall become the official plan for the local Public Health agency until amended by the salary setting authority as provided in 7 MCAR § 1. 239 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provision of 7 MCAR § 1. 260 B. 1. and 7 MCAR § 1. 260 B. 2. on the basis of the plan adopted by the local Public Health authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 7 MCAR § 1. 239 E. 1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Local Public Health Authority

1. The local Public Health authority may amend the official plan for the jurisdiction by the selection of a different salary schedule as provided in 7 MCAR § 1. 239 B.

2. The Supervisor shall be notified by letter of the official action of the local authority to amend the plan for the jurisdiction at least thirty days in advance of the effective date of such amended plan, unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 7 MCAR § 1. 314 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the

most recent adjustment of the compensation plan. This reveiw shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the finding to the ~~Secretary and Executive Officer~~ Commissioner on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment of four per cent or more, the ~~Secretary and Executive Officer~~ Commissioner shall call and hold a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are less than four per cent or differ significantly from various types of employment, the ~~Secretary and Executive Officer~~ Commissioner may call and hold a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the affected agencies shall include the proposed compensation plan, an explanation of the adjustment proposed, and a summary of the findings of the survey upon which the proposed adjustment is based. Such information shall also be available to any other individual or group requesting the information.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the ~~State Board of Health~~ Commissioner shall make ~~its~~ his decision. An amended compensation plan shall not be effective until the next succeeding January 1., or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The local Public Health authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetical designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a., above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

7 MCAR § 1. 260 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the local Public Health authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided for in 7 MCAR § 1. 239 B. 1. and 7 MCAR § 1. 239 B. 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 7 MCAR § 1. 239 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where local Public Health authorities determine the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic area, such local Public Health authorities may give a different adjustment, other than the general adjustment adopted; provided, however, such local Public Health authorities file with the Supervisor the new salary steps by class and a ~~facsimile of~~ Salary Conversion Table as provided for in 7 MCAR § 1. 315. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the local Public Health authorities and shall not be over the maximum salary.

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

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

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

2. The general adjustment recommended for incumbents is five percent for employees on the Professional Salary Schedule and the Health Services Support Salary Schedule, and forty ~~five~~ dollars for employees on the Clerical Salary Schedules. Employees on the Building Maintenance Salary Schedules are recommended to receive an ~~eight~~ five percent adjustment.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differentials between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedule or on any salary schedules filed with the Supervisor pursuant to 7 MCAR § 1. 260 B. 1. c., shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 7 MCAR § 1. 260 B. 1. f. result in employees no longer being on a salary step as published in 7 MCAR § 1. 314 for their class, any subsequent merit increases shall be to an appropriate step on 7 MCAR § 1. 314 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the local Public Health authority and reported to the Merit System Supervisor.

5. An extraordinany merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increases shall be submitted to the Supervisor

for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 7 MCAR § 1. 254 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 7 MCAR § 1. 260 E. 1.

7 MCAR S 1. 261 Salary Computation Provisions for Full and Part-Time Employment, ~~Terminal~~ Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 7 MCAR § 1. 314 and 7 MCAR § 1. 315 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 7 MCAR § 1. 260 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 7 MCAR § 1. 314 shall use the ~~schedules shown in~~ table prepared in accordance with 7 MCAR § 1. 315 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 7 MCAR § 1. 314 under the provisions of 7 MCAR § 1. 261 B. 1. above or those agencies operating under the provisions of 7 MCAR § 1. 260 B. 1. c. shall file within ten days after the signing of the contract such schedules with the Supervisor. ~~along with a facsimile of 7 MCAR § 1. 315 showing method of payment for full-time and part-time employment.~~ Attached, thereto, shall be a table similar in format, computation, and information to the table provided for in 7 MCAR § 1. 315. ~~Such facsimile~~ The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee

worked in the payroll period. Agencies shall use the table provided for in 7 MCAR § 1. 315 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 7 MCAR § 1. 260 B. 1. c. shall use their ~~facsimile of~~ table prepared in accordance with 7 MCAR § 1. 315 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a local Public Health employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the local Public Health authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in a local Public Health agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 7 MCAR § 1. 250 C., on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 7 MCAR § 1. 315 ~~or the applicable facsimile of 7 MCAR § 1. 315~~. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the part pay period of his/her employment and made

in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 7 MCAR § 1. 261 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the local Public Health authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the local Public Health authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the local Public Health authority and it shall be discretionary with the local Public Health authority whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

7 MCAR § 1.314 Compensation Plan - 1978

A. Professional and Administrative
1. Plan A

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

2. Plan B

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

3. Plan C

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

7 MCAR § 1.250 Compensation Plan (Public Health)

A. Professional and Administrative

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1359	1423	1486	1553	1623	1696	1773	1855	1940
Asst. Dir. of Pub. Health Nurs.	1241	1298	1359	1423	1486	1553	1623	1696	1773
Business Administrator	1241	1298	1359	1423	1486	1553	1623	1696	1773
Business Supervisor	910	951	994	1041	1088	1138	1190	1241	1298
Dir. of Envir. Health	1553	1623	1696	1773	1855	1940	2028	2120	2220
Dir. of Pub. Health Nurs. I	1241	1298	1359	1423	1486	1553	1623	1696	1773
Dir. of Pub. Health Nurs. II	1359	1423	1486	1553	1623	1696	1773	1855	1940
Home Care Coordinator	1088	1138	1190	1241	1298	1359	1423	1486	
Medical Technologist	994	1041	1088	1138	1190	1241	1298		
Public Health Educator I	994	1041	1088	1138	1190	1241	1298	1359	
Public Health Educator II	1241	1298	1359	1423	1486	1553	1623	1696	
Public Health Nurse	994	1041	1088	1138	1190	1241	1298		
Public Health Nurse (Team Leader)	1041	1088	1138	1190	1241	1298	1359		
Public Health Nutritionist	1138	1190	1241	1298	1359	1423	1486	1553	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	951	994	1041	1088	1138	1190			
Sanitarian I	994	1041	1088	1138					
Sanitarian II	1088	1138	1190	1241	1298	1359	1423	1486	
Sanitarian III	1190	1241	1298	1359	1423	1486	1553	1623	1696
Sanitarian IV	1298	1359	1423	1486	1553	1623	1696	1773	1855
School Health Coordinator	1041	1088	1138	1190	1241	1298	1359	1423	
Senior Public Health Nurse	1088	1138	1190	1241	1298	1359	1423		

A. Professional and Administrative

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1423	1486	1553	1623	1696	1773	1855	1940	2028
Asst. Dir. of Pub. Health Nurs.	1298	1359	1423	1486	1553	1623	1696	1773	1855
Business Administrator	1298	1359	1423	1486	1553	1623	1696	1773	1855
Business Supervisor	951	994	1041	1088	1138	1190	1241	1298	1359
Dir. of Envir. Health	1623	1696	1773	1855	1940	2028	2120	2220	2321
Dir. of Pub. Health Nurs. I	1298	1359	1423	1486	1553	1623	1696	1773	1855
Dir. of Pub. Health Nurs. II	1423	1486	1553	1623	1696	1773	1855	1940	2028
Home Care Coordinator	1138	1190	1241	1298	1359	1423	1486	1553	
Medical Technologist	1041	1088	1138	1190	1241	1298	1359		
Public Health Educator I	1041	1088	1138	1190	1241	1298	1359	1423	
Public Health Educator II	1298	1359	1423	1486	1553	1623	1696	1773	
Public Health Nurse	1041	1088	1138	1190	1241	1298	1359		
Public Health Nurse (Team Leader)	1088	1138	1190	1241	1298	1359	1423		
Public Health Nutritionist	1190	1241	1298	1359	1423	1486	1553	1623	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	994	1041	1088	1138	1190	1241			
Sanitarian I	1041	1088	1138	1190					
Sanitarian II	1138	1190	1241	1298	1359	1423	1486	1553	
Sanitarian III	1241	1298	1359	1423	1486	1553	1623	1696	1773
Sanitarian IV	1359	1423	1486	1553	1623	1696	1773	1855	1940
School Health Coordinator	1088	1138	1190	1241	1298	1359	1423	1486	
Senior Public Health Nurse	1138	1190	1241	1298	1359	1423	1486		

A. Professional and Administrative

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1486	1553	1623	1696	1773	1855	1940	2028	2120
Asst. Dir. of Pub. Health Nurs.	1359	1423	1486	1553	1623	1696	1773	1855	1940
Business Administrator	1359	1423	1480	1553	1623	1969	1773	1855	1940
Business Supervisor	994	1041	1088	1138	1190	1241	1298	1359	1423
Dir. of Envir. Health	1696	1773	1855	1940	2028	2120	2220	2321	2426
Dir. of Pub. Health Nurs. I	1359	1423	1486	1553	1623	1696	1773	1855	1940
Dir. of Pub. Health Nurs. II	1486	1553	1623	1696	1773	1855	1940	2028	2120
Home Care Coordinator	1190	1241	1298	1359	1423	1486	1553	1623	
Medical Technologist	1088	1138	1190	1241	1298	1359	1423		
Public Health Educator I	1088	1138	1190	1241	1298	1359	1423	1486	
Public Health Educator II	1359	1423	1486	1553	1623	1696	1773	1855	
Public Health Nurse	1111	1163	1215	1268	1326	1390	1454		
Public Health Nurse (Team Leader)	1163	1215	1268	1326	1390	1454	1518		
Public Health Nutritionist	1241	1298	1359	1423	1486	1553	1623	1696	
Registered Nurse (A.A. Degree, 3 yr. Dip. or B.S. Degree)	1064	1111	1163	1215	1268	1326			
Sanitarian I	1088	1138	1190	1241					
Sanitarian II	1190	1241	1298	1359	1423	1486	1553	1623	
Sanitarian III	1298	1359	1423	1486	1553	1623	1696	1773	1855
Sanitarian IV	1423	1486	1553	1623	1696	1773	1855	1940	2028
School Health Coordinator	1138	1190	1241	1298	1359	1423	1486	1553	
Senior Public Health Nurse	1215	1268	1326	1390	1454	1518	1588		

B. Health Services Support Personnel

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	710	744	779	815	851	889	930		
Bookkeeper	744	779	815	851	889	930	971	1017	1064
Home Health Aide	547	570	593	622	651	680	710		
Home Health Aide Coordinator	779	815	851	889	930	971	1017		
Inspector I	779	815	851	889					
Inspector II	851	889	930	971	1017	1064	1111		
Laboratory Technician	636	666	696	728	762	797	833		
Licensed Practical Nurse	710	744	779	815	851	889			
Medical Laboratory Assistant	680	710	744	779	815	851	889		
Public Health Aide	437	455	478	501	524	457	570		

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	744	779	815	851	889	930	971		
Bookkeeper	779	815	851	889	930	971	1017	1064	1111
Home Health Aide	570	593	622	651	680	710	744		
Home Health Aide Coordinator	815	851	889	930	971	1017	1064		
Inspector I	815	851	889	930					
Inspector II	889	930	971	1017	1064	1111	1163		
Laboratory Technician	666	696	728	762	797	833	869		
Licensed Practical Nurse	744	779	815	851	889	930			
Medical Laboratory Assistant	710	744	779	815	851	889	930		
Public Health Aide	455	478	501	524	547	570	593		

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Animal Warden	779	815	851	889	930	971	1017		
Bookkeeper	815	851	889	930	971	1017	1064	1111	1163
Home Health Aide	593	622	651	680	710	744	779		
Home Health Aide Coordinator	851	889	930	971	1017	1064	1111		
Inspector I	851	889	930	971					
Inspector II	930	971	1017	1064	1111	1163	1215		
Laboratory Technician	696	728	762	797	833	869	910		
Licensed Practical Nurse	779	815	851	889	930	971			
Medical Laboratory Assistant	744	779	815	851	889	930	971		
Public Health Aide	478	501	524	547	570	593	622		

C. Clerical

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	474	491	507	523	539	558	579	600	621
Clerk II	539	558	579	600	621	642	663	686	712
Clerk III	621	642	663	686	712	739	766	795	826
Clerk-Typist I	491	507	523	539	558	579	600	621	642
Clerk-Typist II	539	558	579	600	621	642	663	686	712
Clerk-Typist III	621	642	663	686	712	739	766	795	826
Clerk-Steno I	523	539	558	579	600	621	642	663	686
Clerk-Steno II	579	600	621	642	663	686	712	739	766
Clerk-Steno III	642	663	686	712	739	766	795	826	858
Swbd. Operator I	507	523	539	558	579	600	621	642	663
Swbd. Operator II	539	558	579	600	621	642	663	686	712

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	491	507	523	539	558	579	600	621	642
Clerk II	558	579	600	621	642	663	686	712	739
Clerk III	642	663	686	712	739	766	795	826	858
Clerk-Typist I	507	523	539	558	579	600	621	642	663
Clerk-Typist II	558	579	600	621	642	663	686	712	739
Clerk-Typist III	642	663	686	712	739	766	795	826	858
Clerk-Steno I	539	558	579	600	621	642	663	686	712
Clerk-Steno II	600	621	642	663	686	712	739	766	795
Clerk-Steno III	663	686	712	739	766	795	826	858	890
Swbd. Operator I	523	539	558	579	600	621	642	663	686
Swbd. Operator II	558	579	600	621	642	663	686	712	739

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	507	523	539	558	579	600	621	642	663
Clerk II	579	600	621	642	663	686	712	739	766
Clerk III	663	686	712	739	766	795	826	858	890
Clerk-Typist I	523	539	558	579	600	621	642	663	686
Clerk-Typist II	579	600	621	642	663	686	712	739	766
Clerk-Typist III	663	686	712	739	766	795	826	858	890
Clerk-Steno I	558	579	600	621	642	663	686	712	739
Clerk-Steno II	621	642	663	686	712	739	766	795	826
Clerk-Steno III	686	712	739	766	795	826	858	890	924
Swbd. Operator I	539	558	579	600	621	642	663	686	712
Swbd. Operator II	579	600	621	642	663	686	712	739	766

C. Clerical

4. Plan D

a. Class of Positions	1	2	3	4	5	6	7	8	9
Clerk I	523	539	558	579	600	621	642	663	686
Clerk II	600	621	642	663	686	712	739	766	795
Clerk III	686	712	739	766	795	826	858	890	924
Clerk-Typist I	539	558	579	600	621	642	663	686	712
Clerk-Typist II	600	621	642	663	686	712	739	766	795
Clerk-Typist III	686	712	739	766	795	826	858	890	924
Clerk-Steno I	579	600	621	642	663	686	712	739	766
Clerk-Steno II	642	663	686	712	739	766	795	826	858
Clerk-Steno III	712	739	766	795	826	858	890	924	961
Swbd. Operator I	558	579	600	621	642	663	686	712	739
Swbd. Operator II	600	621	642	663	686	712	739	766	795

5. Plan E

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	558	579	600	621	642	663	686	712
Clerk II	642	663	686	712	739	766	795	826
Clerk III	739	766	795	826	858	890	924	961
Clerk-Typist I	579	600	621	642	663	686	712	739
Clerk-Typist II	642	663	686	712	739	766	795	826
Clerk-Typist III	739	766	795	826	858	890	924	961
Clerk-Steno I	621	642	663	686	712	739	766	795
Clerk-Steno II	686	712	739	766	795	826	858	890
Clerk-Steno III	766	795	826	858	890	924	961	998
Swbd. Operator I	600	621	642	663	686	712	739	766
Swbd. Operator II	642	663	686	712	739	766	795	826

6. Plan F

a. Class of Positions	1	2	3	4	5	6	7	8
Clerk I	600	621	642	663	686	712	739	766
Clerk II	663	686	712	739	766	795	826	858
Clerk III	766	795	826	858	890	924	961	998
Clerk-Typist I	621	642	663	686	712	739	766	795
Clerk-Typist II	663	686	712	739	766	795	826	858
Clerk-Typist III	766	795	826	858	890	924	961	998
Clerk-Steno I	642	663	686	712	739	766	795	826
Clerk-Steno II	712	739	766	795	826	858	890	924
Clerk-Steno III	795	826	858	890	924	961	998	1037
Swbd. Operator I	621	642	663	686	712	739	766	795
Swbd. Operator II	663	686	712	739	766	795	826	858

D. Building Maintenance

1. Plan A

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	541	563	585	607	631		
Janitor (1)	631	658	687	715	746	778	812

2. Plan B

a. Class of Positions	1	2	3	4	5	6	7
Custodian (1)	631	658	687	715	746		
Janitor (1)	746	778	812	845	881	920	959

(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.

(DEPARTMENT OF HEALTH-1979)

SALARY CONVERSION TABLE FOR PROFESSIONAL AND SUPPORT

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$437	$2.51	$21.85	$20.81	$19.86	$19.00	$20.08	$200.80	$401.60
445	2.56	22.25	21.19	20.23	19.35	20.48	204.80	409.60
455	2.61	22.75	21.67	20.68	19.78	20.88	208.80	417.60
466	2.68	23.30	22.19	21.18	20.26	21.44	214.40	428.80
478	2.75	23.90	22.76	21.73	20.78	22.00	220.00	440.00
489	2.81	24.45	23.29	22.23	21.26	22.48	224.80	449.60
501	2.88	25.05	23.86	22.77	21.78	23.04	230.40	460.80
512	2.94	25.60	24.38	23.27	22.26	23.52	235.20	470.40
524	3.01	26.20	24.95	23.82	22.78	24.08	240.80	481.60
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
547	3.14	27.35	26.05	24.86	23.78	25.12	251.20	502.40
559	3.21	27.95	26.62	25.41	24.30	25.68	256.80	513.60
570	3.28	28.50	27.14	25.91	24.78	26.24	262.40	524.80
582	3.34	29.10	27.71	26.45	25.30	26.72	267.20	534.40
593	3.41	29.65	28.24	26.95	25.78	27.28	272.80	545.60
608	3.49	30.40	28.95	27.64	26.43	27.92	279.20	558.40
622	3.57	31.10	29.62	28.27	27.04	28.56	285.60	571.20
636	3.66	31.80	30.29	28.91	27.65	29.28	292.80	585.60
651	3.74	32.55	31.00	29.59	28.30	29.92	299.20	598.40
666	3.83	33.30	31.71	30.27	28.96	30.64	306.40	612.80
680	3.91	34.00	32.38	30.91	29.59	31.28	312.80	625.60
696	4.00	34.80	33.14	31.64	30.26	32.00	320.00	640.00
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
728	4.18	36.40	34.67	33.09	31.65	33.44	334.40	668.80
744	4.28	37.20	35.43	33.82	32.35	34.24	342.40	684.80
762	4.38	38.10	36.29	34.64	33.13	35.04	350.40	700.80
779	4.48	38.95	37.10	35.41	33.87	35.84	358.40	716.80
797	4.58	39.85	37.95	36.23	34.65	36.64	366.40	732.80
815	4.68	40.75	38.81	37.05	35.43	37.44	374.40	748.80
833	4.79	41.65	39.67	37.86	36.22	38.32	383.20	766.40
851	4.89	42.55	40.52	38.68	37.00	39.12	391.20	782.40
869	4.99	43.45	41.38	39.50	37.78	39.92	399.20	798.40

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$889	$5.11	$44.45	$42.33	$40.41	$38.65	$40.88	$408.80	$817.60
910	5.23	45.50	43.33	41.36	39.56	41.84	418.40	836.80
930	5.34	46.50	44.29	42.27	40.43	42.72	427.20	854.40
951	5.47	47.55	45.29	43.23	41.35	43.76	437.60	875.20
971	5.58	48.55	46.24	44.14	42.22	44.64	446.40	892.80
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1017	5.84	50.85	48.43	46.23	44.22	46.72	467.20	934.40
1041	5.98	52.05	49.57	47.32	45.26	47.84	478.40	956.80
1064	6.11	53.20	50.67	48.36	46.26	48.88	488.80	977.60
1088	6.25	54.40	51.81	49.45	47.30	50.00	500.00	1000.00
1111	6.39	55.55	52.90	50.50	48.30	51.12	511.20	1022.40
1138	6.54	56.90	54.19	51.73	49.48	52.32	523.20	1046.40
1163	6.68	58.15	55.38	52.86	50.57	53.44	534.40	1068.80
1190	6.84	59.50	56.67	54.09	51.74	54.72	547.20	1094.40
1215	6.98	60.75	57.86	55.23	52.83	55.84	558.40	1116.80
1241	7.13	62.05	59.10	56.41	53.96	57.04	570.40	1140.80
1268	7.29	63.40	60.38	57.64	55.13	58.32	583.20	1166.40
1298	7.46	64.90	61.81	59.00	56.43	59.68	596.80	1193.60
1326	7.62	66.30	63.14	60.27	57.65	60.96	609.60	1219.20
1359	7.81	67.95	64.71	61.77	59.09	62.48	624.80	1249.60
1390	7.99	69.50	66.19	63.18	60.43	63.92	639.20	1278.40
1423	8.18	71.15	67.76	64.68	61.87	65.44	654.40	1308.80
1454	8.36	72.70	69.24	66.09	63.22	66.88	668.80	1337.60
1486	8.54	74.30	70.76	67.55	64.61	68.32	683.20	1366.40
1518	8.72	75.90	72.29	69.00	66.00	69.76	697.60	1395.20
1553	8.93	77.65	73.95	70.59	67.52	71.44	714.40	1428.80
1588	9.13	79.40	75.62	72.18	69.04	73.04	730.40	1460.80
1623	9.33	81.15	77.29	73.77	70.57	74.64	746.40	1492.80
1657	9.52	82.85	78.90	75.32	72.04	76.16	761.60	1523.20
1696	9.74	84.80	80.76	77.09	73.74	77.92	779.20	1558.40
1734	9.97	86.70	82.57	78.82	75.39	79.76	797.60	1595.20
1773	10.19	88.65	84.43	80.59	77.09	81.52	815.20	1630.40
1814	10.43	90.70	86.38	82.45	78.87	83.44	834.40	1668.80
1855	10.66	92.75	88.33	84.32	80.65	85.28	852.80	1705.60

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$1896	$10.90	$94.80	$90.29	$86.18	$82.43	$87.20	$872.00	$1740.00
1940	11.15	97.00	92.38	88.18	84.35	89.20	892.00	1784.00
1983	11.40	99.15	94.43	90.14	86.22	91.20	912.00	1824.00
2028	11.66	101.40	96.57	92.18	88.17	93.28	932.80	1865.60
2071	11.90	103.55	98.62	94.14	90.04	95.20	952.00	1904.00
2120	12.18	106.00	100.95	96.36	92.17	97.44	977.40	1948.80
2169	12.47	108.45	103.29	98.59	94.30	99.76	997.60	1995.20
2220	12.76	111.00	105.71	100.91	96.52	102.08	1020.80	2041.60
2268	13.03	113.40	108.00	103.09	98.61	104.24	1042.40	2084.80
2321	13.34	116.05	110.52	105.50	100.91	106.72	1067.20	2134.40
2373	13.64	118.65	113.00	107.86	103.17	109.12	1091.20	2182.40
2426	13.94	121.30	115.52	110.27	105.48	111.52	1115.20	2230.40
2477	14.24	123.85	117.95	112.59	107.70	113.92	1139.20	2278.40
2533	14.56	126.65	120.62	115.14	110.13	116.48	1164.80	2329.60
2587	14.87	129.35	123.19	117.59	112.48	118.96	1189.60	2379.20
2644	15.20	132.20	125.90	120.18	114.96	121.60	1216.00	2432.00
2699	15.51	134.95	128.52	122.68	117.35	124.08	1240.80	2481.60
2759	15.86	137.95	131.38	125.41	119.96	126.88	1268.80	2537.60
2820	16.21	141.00	134.29	128.18	122.61	129.68	1296.80	2593.60
2884	16.57	144.20	137.33	131.09	125.39	132.56	1325.60	2651.20
2948	16.94	147.40	140.38	134.00	128.17	135.52	1355.20	2710.40
3015	17.33	150.75	143.57	137.05	131.09	138.64	1386.40	2772.80
3081	17.71	154.05	146.71	140.05	133.96	141.68	1416.80	2833.60
3150	18.10	157.50	150.00	143.18	136.96	144.80	1448.00	2896.00
3219	18.50	160.95	153.29	146.32	139.96	148.00	1480.00	2960.00
3292	18.92	164.60	156.76	149.64	143.13	151.36	1513.60	3027.20
3364	19.33	168.20	160.19	152.91	146.26	154.64	1546.40	3092.80
3447	19.81	172.35	164.14	156.68	149.87	158.48	1584.80	3169.60
3514	20.20	175.70	167.33	159.73	152.78	161.60	1616.00	3232.00
3594	20.66	179.70	171.14	163.36	156.26	165.28	1652.80	3305.60
3675	21.12	183.75	175.00	167.05	159.78	168.96	1689.60	3379.20
3757	21.59	187.85	178.90	170.77	163.35	172.72	1727.20	3454.40
3842	22.08	192.10	182.95	174.64	167.04	176.64	1766.40	3532.80

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

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

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

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

(DEPARTMENT OF HEALTH-1979)

SALARY CONVERSION TABLE FOR BUILDING MAINTENANCE

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$435	$2.50	$21.75	$20.71	$19.77	$18.91	$20.00	$200.00	$400.00
443	2.55	22.15	21.10	20.14	19.26	20.40	204.00	408.00
452	2.60	22.60	21.52	20.55	19.65	20.80	208.00	416.00
460	2.64	23.00	21.90	20.91	20.00	21.12	211.20	422.40
468	2.69	23.40	22.29	21.27	20.35	21.52	215.20	430.40
477	2.74	23.85	22.71	21.68	20.74	21.92	219.20	438.40
485	2.79	24.25	23.10	22.05	21.09	22.32	223.20	446.40
497	2.86	24.85	23.67	22.59	21.61	22.88	228.80	457.60
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
519	2.98	25.95	24.71	23.59	22.56	23.84	238.40	476.80
529	3.04	26.45	25.19	24.05	23.00	24.32	243.20	486.40
541	3.11	27.05	25.76	24.59	23.52	24.88	248.80	497.60
551	3.17	27.55	26.24	25.05	23.96	25.36	253.60	507.20
563	3.24	28.15	26.81	25.59	24.48	25.92	259.20	518.40
573	3.29	28.65	27.29	26.05	24.91	26.32	263.20	526.40
585	3.36	29.25	27.86	26.59	25.43	26.88	268.80	537.60
595	3.42	29.75	28.33	27.05	25.87	27.36	273.60	547.20
607	3.49	30.35	28.90	27.59	26.39	27.92	279.20	558.40
617	3.55	30.85	29.38	28.05	26.83	28.40	284.00	568.00
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
645	3.71	32.25	30.71	29.32	28.04	29.68	296.80	593.60
658	3.78	32.90	31.33	29.91	28.61	30.24	302.40	604.80
672	3.86	33.60	32.00	30.55	29.22	30.88	308.80	617.60
687	3.95	34.35	32.71	31.23	29.87	31.60	316.00	632.00
700	4.02	35.00	33.33	31.82	30.43	32.16	321.60	643.20
715	4.11	35.75	34.05	32.50	31.09	32.88	328.80	657.60
729	4.19	36.45	34.71	33.14	31.70	33.52	335.20	670.40
746	4.29	37.30	35.52	33.91	32.43	34.32	343.20	686.40
761	4.37	38.05	36.24	34.59	33.09	34.96	349.60	699.20
778	4.47	38.90	37.05	35.36	33.83	35.76	357.60	715.20
795	4.57	39.75	37.86	36.14	34.57	36.56	365.60	731.20

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$ 812	$4.67	$40.60	$38.67	$36.91	$35.30	$37.36	$373.60	$747.20
828	4.76	41.40	39.43	37.64	36.00	38.08	380.80	761.60
845	4.86	42.25	40.24	38.41	36.74	38.88	388.80	777.60
862	4.95	43.10	41.05	39.18	37.48	39.60	396.00	792.00
881	5.06	44.05	41.95	40.05	38.30	40.48	404.80	809.60
900	5.17	45.00	42.86	40.91	39.13	41.36	413.60	827.20
920	5.29	46.00	43.81	41.82	40.00	42.32	423.20	846.40
939	5.40	46.95	44.71	42.68	40.83	43.20	432.00	864.00
959	5.51	47.95	45.67	43.59	41.70	44.08	440.80	881.60
978	5.62	48.90	46.57	44.45	42.52	44.96	449.60	899.20
1000	5.75	50.00	47.62	45.45	43.48	46.00	460.00	920.00
1022	5.87	51.10	48.67	46.45	44.43	46.96	469.60	939.20
1044	6.00	52.50	49.71	47.45	45.39	48.00	480.00	960.00
1066	6.13	53.30	50.76	48.45	46.35	49.04	490.40	980.80
1089	6.26	54.45	51.86	49.50	47.35	50.08	500.80	1001.60
1111	6.39	55.55	52.90	50.50	48.30	51.12	511.20	1022.40
1136	6.53	56.80	54.10	51.64	49.39	52.24	522.40	1044.80
1161	6.67	58.05	55.29	52.77	50.48	53.36	533.60	1067.20
1188	6.83	59.40	56.57	54.00	51.65	54.64	546.40	1092.80
1214	6.98	60.70	57.81	55.18	52.78	55.84	558.40	1116.80
1241	7.13	62.05	59.10	56.41	53.96	57.04	570.40	1140.80
1269	7.29	63.45	60.43	57.68	55.17	58.32	583.20	1166.40
1298	7.46	64.90	61.81	59.00	56.43	59.68	596.80	1193.60
1327	7.63	66.35	63.19	60.32	57.70	61.04	610.40	1220.80
1357	7.80	67.85	64.62	61.68	59.00	62.40	624.00	1248.00
1387	7.97	69.35	66.05	63.05	60.30	63.76	637.60	1275.20
1419	8.16	70.95	67.57	64.50	61.70	65.28	652.80	1305.60
1450	8.33	72.50	69.05	65.91	63.04	66.64	666.40	1332.80

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

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

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

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

(DEPARTMENT OF HEALTH-1979)

SALARY CONVERSION TABLE FOR CLERICAL

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$466	$2.68	$23.30	$22.19	$21.18	$20.26	$21.44	$214.40	$428.80
474	2.72	23.70	22.57	21.55	20.61	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
491	2.82	24.55	23.38	22.32	21.35	22.56	225.60	451.20
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60
523	3.01	26.15	24.90	23.77	22.74	24.08	240.80	481.60
531	3.05	26.55	25.29	24.14	23.09	24.40	244.00	488.00
539	3.10	26.95	25.67	24.50	23.43	24.80	248.00	496.00
547	3.14	27.35	26.05	24.86	23.78	25.12	251.20	502.40
558	3.21	27.90	26.57	25.36	24.26	25.68	256.80	513.60
568	3.26	28.40	27.05	25.82	24.70	26.08	260.80	521.60
579	3.33	28.95	27.57	26.32	25.17	26.64	266.40	532.80
589	3.39	29.45	28.05	26.77	25.61	27.12	271.20	542.40
600	3.45	30.00	28.57	27.27	26.09	27.60	276.00	552.00
610	3.51	30.50	29.05	27.73	26.52	28.08	280.80	561.60
621	3.57	31.05	29.57	28.23	27.00	28.56	285.60	571.20
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
642	3.69	32.10	30.57	29.18	27.91	29.52	295.20	590.40
652	3.75	32.60	31.05	29.64	28.35	30.00	300.00	600.00
663	3.81	33.15	31.57	30.14	28.83	30.48	304.80	609.60
673	3.87	33.65	32.05	30.59	29.26	30.96	309.60	619.20
686	3.94	34.30	32.67	31.18	29.83	31.52	315.20	630.40
699	4.02	34.95	33.29	31.77	30.39	32.16	321.60	643.20
712	4.09	35.60	33.90	32.36	30.96	32.72	327.20	654.40
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
752	4.32	37.60	35.81	34.18	32.70	34.56	345.60	691.20
766	4.40	38.30	36.48	34.82	33.30	35.20	352.00	704.00
779	4.48	38.95	37.10	35.41	33.87	35.84	358.40	716.80
795	4.57	39.75	37.86	36.14	34.57	36.56	365.60	731.20

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$810	$4.66	$40.50	$38.57	$36.82	$35.22	$37.28	$372.80	$745.60
826	4.75	41.30	39.33	37.55	35.91	38.00	380.00	760.00
842	4.84	42.10	40.10	38.27	36.61	38.72	387.20	774.40
858	4.93	42.90	40.86	39.00	37.30	39.44	394.40	788.80
874	5.02	43.70	41.62	39.73	38.00	40.16	401.60	803.20
890	5.11	44.50	42.38	40.45	38.70	40.88	408.80	817.60
906	5.21	45.30	43.14	41.18	39.39	41.68	416.80	833.60
924	5.31	46.20	44.00	42.00	40.17	42.48	424.80	849.60
942	5.41	47.10	44.86	42.82	40.96	43.28	432.80	865.60
961	5.52	48.05	45.76	43.68	41.78	44.16	441.60	883.20
979	5.63	48.95	46.62	44.50	42.56	45.04	450.40	900.80
998	5.74	49.90	47.52	45.36	43.39	45.92	459.20	918.40
1016	5.84	50.80	48.38	46.18	44.17	46.72	467.20	934.40
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1079	6.20	53.95	51.38	49.05	46.91	49.60	496.00	992.00
1100	6.32	55.00	52.38	50.00	47.83	50.56	505.60	1011.20
1122	6.45	56.10	53.43	51.00	48.78	51.60	516.00	1032.00
1143	6.57	57.15	54.43	51.95	49.70	52.56	525.60	1051.20
1167	6.71	58.35	55.57	53.05	50.74	53.68	536.80	1073.60
1191	6.84	59.55	56.71	54.14	51.78	54.72	547.20	1094.40
1216	6.99	60.80	57.90	55.27	52.87	55.92	559.20	1118.40
1241	7.13	62.05	59.10	56.41	53.96	57.04	570.40	1140.80
1267	7.28	63.35	60.33	57.59	55.09	58.24	582.40	1164.80
1294	7.44	64.70	61.62	58.82	56.26	59.52	595.20	1190.40
1321	7.59	66.05	62.90	60.05	57.43	60.72	607.20	1214.40
1349	7.75	67.45	64.24	61.32	58.65	62.00	620.00	1240.00
1377	7.91	68.85	65.57	62.59	59.87	63.28	632.80	1265.60
1406	8.08	70.30	66.95	63.91	61.13	64.64	646.40	1292.80

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

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

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

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

7 MCAR § 1.315 ~~Public Health Salary Schedule~~ Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

The existing rule is being deleted in its entirety.

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 7 MCAR § 1.314. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 7 MCAR § 1.260 B. 1. c. or in 7 MCAR § 1.261 B. 2.

7 MCAR § 1. 238 Classification Plan

A. Preparation and Adoption

1. The ~~State Board of Health~~ Commissioner shall formally adopt a comprehensive classification plan for all positions covered by these rules. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. Class titles established by the classification plan shall be used in all personnel and financial records of the Minnesota Department of Health and the local Public Health agencies; as well as in all examination procedures.

2. Any subsequent amendment shall be submitted to the Council for review and recommendation in relation to the merit system program of recruitment and examination.

B. Allocation of Positions

1. Every position under the Public Health Merit System as provided in 7 MCAR § 1. 236 E. shall be allocated by the Supervisor to one of the appropriate classes established in the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or change, such necessary allocation or reallocation shall be made by the Supervisor to new or existing classes as is necessitated thereby.

C. Reallocation of Positions

1. Whenever a position appears to be improperly allocated, the Supervisor shall, upon his own initiative, or upon the request of an appointing authority or a permanent employee, investigate the duties of the position. Following the investigation the Supervisor shall allocate the position to its proper class and notify the affected parties.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted, by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, provided that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take that examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

E. Class Specifications

1. The classification plan shall consist of written specifications for each class. Each specification shall include an appropriate class title, a description of the duties and responsibilities of the work, and the requirements of training, experience, and other qualifications.

F. Amendment of the Classification Plan

1. Whenever any changes in organization, creation of a new position, or a change in duties or responsibilities of a position necessitate a revision of the

classification plan, the Supervisor shall conduct an investigation and analysis of the duties and responsibilities of the class specifications involved. New class specifications will be developed after consultation with the supervisory officials, classification specialists, and persons technically familiar with the character of the work.

2. The proposed new or revised class specifications shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation the ~~Secretary and Executive Officer~~ Commissioner shall call and hold a public hearing on the proposed new or revised class specifications. Following the public hearing, the ~~State Board of Health~~ Commissioner may formally adopt a new or revised class of positions and shall notify the agencies of the changes made.

3. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months from the date of approval by the Merit System Council.

PUBLIC HEALTH EDUCATOR I

A. KIND OF WORK:

Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school faculties on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Public health education, community health education or related field.

7 MCAR § 1. 283

PUBLIC HEALTH EDUCATOR II

A. KIND OF WORK:

Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of health educational programs in schools through contacts with ~~by contacting~~ school administrators, ~~superintendents and principals.~~ voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civil organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Thorough~~ Knowledge of the principles of public health education. ~~Thorough~~ Knowledge of modern educational theory and techniques. ~~Considerable~~ Knowledge of the available sources of public health information. ~~Considerable~~ Knowledge of the programs and policies of the agency. ~~Working~~ Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the program. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Master's degree in public health education and three years of full-time paid experience in health education.

7 MCAR § 1. 244 Certification of Eligibles

A. Vacancies

1. Vacancies in the classified service shall be filled by re-employment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for Certification

1. If a vacancy in any position under a local Public Health agency is to be filled other than by reinstatement, non-competitive promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualification requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Council, after conference with the appointing authority, has determined there is reason for a certification of an eligible with special qualifications.

C. Certification Methods

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the ~~three~~ seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify ~~in like manner~~ the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination

rating, and any additional names of persons having the same examination score as that of the third name certified, from the appropriate promotional register and re-employment register if such registers exist and are requested.

3. If more than one vacancy exists, ~~he~~ the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified on a competitive certification or as that of the third person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than ~~three~~ seven available candidates ~~on the original certification~~ on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than ~~three~~ seven on a competitive certification or three on a promotional certification, ~~or~~ and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 7 MCAR § 1. 245 B. 1.

D. County-Option Certification

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 7 MCAR § 1. 243 A. 5. The Supervisor, upon receipt of such requisition, shall certify the names of eligibles from the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

7 MCAR § 1.249 Separation, Tenure and Reinstatement

A. Resignations

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first thirty calendar days of a probationary period following a transfer. Employees serving the first thirty calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 7 MCAR § 1.254 E. 2. (See 7 MCAR § 1.254 E. 4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in securing his eligibility or appointment, shall, upon discovery and proof thereof, be removed

and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension

1. The appointing authority may, after written notice, suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of Force

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated from a local Public Health agency while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions in the local Public Health agency. The order of separations due to reduction of force shall be based upon seniority, except in instances where seniority is less than one month (30 calendar days), in which case order of separation shall be based upon service ratings and seniority, under a formula established by the Supervisor.

2. The names of permanent employees who have been laid off shall be entered on a re-employment register for their class of positions.

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a re-employment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the re-employment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a re-employment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the re-employment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of Office

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with those rules.

F. Reinstatement to Previous Class of Positions

1. Upon written request of an appointing authority to and with the approval of the Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in that same class in the Public Health Merit System at any time within two years after the date of his resignation. Under the same conditions a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1971 in a local Public Health agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy on the local Public Health agency staff.

G. Reinstatement of probationer

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Public Health Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement

1. Any employee in the Public Health Merit System who attains the age of ~~65~~ 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

7 MCAR § 1.250 Leaves of Absence

A. In General

1. Leave policies stated in this rule are minimum standards and shall apply to all local Public Health agency personnel except when raised by adoption of an optional vacation and sick leave policy by the appointing authority, or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the appointing authority, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political sub-division thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee ~~shall~~ may be required to turn over to the ~~appointing authority~~ agency any per diem payment received as a result of service on a jury or as a witness in the above listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of Absence Without Pay

1. Any person holding a permanent or probationary position in the classified service of the Public Health Merit System shall be granted a leave of absence without pay on the grounds of sickness, disability, and may be granted a leave of absence

without pay for other good or sufficient reason, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one-year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in 7 MCAR §§ 1. 249 F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/her position subject to any eligibility for layoff, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 7 MCAR § 1.250 B. 1. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments under the provisions of ~~7 MCAR § 1.260 C.~~ 7 MCAR § 1.260 D. 5. and may be granted salary increases at the time such increases would be received if the employee had continued in regular employment with the agency.

C. Vacation Leave (Note provision of 7 MCAR § 1.250 A. 1.)

1. Each employee in the classified service, except emergency, hourly, or per diem employees, shall earn vacation with pay at the rate of one working day for each full month of service.

2. The local Public Health agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

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

4. A permanent employee who is transferred or promoted from one local Public Health agency to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first agency.

5. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick Leave (also see 7 MCAR § 1.250 A. 1.)

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

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

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

3. Sick leave with pay shall not be granted to emergency, hourly, or per-diem employees. Sick leave shall not accumulate to an employee while in a non-pay status, except employees on military leave.

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

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

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

E. Funeral Leave

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military Leave

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statutes, Section 192.261.

G. Record of Leaves

1. Each local Public Health agency shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays

1. Permanent, probationary, provisional, limited-term, and full time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on those days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1

Lincoln's and Washington's Birthday--the third Monday in February

Memorial Day--the last Monday in May

Independence Day--July 4

Labor Day--the first Monday in September

Christopher Columbus Day--the Second Monday in October

Veteran's Day--November 11

Thanksgiving Day--the fourth Thursday in November

Christmas Day--December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day Falls on Saturday, the preceding Friday shall be a holiday.

3. The local public health authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the local government.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE EDWARD [redacted] DIRKSWAGER, JR.
COMMISSIONER OF PUBLIC WELFARE

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

BEFORE EDWARD G. NOVAK
COMMISSIONER OF PUBLIC SAFETY

RECEIVED
SEP 20 1972
OFFICE OF HEARING
EXAMINERS

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; The Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence

STATEMENT OF NEED AND REASONABLENESS

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

1. Federal law requires that in order for Minnesota to be eligible to receive federal grant-in-aid funds for its various public welfare, public health and civil defense programs, it must establish and maintain a merit system for personnel administration. See, e.g., 42 USC Ch. 62. 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)]
Medical Facilities Assistance [42 USC § 300o-2(b)]
Maternal and Child Health Services/Crippled Children Services [42 USC § 705(a) (3) (A)]
Developmental Disabilities Services and Facilities Construction [42 USC § 6063(b) (7)]
State and Community Programs on Aging [42 USC § 3025(a) (2)]
Nutrition Programs for the Elderly [42 USC § 3045d (a) (3)]

Systems [illegible] K
[illegible]
[illegible]

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

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

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

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

2/ 12 MCAR § § 2.490-2.841, 11 MCAR § § 1.090-1.141 and 7 MCAR § § 1.235-1.315.

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

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

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

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

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

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:

A. SALARY REGULATIONS, PLANS AND SCHEDULES

1. 12 MCAR § 2.494, 7 MCAR § 1.239 and 11 MCAR § 1.094

These rules deal with the compensation plan. Several proposed amendments to 12 MCAR § 2.494 change the words "county welfare board(s)" to the term "appointing authority". Some counties and agencies under the Minnesota Merit System have changed to Human Services Boards under the provisions of Minn. Stat. Chapter 402 as amended by Minn. Laws 1977 Chapter 411 and have abolished their county welfare boards. The change to the terminology "appointing authority" is necessary to properly refer to both Human Service Boards and County Welfare Boards.

Similar amendments are proposed to 7 MCAR § 1.239 which change the word "Board" to the term "appointing authority" and "State Board of Health" and "Secretary and Executive Officer" to the term "Commissioner". These revisions are necessary to bring the language into conformity with Minn. Laws 1977, Chapter 305 which eliminates all references to the Board of Health and to its Secretary and Executive Officer. Minn. Laws 1977, § 305.39 amended Minn. Stat. § 144.011 (1976) by abolishing the State Board of Health and transferring all powers and duties to the Commissioner of Health. Minn. Laws 1977, § 305.45 instructed the State Revisor of Statutes to eliminate all references in law to the "Secretary" or "Executive Officer" of the Board of Health and to substitute "Commissioner" or "Commissioner of Health".

A similar proposed amendment to 11 MCAR § 1.094 involves changing the word "board" to "appointing authority". Another proposed revision changes the reference of 12 MCAR § 2.516 to the proposed new rule 11 MCAR § 1.116. Department of Public Welfare Rule 12 MCAR § 2.516 has applied to Emergency Services personnel; however, since there is some confusion on this point a rule is being proposed at this hearing

for Emergency Services personnel. This new rule is identical, except for minor changes, to the proposed Department of Public Welfare Rule 12 MCAR § 2.516.

The final amendment to 12 MCAR § 2.494, 7 MCAR § 1.239 and 11 MCAR § 1.094 provides that an amended compensation plan will become effective for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1. Some forty-seven welfare, human services, health and emergency services Merit System agencies are on either a bi-weekly or four-week payroll period. A considerable number of these agencies have expressed administrative concerns in the past related to the calculating of two separate salary rates on an annual basis for agency personnel for the payroll period encompassing January 1. The proposed amendment is necessary to respond to those concerns and is similar to the procedure followed by the State of Minnesota, which is on a bi-weekly payroll system, in effecting changes in the State compensation plans.

2. 12 MCAR § 2.516, 7 MCAR § 1.260 and 11 MCAR § 1.116

These rules deal with salary adjustments and increases. Minor amendments are proposed to 12 MCAR § 2.516 to delete reference to county welfare boards and to reflect the terminology "appointing authority" or to add the phrase human services to the language. Due to the proposed deletion of the existing rule and proposed new rule for 12 MCAR § 2.841 and 7 MCAR § 1.315 it is necessary to change the existing terminology in 12 MCAR § 2.516 B. 1. c. and 7 MCAR § 1.260 B. 1. c. from "facsimile" to "salary conversion tables".

Amendments to 12 MCAR § 2.516 B. 2. and 7 MCAR § 1.260 B. 2. are necessary to update these rules and to implement recommended salary adjustments of employees for 1979. The amendments propose that incumbents covered by the official Merit System Compensation Plan on the Professional and Support Salary Schedules receive a 5% adjustment in their monthly salary; that incumbents on the Clerical Salary Schedules receive a $40 increase in their monthly salary and that incumbents on the Maintenance and Trades and Building

Maintenance Salary Schedules receive a 5% adjustment in their monthly salary.

The proposed new rule 11 MCAR § 1.116 is being proposed to eliminate confusion as to whether 12 MCAR § 2.516 applies to Emergency Services personnel. The proposed rule is nearly identical to Department of Public Welfare Rule 12 MCAR § 2.516 and recommends that incumbents on the Professional Salary Schedule receive a 5% adjustment in their monthly salary and that incumbents on the Clerical Salary Schedule receive a $40 increase in their monthly salary. It also provides for submission of salary conversion tables as provided for in 11 MCAR § 1.141.

All of the proposed salary adjustments are recommended to become effective January 1, 1979. If these recommendations are adopted, the only requirement would be that employees covered by the official Merit System Compensation Plan at least be at the minimum salary for their class. Granting of any recommended salary adjustments to employees above the minimum salary for their class is discretionary with the appointing authorities. The proposed salary adjustments are based on data shown in the 1978 Minnesota Merit System Salary Survey, which document is expressly incorporated herein by reference. Salary data from some 28 different sources were included in this survey covering salaries paid in public and private jurisdictions within Minnesota and elsewhere. One of the elements on which the proposed adjustments are based is a 7.49% increase in the Consumer Price Index (CPI) nationwide from June, 1977, to June, 1978, which is the historic base period used in the salary survey and an 8.5% increase in the Twin City Consumer Price Index during the period April, 1977, to April, 1978. The CPI is based on urban blue collar and clerical employees' buying power, and this fact was taken into consideration in determing the amount of increase for the professional and support salary adjustments. Another element considered was the Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul area for 1977 which showed a mean salary increase of 8.9% and a median salary increase of 5.88% for office clerical workers from January, 1977, to January, 1978; a mean salary increase of 8.1% and a median salary increase of 7.48% for skilled maintenance tradesmen for the same period; and a

mean salary increase of 9.5% and a median salary increase of 11.68% for unskilled workers for this period of time. This information, along with other salary data contained in the survey was considered in determining recommended increases for clerical and maintenance and trades classifications.

3. 12 MCAR § 2.517, 7 MCAR § 1.261 and 11 MCAR § 1.117

These rules deal with salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. Minor amendments are proposed in the titles of 12 MCAR § 2.517 and 7 MCAR § 1.261 to more properly reflect the subjects covered by these rules.

Proposed revision to 12 MCAR § 2.517 B. 2. and 7 MCAR § 1.261 B. 2. add the phrase "and paid holidays" to those sections to ensure proper similarity in format and computation to the tables to be prepared by the Supervisor in accordance with the revisions to 12 MCAR § 2.841 A. and 7 MCAR § 1.315 A.

11 MCAR § 1.117 is a proposed new rule relating to salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. As is the case with proposed new rule 11 MCAR § 1.116, it is being proposed to eliminate any confusion as to whether the provisions of 12 MCAR § 2.517 apply to Emergency Services personnel. The wording of this new rule is identical to that proposed for 12 MCAR § 2.517 with the exception of appropriate rule citations.

4. 12 MCAR § 2.840, 7 MCAR § 1.314 and 11 MCAR § 1.140

These rules deal with the compensation plan. 12 MCAR § 2.494 D., 7 MCAR § 1.239 D. and 11 MCAR § 1.094 D. require that the Merit System Supervisor conduct an annual salary survey involving a review of the changes in the level of salary rates which have occurred in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. The survey is to be completed and the findings reported to the Commissioners of Public Welfare, Health and Public Safety by July 31 of each year. If the

findings reveal an increase or decrease in salary rates in the labor market for similar and/or competing employment of 4% or more, these rules require a public hearing. The 1978 salary survey utilized data and findings of other labor market surveys and was based, to the extent possible, on the same sources of data and surveys used in past studies to determine salary increases that have occurred. In addition, actual minimum and maximum salaries for classes in the Merit System were compared to salaries for similar positions in other public agencies and in business, and consideration also was given to increases in the cost-of-living and to current labor market conditions.

Revisions to 12 MCAR § 2.840 A., 7 MCAR § 1.314 A. and 11 MCAR § 1.140 A. are needed to implement recommended salary adjustments in the Merit System Compensation Plan for positions in the county welfare, human services, public health and emergency services agencies. Proposed amendments to 12 MCAR § 2.840 A., 7 MCAR § 1.314 A. and 11 MCAR § 1.140 A. adjust the minimum and maximum salaries for all classes on the professional salary schedule by 5% effective January 1, 1979, with the following exceptions:

A. Welfare classes of Accountant II, Administrative Assistant I and II, Community Health Services Supervisor, Director of Public Health Nursing I, Financial Assistance Supervisor III and IV, Human Services Director I, II and III; Human Services Supervisor I, Social Services Supervisor I and II and Welfare Director I, II, III, IV and V minimum and maximum salaries adjusted approximately 10%.

B. Welfare classes of Computer Programmer and Medical Services Administrator minimum salaries adjusted 5% and maximum salaries adjusted approximately .6%.

C. Welfare class of Systems Programmer Analyst minimum salary adjusted 5% and maximum salary adjusted approximately .5%.

D. Welfare class of Accountant I minimum salary adjusted approximately 7.6% and maximum salary adjusted approximately 12.2%.

E. Welfare class of Community Relations Specialist minimum and maximum salaries adjusted approximately 15%.

F. Welfare class of Day Care Center Supervisor minimum and maximum salaries adjusted approximately 7.5%.

G. Welfare and Public Health classes of Registered Nurse (AA and Diploma) minimum salary adjusted approximately 9% and maximum salary adjusted 5%.

H. Welfare class of Physical Therapist minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

I. Welfare class of Student Social Worker (SWEP) rate left to discretion of appointing authority.

J. Public Health classes of Assistant Director of Public Health Nursing and Director of Public Health Nursing I minimum and maximum salaries adjusted approximately 10%.

K. Public Health class of Medical Technologist minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

The different adjustment proposed for the categories A. and J. listed above is based 1) on minimum and maximum salaries for comparable jobs as determined by the Salary Survey, which document is expressly incorporated herein by reference and 2) on recruitment difficulties and traditional salary relationships which have existed between these classes. The Merit System has experienced considerable difficulty

in attempting to fill vacancies in many of these classes during the past year. Overlapping salary ranges have made it less than attractive for qualified practitioners to seek appointment to supervisory and administrative positions in the agencies. The proposed adjustment for these classes is needed to alleviate the recruiting problems that have been experienced and increase the number of qualified applicants interested in such positions.

The different adjustment proposed for the category I. listed above is based on the desire of county agencies to set their own rates of pay for students in the Summer Work Experience Program as well as on the fact that this program is no longer federally funded.

The different adjustments proposed for the remaining categories are based on minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

The proposed admendments to 12 MCAR § 2.840 B. and 7 MCAR § 1.314 B. adjust the minimum and maximum salaries for all classes on the Support Salary Schedules 5% effective January 1, 1979, with the following exceptions:

A. Welfare classes of Accounting Officer I and II minimum and maximum salaries adjusted approximately 9.5%.

B. Welfare class of Accounting Officer III minimum and maximum salaries adjusted approximately 7.3%.

C. Welfare class of Chemical Dependency Counselor minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

D. Public Health class of Laboratory Technician minimum and maximum salaries adjusted approximately 12.25%.

E. Public Health classes of Inspector I and II and Animal Warden minimum and maximum salaries adjusted approximately 10%.

The adjustment for Animal Warden is based on a comparison of Merit System minimum and maximum salaries to those paid by the City of Rochester for similar work. All other adjustments proposed above are based on minimum and maximum salaries for comparable work as determined by the Salary Survey, which document is expressly incorporated herein by reference. Such adjustments are needed to maintain competitive salaries for Merit System positions.

Proposed amendments to 12 MCAR § 2.840 C., 7 MCAR § 1.314 C. and 11 MCAR § 1.140 B. are needed to implement salary recommendations for clerical classes. These amendments adjust the minimum and maximum salaries for all classes on the A, B, C, D and E Clerical Salary Schedules by $40; adjust the minimum salaries for Clerical classes on the F Clerical Salary Schedule by $40 and add an eighth step to all salary ranges for classes on the F Clerical Salary Schedule effective January 1, 1979. The recommended adjustments are based on comparisons to minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

Proposed amendments to 12 MCAR § 2.840 D. and 7 MCAR § 1.314 D. are needed to implement salary recommendations for all classes on the Maintenance and Trades and the Building Maintenance Salary Schedules. These amendments adjust the minimum and maximum salaries for all classes on these schedules by 5% effective January 1, 1979. The recommended adjustments are based on comparisons to minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

Additional justification in support of the reasonableness of the recommended adjustments of the salary schedules includes, but is not limited to, the following:

A. The Consumer Price Index increased 7.4% nationwide from June, 1977, to June, 1978, while the Twin City Consumer Price Index increased 8.5% from April, 1977, to April, 1978.

B. Some Hennepin County Welfare employees received a 6% salary increase effective January 1, 1978. However, the majority of employees will be affected by the results of current negotiations. An offer of a 6% salary increase, with some exceptions, has been made to covered employees.

C. Ramsey County Welfare employees received a 6% salary increase effective January, 1978, and are scheduled to receive an additional 4% salary increase effective January, 1979.

D. St. Louis County employees received a 7% salary increase effective January, 1978, and are scheduled to receive an additional 7.5% salary increase effective January, 1979.

E. City of St. Paul clerical and technical employees received a 6% salary increase effective January, 1978, while professional employees received a 5.5% salary increase effective January, 1978.

F. Employees of the State of Minnesota received a cost-of-living adjustment of 27¢ per hour effective January 4, 1978, and an additional cost-of-living adjustment of 20¢ per hour effective July 5, 1978.

G. Employees of the Federal Government received a 5% salary adjustment in October, 1977, and may receive an additional increase of 5.5% in October, 1978, although Congress has not yet decided on the amount of the anticipated increase.

H. The State minimum wage under provisions of the Minnesota Fair Labor Standards Act is presently $2.30 per hour which equates to approximately $400 per month.

I. The Salary Survey of the College Placement Council March report indicated an average monthly salary offer of $838 to 1978 social service graduates which represents an increase of 3.2% over 1977 offers to such graduates.

J. The Endicott Survey which is a report of beginning salaries which leading companies plan to offer high-quality college graduates in 1978 showed the average estimated starting monthly salary being offered to 1978 liberal arts graduates to be $950 which represents an increase of 3.6% over the actual average offer made to liberal arts graduates in 1977.

K. Under the provisions of 12 MCAR § 2.494 D. teacher salaries are to be used in setting Merit System salaries for welfare professional employees. Salary survey data for teachers was received from 327 of 435 school districts (75%). The data showed that BA level teachers on the average received a 3.92% median increase in actual salary, not including any extra fringe benefits, for the 1978-79 school year over the previous school year. The median minimum BA teacher salary is $980/monthly. Traditionally the minimum salary for Social Worker I on the B Salary Schedule has been linked to the median minimum BA teacher salary.

L. The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis/St. Paul area for 1978 showed a mean salary increase of 8% and a median salary increase of 5.58% for office clerical workers from January, 1977, to January, 1978; a mean salary increase of 8.1% and a median salary increase of 7.48% for skilled maintenance tradesmen for the same period and a mean salary increase of 9.5% and a median salary increase of 11.68% for unskilled workers for this period of time.

Considerably more data was used in addition to that cited above in arriving at the recommended 1979 salary adjustments. All data relied upon is printed in the 1978 Minnesota Merit System Salary Survey which document is expressly incorporated herein by reference.

5. 12 MCAR § 2.841, 7 MCAR § 1.315 and 11 MCAR § 1.141

These rules deal with provisions for computing monthly, hourly, less-than-full-time, bi-weekly and four-week salary rates and are based on the monthly salaries established in 12 MCAR § 2.840, 7 MCAR § 1.314 and 11 MCAR § 1.140 respectively. Proposed revisions to these three rules include deletion of the current rules in their entirety.

A proposed amendment to these three rules provides for a common title; namely, Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four-Week Salary Rates.

The proposed new rule provides for publication of salary conversion tables for public welfare, human services, public health and emergency services agencies by the Merit System Supervisor in the Merit System Manual for each of the agencies in accordance with a formula provided in the rules. In addition, the new rules require those agencies using salary rates those established by the Merit System to submit to the Supervisor a salary conversion table similar in format and computation to the one prepared by the Supervisor. The conversion tables are used only by accounting unit staff in the agencies and by Merit System office staff. The new rules are necessary to allow appropriate salary conversion tables to be prepared procedurally by the Merit System Supervisor without the necessity for specific incorporation of the tables in the rules.

Effective date of this proposed rule change is January 1, 1979.

B. PERSONNEL PROCEDURES AND POLICIES

1. 12 MCAR § 2.493, 7 MCAR § 1.238 and 11 MCAR § 1.093

These rules deal with the classification plan. Minor housekeeping revisions are proposed for 12 MCAR § 2.493 to eliminate superfluous language, to include reference to human services boards as well as county welfare boards and to substitute the word "layoff" for "separations" in 12 MCAR § 2.493 D. 1. thereby bringing the language into conformity with 7 MCAR § 1.238 D. 1. and 11 MCAR § 1.093 D. 1. which use the term "layoff".

Another revision proposed for 12 MCAR § 2.493 D. 1. allows the incumbent of a reallocated position to take an examination for the reallocated position under certain circumstances and is needed to bring this section into conformity with the current language of 7 MCAR § 1.238 D. 1. and 11 MCAR § 1.093 D. 1. and to establish in rule language what has been the practice relative to certain reallocations of positions in county welfare and human services agencies.

Minor revisions are proposed to 7 MCAR § 1.238 to incorporate the term "Commissioner" in lieu of "State Board of Health" and "Secretary and Executive Officer" and are necessary to conform with the provisions of Minn. Laws 1977, Chapter 305 which abolished the State Board of Health and transferred all powers and duties to the Commissioner of Health. All references to the "Secretary" or "Executive Officer" of the Board of Health were eliminated and replaced by "Commissioner" or "Commissioner of Health".

Proposed revisions to 12 MCAR § 2.493 D., 7 MCAR § 1.238 D. and 11 MCAR § 1.093 D. require that any transfer, promotion, demotion, or layoff necessary because of a position reallocation must be completed within 60 days of the notice of reallocation. While, in practice, the Merit System Office has advised county agencies that necessary personnel action must be taken within 60 days after a position is reallocated, this requirement has never been incorporated into rule form. As a consequence, several

situations have arisen where the county agency has failed to take appropriate action relative to reallocated positions within a 60 day period. The proposed 60 day time limit allows for the scheduling, administration and scoring of necessary examinations resulting from reallocations as well as time for the appointing authority to take necessary formal action relative to reallocations. It is appropriate that the reallocation process be completed within a reasonable length of time and a need exists to provide in rule form for an orderly completion of the process rather than to continue the present practice without support from the rules.

2. 12 MCAR § 2.498 and 7 MCAR § 1.244

These rules deal with the certification of eligibles. (Under the provisions of 11 MCAR § 1.091 B. the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Proposed revisions to 12 MCAR § 2.498 C. 1. and 7 MCAR § 1.244 C. 1. increase the number of names certified on a competitive certification from 3 to 7 and provides for the certification of additional names of persons having the same examination score as that of the seventh person certified. The proposed expansion of the number of names certified on a competitive certification from 3 to 7 was discussed with and approved unanimously by the county Welfare Directors at an administrative meeting earlier this year. This expansion provides appointing authorities with greater flexibility in making appointments from among qualified and available applicants, and may also help to further affirmative action recruiting efforts of Merit System agencies. The State of Minnesota certifies 10 names on open-competitive certifications and Hennepin County certifies 7 names on open-competitive certifications. The proposed revisions will bring Merit System certification practices more in line with these two public agencies. The proposed revision to certify those eligibles having the same examination score as that of the seventh name certified on a competitive certification or the third name on a promotional certification has fairness as its basis. Eligibles with the same examination score are considered equally qualified and deserve similar consideration for appointment. This change will bring the Merit System into conformity with State of Minnesota practice in terms of certifying eligibles with tied examination scores.

Proposed revisions to 12 MCAR § 2.498 C. 2. and 7 MCAR § 1.244 C. 2. provide for the certification of the three highest names together with the names of persons whose examination scores are within three points of the person with the highest score and any additional names of persons having the same examination score as that of the third person certified on a promotional certification. This revision is necessary to continue the present practice of certifying the three highest names on a promotional certification and allowing for certification of eligibles having the same examination score as that of the third name certified similar to proposed revisions to 12 MCAR § 2.498 C. 1. and 7 MCAR § 1.244 C. 1.

Proposed revisions to 12 MCAR § 2.498 C. 3. and 7 MCAR § 1.244 C. 3. substitute "the Supervisor" for "he"; provide for the certification, in instances where more than one vacancy exists, of additional names of persons having the same examination score as the last person certified either competitively or promotionally and allows for making supplementary certifications in instances where fewer than 7 names from the competitive register or 3 names from the promotional register are available. When this proposed rule change was published in the State Register on September 11 and distributed it read: "seventh person certified on a competitive certification or as that of the third person certified on a promotional certification." It should have read: "last person certified on a competitive certification or as that of the last person certified on a promotional certification." Such amendment to the original proposed change is necessary. This is not a substantive change in the original proposal but represents correction of an oversight not contemplated when referring to multiple vacancies. When certifying names to fill multiple vacancies in an agency, the last name certified would not necessarily be the 7th or 3rd name certified from the respective competitive or promotional register.

Proposed revision to 12 MCAR § 2.498 C. 5. and 7 MCAR § 1.244 C. 5. allows appointing authorities to request names from alternate registers when the number of names available from the appropriate register are fewer than seven on a competitive certification or three names on a promotional certification and fewer than three different names on all registers combined.

This revision brings this section into conformance with other proposed revisions contained in 12 MCAR § 2.498 C. and 7 MCAR § 1.244 C. regarding the certification of eligibles.

3. 12 MCAR § 2.503 and 7 MCAR § 1.249

These rules deal with separation, tenure and reinstatement. (Under the provisions of 11 MCAR § 1.091 B., the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Minor revisions are proposed for 12 MCAR § 2.503 D. 1. and 12 MCAR § 2.503 F. 1. eliminating references to county welfare staff since the rule applies both to county welfare and human services agencies and their employees.

Proposed revision to 12 MCAR § 2.503 H. 1. and 7 MCAR § 1.249 H. 1. raises the age at which Merit System employees may be retired at the option of the appointing authority from 65 to 70 effective January 1, 1979. This amendment is necessary to conform to the Age Discrimination in Employment Act Amendments of 1978, Pub. L. 95-256 § 1. April 6, 1978, which extended legal protection against mandatory retirement for non-federal employees to age 70 effective January 1, 1979.

MCAR § 2.504 and 7 MCAR § 1.250

These rules deal with leaves of absence. (Under the provisions of 11 MCAR § 1.091 B. the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Minor revisions are proposed for 12 MCAR § 2.504 A. 1., C. 3., G. 1. and H. 3. to provide reference to human services personnel or boards and to substitute "appointing authority" for "county welfare board". These changes are necessary as the rule applies both to county welfare and human services agencies and their employees.

A revision is proposed to 7 MCAR § 1.250 B. 2. to correct an incorrect 7 MCAR rule citation made previously.

Proposed revision to 12 MCAR § 2.504 A. 3. and 7 MCAR § 1.250 A. 3. provides that employees may, at the option of the appointing authority, be required to turn over to the agency any per diem payment received as a result of service on a jury or as a witness in certain court actions. Present language does not provide for this option and several agencies have asked that they be allowed the opportunity to make such a determination for their own agency in accordance with the provisions of the new language. No agency is forced to change its present procedures in light of the proposed revision but new language is necessary to provide them with the option requested.

C. CLASSIFICATION PLAN AND COMPENSATION PLAN

1. 12 MCAR §§ 2.553, 2.590, 2.591, 2.629, 2.630, 2.631, 2.650, 2.651, 2.652, 2.653, 2.694, 2.704, 2.705, 2.720, 2.721, 2.722; 7 MCAR §§ 1.283, 1.290

These proposals are necessary to revise existing class specifications, and to establish eleven new class specifications. The revisions in the existing specifications and the contents of the proposed new class specifications are based on results of job analyses completed as parts of studies conducted under the Federal Executive Agency Guidelines on Employee Selection Procedures, as adopted by the U. S. Civil Service Commission, the Department of Justice and the Department of Labor, and final review of the draft of the class specifications by committees of incumbents and their supervisors or individual interviews conducted by Merit System staff with incumbents in the class and/or supervisory personnel and final review of the draft of the class specifications by groups of incumbents and their supervisors. A copy of the Federal Executive Agency Guidelines in existence at the time of the studies as well as the new Guidelines published in the Federal Register August 25, 1978, are expressly incorporated herein by reference. The Merit System Council has held hearings on all of these class specifications and as a result of these hearings, some additional changes have been made.

Several of the proposed and revised classification specifications are utilized by various human services agencies within the State. The Human Services Act, Laws 1973, ch. 716, as amended, (Minn. Stat. §§ 402.01 - 402.10) created human services boards and gave them the powers and duties now assigned by law to:

> (a)Manage the existing public resources devoted to human services delivered or purchased by the counties which are subsidized or regulated by the departments of corrections, health, and public welfare;
>
> (b)Employ staff to carry out the purposes of sections 402.01 to 402.10;
>
> * * * * * * * * * * *
>
> (g)Existing county health boards, county welfare boards, and area mental health boards.
>
> All persons employed by a county, whose functions are assumed by a human services board, shall continue as employees of the board without loss in seniority or benefits. Personnel administration for the employees shall be in compliance with the federal standard for a merit system of personnel administration.
>
> Minn. Stat. § 402.05, subd. 1 (Supp. 1977).

Human services boards have the right to establish a merit system for themselves which meets the Standards for a Merit System of Personnel Administration of the U. S. Civil Service Commission (45 CFR Part 70), or to adopt the rules of any existing merit system approved by the U. S. Civil Service Commission on the basis of the Standards. To date, ese boards have chosen to adopt the rules of the Minnesota Merit System omulgated by the Commissioner of Public Welfare. One of the reasons for this choice was that many classifications existed at the time the selection was made under the County Welfare Merit System which were appropriate to functions to be performed by the human services agencies. The Department of Public Welfare received monies under the provisions of the Intergovernmental Personnel Act through the U. S. Civil Service Commission which allowed for the development of additional class specifications needed by the human services agencies under the County Welfare Merit System. These new classes were heard at the October 21, 1977 public hearing and subsequent to the hearing were adopted under the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare.

a. 12 MCAR § 2.553 (Planner (Human Services))

The establishment of this classification under the Public Welfare Merit System is necessary to enable human service agencies to employ individuals to develop human service-related plans, and to design and evaluate complex planning strategies. The establishment of this class is reasonable based on the needs of the Scott County Human Service Board, as well as the other human service agencies and/or county welfare agencies which have expressed a possible future interest in employing individuals in this classification.

b. 12 MCAR §§ 2.590 and 2.591 (Financial Assistance Supervisor III and IV)

Currently, the Merit System classes of Administrative Assistant I and Administrative Assistant II under the Public Welfare Merit System are used for individuals performing professional work in the administration or supervision of financial programs in county welfare or human service agencies. Since the class specifications for Administrative Assistant I and Administrative Assistant II do not accurately reflect the duties performed by professional financial supervisors, the classes of Financial Assistance Supervisor III and IV are necessary to adequately describe these positions. The class specifications were reviewed and approved by a committee of incumbents and supervisors. The review committee also presented the class specifications for review at various statewide financial supervisor meetings for further input.

c. 12 MCAR §§ 2.629, 2.630, 2.631, 2.652 (Child Support Worker I, Child Support Worker II, Welfare Fraud Investigator, Welfare Fraud Unit Supervisor)

The major change in the class specification for Child Support Worker I is the retitling from Resources Examiner I. This change

is needed because the title of Resources Examiner I is inappropriate and does not adequately define the duties of the position. Incumbents and their supervisors suggested the majority of the changes in the illustrative examples of work. The suggested changes in the examples of work up-date the terminology used and the additions to the examples reflect those responsibilities which Resources Examiners consider time-consuming and important, a specific example of this would be establishment of paternity. The suggested additions and deletions in the knowledges and abilities required are necessary based on the job analysis that was conducted on this classification. Many of the knowledges and abilities required were deleted because the results of the job analysis indicated that these knowledges and abilities were neither important nor necessary for an individual to possess prior to being hired in the classification. A report of the job analysis is expressly incorporated herein by reference.

Over the past two years, the Merit System has received comments from Resources Examiners as well as supervisory personnel in rural counties, that because the number of fraud cases in many of these counties is not great enough to warrant hiring an individual at the Resources Examiner II level, Resources Examiner I's in out-state areas were involved in investigating suspected fraud cases. Handling of fraud cases, no matter how small the percentage of time spent, has not been considered an appropriate responsibility for the Resources Examiner I class. In April, 1978, when the Merit System completed the job analysis for Resources Examiner I, the report of which is expressly incorporated herein by reference, it was found that there were 25-30 Resources

Examiner I positions in which the incumbents were spending a small percentage of time investigating suspected fraud cases. As a result, the new classification of Child Support Worker II is necessary to adequately describe the duties of the position and to adequately compensate employees for the work they perform. The proposed classification specification was reviewed and approved by incumbents and supervisory personnel and some minor revisions were made in the examples of work which are identical to the changes that were made in the Child Support Worker I classification.

The major change in the classification specification for Welfare Fraud Investigator is the retitling from Resources Examiner II. This change is reasonable in light of the title change for Resources Examiner I and the creation of the new classification of Child Support Worker II. The change also is appropriate since individuals employed in the classification spend the majority of their time in the investigation of suspected fraud cases. The proposed additions and deletions in the examples of work and knowledges and abilities required were suggested by incumbents and supervisors and include adding the language "human services agency" to the specification as well as deleting certain knowledges and abilities considered inappropriate and not necessary for an individual to possess prior to being hired in the classification. The proposed changes in the minimum qualifications have come about as a result of the creation of the new Child Support Worker II classification. The new Child Support Worker II class and the Welfare Fraud Investigator class are related, as investigation of fraud is a part of each job. The proposed change is necessary so that individuals with a number of years of experience at the Child Support Worker II level can be allowed entrance into the examination for Welfare Fraud Investigator. Under the current minimum requirements they could not compete in this examination.

The major change in the Welfare Fraud Unit Supervisor classification is the retitling from Resources Examiner III, which is reasonable in light of the title changes for the Resources Examiner I and II classifications. This change is necessary to more clearly reflect the job duties, as the major responsibility of the position involves the supervision of other welfare fraud investigators. Additional changes include, again, adding the language "human services agency", updating other language used, and deleting certain knowledges and abilities considered inappropriate and not necessary for an individual to possess prior to being hired in the classification.

d. 12 MCAR §§ 2.650, 2.651 (Sanitarian I and II)

These classifications are being established under the Public Welfare Merit System as a result of a need expressed by the Faribault, Martin, Watonwan Human Services Agency which is under the Merit System and whose board has formally adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. Faribault, Martin, Watonwan currently has an individual employed at the Sanitarian II level. The proposed class specifications are identical to those which currently exist as part of the rules of the Public Health Merit System, since the position duties are the same.

e. 12 MCAR § 2.653 (Dietitian)

This classification is being established under the Public Welfare Merit System as a result of a need expressed by the Headwaters Nutrition Project which is under the Merit System. This agency needs this classification so that Title VII nutrition requirements are met. The Merit System staff was assisted by the Director of the Headwaters Nutrition Project in developing the specification. The illustrative examples of work, knowledges and abilities required and minimum qualifications are reasonable in light of the duties and responsibilities assigned to this entry-level professional classification.

has been retitled to Public Health Educator II. Likewise, minor revisions to the examples of work in the Public Health Educator II classification were made to broaden the range of responsibilities to include community health education programs. Individuals who reviewed the existing health class specification indicated that the examples of work currently listed placed too much emphasis on school health education programs and needed to be broadened. The Public Health Educator II classification also is being established under the Public Welfare Merit System, for use by the human services agencies, as well as to achieve consistency between the classification plans for the Public Welfare Merit System and the Public Health Merit System.

h. 12 MCAR §§ 2.720, 2.721, and 2.722 (Accounting Officer I, II, and III)

The proposed changes result from a job analysis of these classifications by the Merit System and from suggestions made by a committee of incumbents and supervisory personnel who reviewed the class specifications. A copy of the job analysis report is expressly incorporated herein by reference. Most of the changes in the illustrative Examples of Work and Knowledges, Skills, and Abilities Required sections involve an updating of terminology. The major revision in the specifications was the removal of the desirable qualifications of education and experience and the establishment of minimum qualifications of education and experience based on the necessary knowledges, skills and abilities to perform the job at entry based on the job analysis. This proposed change is necessary to conform to U. S. Civil Service Commission Standards for a Merit System of Personnel Administration, which require that job-related minimum requirements be established wherever they are needed for entrance to a classification. Job-related minimum requirements serve to ensure that candidates have a reasonable chance for success in the position and that artificially high qualifications are not established for entrance to the position. Since the current Standards for a Merit System of Personnel Administration are being revised, copies of both the current and revised Standards are expressly incorporated herein by reference.

f. 12 MCAR § 2.694 (Public Health Aide)

This classification is being proposed under the Public Welfare Merit System as a result of a need expressed by the Faribault, Martin, Watonwan Human Services Agency, which is under the Merit System, and whose board has adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. Faribault, Martin, Watonwan currently has 9 individuals employed at the Public Health Aide level. This proposed class specification is identical to that which currently exists as part of the Public Health Merit System, since the position duties are the same.

g. 12 MCAR §§ 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 (Public Health Educator I and II)

The establishment of the new classification of Public Health Educator I under the Public Welfare Merit System results 1) out of a need expressed by the Blue Earth County Human Service Agency whose board has adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare and 2) out of the expansion of undergraduate public health curriculums within various Minnesota colleges. The establishment of the new classification of Public Health Educator I in the Public Health Merit System results 1) out of a possible need expressed by public health agencies and 2) out of the expansion of undergraduate public health curriculums within various Minnesota colleges. The Public Health Educator I classification specification was reviewed by incumbents and supervisory personnel, as well as by representatives of the Minnesota Department of Health. Subsequent to the review, minor revisions were made to the class specification broadening the responsibilities to include community health education programs in addition to school health education programs. The broadening of the responsibilities was necessary as the reference only to school health education programs was too narrow.

As a result of the establishment of this new classification, the existing public health classification of Public Health Educator

2. 12 MCAR § 2.840 A, B; 7 MCAR § 1.314 A

These rules set the compensation plan for the various classes. Revisions to these rules are necessary to set salary ranges for the remainder of 1978 for all of the aforementioned new classes. The proposed salaries are based on comparison with salary ranges for similar jobs in other jurisdictions and a 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 Planner (Human Services) has been established by examining the minimum qualifications required in comparison to other Merit System classes, as well as by examining the pay scale of similar classes under other jurisdictions. The proposed Merit System C Plan salary range for 1978 is $1236 to $1767 per month. The proposed Merit System C Plan salary range for 1979 is $1298 to $1855 per month. This proposed classification compares to the State of Minnesota classification of Planner II, which has a salary range of $1307 to $1759 per month.

b. The proposed salary ranges for 1978 and 1979 for the classes of Financial Assistance Supervisor III and IV are equivalent to those which currently exist and which are proposed for 1979 for Administrative Assistant I and II, respectively, and are based on the fact that individuals currently working as professional financial unit supervisors are classified as Administrative Assistants I and II and these jobs are comparable.

c. The proposed salary ranges for 1978 and 1979 for the new class of Child Support Worker II has been set at two and one-half steps above the minimum salary for Child Support Worker I and three steps below the minimum for Welfare Fraud Investigator, and one and one-half steps above the maximum for Child Support Worker I

and two steps below the maximum for Welfare Fraud Investigator. The proposed ranges are approximately midway between those which currently exist and are proposed for the classes of Child Support Worker I and Welfare Fraud Investigator. It is felt that this is a reasonable proposal since the Child Support Worker II position contains elements of both classes of Child Support Worker I and Welfare Fraud Investigator.

d. The salary ranges proposed for 1978 and 1979 for the classes of Sanitarian I and II in 12 MCAR § 2.840 A are identical to the existing and proposed 1979 ranges for these two classes in 7 MCAR § 1.314 A., since the position duties are the same.

e. The salary range proposed for Dietitian was established by examining the minimum qualifications required in comparison to other Merit System entry-level professional classes, as well as by examining the pay scales of similar classes within other jurisdictions. The 1978 proposed C Plan salary range for this class is $991 to $1415 per month. The proposed C Plan Merit System salary range for 1979 for this class is $1041 to $1486. The State of Minnesota current salary range for the class of Dietitian I is $1091 to $1462 per month. Ramsey County's classification of Dietitian has a salary range of $1097 to $1388 per month. The salary range for St. Louis County's classification of Registered Dietitian is $1092 to $1269 per month. Hennepin County's salary range for Dietitian is $1060 to $1423 per month. The City of St. Paul's range for Dietitian is $1098 to $1441 per month while the City of Minneapolis has a salary range of $1379 to $1707 per month.

f. The 1978 and 1979 salary ranges proposed for Public Health Aide under 12 MCAR § 2.840 B. are identical to those which exist under 7 MCAR § 1.314 B., since the position duties are the same.

g. The salary range proposed for Public Health Educator I has been established by examining the minimum qualifications required in comparison to other Merit System entry-level professional classes, as well as by examining the salary ranges of similar classes within other jurisdictions. The proposed C Plan Merit System salary range for 1978 for Public Health Educator I is $1036 to $1415 per month. The proposed C Plan salary range for 1979 is $1088 to $1486 per month. The State of Minnesota salary range for its Health Educator I class is $1051 to $1307 per month. The City of Minneapolis salary range for Health Educator I is $1148 to $1636 per month. The City of St. Paul's classification of Health Educator I has a salary range of $1163 to $1530 per month. The St. Louis County classification of Public Health Educator I has a monthly salary range of $1223 to $1425.

h. The 1978 and 1979 proposed salary ranges for the new classification of Public Health Educator II under 12 MCAR § 2.840 A. for the Public Welfare Merit System are identical to those which exist and are proposed for 1979 for the existing classification under 7 MCAR § 1.314 A., since the position duties are the same.

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

Ralph W. Corey
Merit System Supervisor

DATED: September 19, 1978

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

Exhibit B

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

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing on October 16, 1978, at the State Office Building, St. Paul, Minnesota 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 proposed rule amendments should be adopted.

Ralph Corey, Merit Systems Supervisor, and Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation. Nineteen persons attending the hearing signed the register. The hearing continued until all interested persons had had an opportunity to be heard.

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

Thereafter, the Agencies shall, if they propose to adopt the rules as originally proposed or amended, submit copies of the Order Adopting Rules, a copy of any additional agency findings, a copy of the rules as originally proposed, and a copy of the rules as adopted to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.052, subd. 4. The submission to the Chief Hearing Examiner shall precede review by the Attorney General. The Chief Hearing Examiner shall complete his review and submit his Report to the Agencies on the issues of substantial changes in the rules and compliance with Minn. Stat. § 15.0412, subd. 4, within ten calendar days. The Agencies will be responsible for filing the rules with the Attorney General and for notifying persons who have indicated that they wish to be notified of such filing.

Because the Minnesota Merit System (the System) administers the statewide merit systems for three separate agencies, these proposed rule amendments are a joint effort. The adopting agencies are the Department of Public Welfare, whose rules are published at 12 MCAR Part 2, the Department of Health, 7 MCAR Part 1, and the Department of Public Safety, 11 MCAR Part 1. Throughout this Report, these agencies will be referred to collectively as the "Agency" or "Agencies". Each has an essentially parallel set of rules except as to specific job classes. Ultimately, each agency must adopt its own amendments.

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

FINDINGS OF FACT

A. PROCEDURAL REQUIREMENTS

1. On August 28, 1978, the System filed the following documents with the Chief Hearing Examiner:

(a) Copies of the proposed rules;
(b) Proposed Orders for Hearing;
(c) Proposed Notices of Hearing; and
(d) A Statement of the estimated length and number of people attending the hearing.

2. On September 12, 1978, the System mailed the Agencies' Notices of Hearing to all persons and associations who had registered with the Secretary of State for the purpose of receiving such notice.

3. On September 11, 1978, copies of the Agencies' Notices of Hearing and their proposed rules were published in 3 State Register No. 10.

4. On September 20, 1978, the System filed the following documents:

(a) Order for Hearing for each agency.
(b) The Notice of Hearing as mailed for each Agency.
(c) Affidavit of Receipt of the Secretary of State's list for each agency.
(d) Affidavit of Mailing the Notice to all persons on the Secretary of State's list for each agency.
(e) A Statement of Need and Reasonableness (By the Minnesota Merit System Supervisor for all three Departments).
(f) A Statement of Evidence including the names of System personnel and witnesses.
(g) Copies of documents and reports listed in the Statement of Evidence.

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

6. The Notices of Hearing contained explanations of the proposed amendments and summaries of the reasons for changes as required by 12 MCAR § 2.494 D.4., 11 MCAR § 1.094 D.4. and 7 MCAR § 1.239 D.4.

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

(a) Public Welfare - $58,182.00 in county expenditures for a one-year period.
(b) Health - $1,860.00 in local and county public health agency expenditures
(c) Public Safety - $1,212.00 in local and county expenditures in a one-year period.

8. The record remained open through October 23, 1978, for the receipt of written comments and statements.

AUTHORITY, NEED AND REASONABLENESS

9. At the hearing, the System proposed three nonsubstantial changes to clarify the language of 12 MCAR § 2.498 C.3. and 7 MCAR § 1.244 C.3. (Exs. N-1 and N-2). They also noted some corrections to be made to rules that were erroneously printed. These changes should be adopted.

10. Except as found otherwise below, the Examiner adopts the attached Statement of Need and Reasonablenss as findings demonstrating the statutory authority, need for and reasonableness of, the proposed amendments. The Statement was read and expanded upon by Mr. Corey and Mrs. Sundquist at the hearing.

WAGE ADJUSTMENTS

11. The proposed rules reflect the System's general recommendation that incumbents covered by the professional, support, maintenance and trades, and building maintenance salary schedules receive a 5% increase and that incumbents on the clerical salary schedules receive a $40 per month increase. The recommendations are based on the System's 1978 Salary Survey (Ex. Q), and the particular items listed on pages 11-13 of the attached Statement of Need and Reasonableness. Included among those items are a 7.4% increase in the Consumer Price Index nationwide (6/77-6/78) and a 8.5% increase in the Twin Cities' CPI (4/77-4/78). Several general wage increases and surveys are listed, almost all of which exceed 5%. Only the following items showed annual increases of less than 5%.

(a) Average monthly salary offers to social service graduates increased 3.2% from 1977 to 1978.
(b) Average actual offers to "high quality" liberal arts graduates by leading companies increased 3.6% from 1977 to 1978.
(c) Data available at the time of the 1978 Salary Survey showed that the median minimum teachers' salary in Minnesota increased 3.92% over the prior school year.

12. There are a number of specified classes for which adjustments different from five percent are proposed. These adjustments are based upon comparisons made in the Salary survey and, in some cases, upon the difficulty of recruiting employees. Notable among these exceptions are upper level managers (e.g., Welfare Director series) for whom a ten percent increase is proposed.

13. Comments on the wage adjustments varied according to the writer's position. Two county welfare boards called the increase excessive when combined with employees' annual step increases. (No mention was made of employees at the top of their ranges.) (Exs. 2 and 6) Another board thought the five percent was "more realistic" than the larger increases in the management classes. It worried that the difference ". . . can easily become the incentive needed for bargaining unit organization." (Ex. 16) One welfare director supported the proposed adjustments as "equitable and fair." (Ex. 4)

14. Employee comments deplored the lack of equity in a five percent increase (Exs. 5, 9, 18, 21, 23, 24, 25 and 29), and also suggested other figures ranging from 7.5% to 10%. (Exs. 3, 10, 12, 13, 14, 15, 17, 19, 20, 22, 26, 27 and 30). Two comments were directed at specific classes (Exs. 8 and 11). The following are some excerpts from the employee comments:

"It is our feeling 5% is not an adequate reflection of the cost of living." (Ex. 5)

"I am BEGGING you to reconsider and at least settle for a 7½% proposal." (Ex. 10)

"It's disgusting to know of the 5% increase that is recommended for workers in the Welfare Offices. The rest of the Court House here will receive a 7.65% increase in pay for cost of living 1-1-79." (Ex. 12)

"It seems unfair for clients to be earning more than the workers. . . ." (Ex. 22)

"This 5% cost of living for 1979 presents a problem for everyone, but particularly those persons at the top of the Merit System Schedules. These people will be losing approximately 9% of their purchasing power." (Ex. 23)

"We all have to work for a living and it doesn't help if we don't get a fair cost of living increase." (Ex. 27)

14. At the hearing, Geraldine Wedel of the Minnesota Nurses Association (MNA) commented on the salary of nurses, particularly Public Health Nurses. Subsequent to the Salary Survey, but prior to the hearing, MNA had settled with the Twin Cities' hospitals. The average percentage increase under the contract is 7.32% in minimum salaries and 8.27% in maximum salaries. Mrs. Sundquist stated that the System would reconsider its proposal for nurses, especially recognizing the difficulty of recruiting Public Health Nurses. The Examiner notes that a number of the nursing classes are already proposed for larger than 5% adjustments, but the latest information should be considered in the System's final recommendation.

15. The Examiner finds that the System has failed to demonstrate that the general increase should be held down to five percent. The evidence presented would justify such a hold-down only for social workers, for recent liberal arts graduates, or, at the most, for the welfare professional classes. Outside of these persons, the evidence presented would require a general adjustment of at least six percent (or a parallel flat adjustment), which seems to be the typical increase in the metropolitan counties. That amount is still far below increases in the national and local price indices, but 12 MCAR s 2.494 D.3. and its parallel rules require general adjustments to be based upon comparable salaries, not upon the cost of living. (Of course, those setting the comparable salaries probably considered the cost of living increases.) Thus, the rule does not require a general adjustment to equal the increase in the cost of living. It is the Examiner's recommendation that the System consider a general increase in the six to seven percent range and that it consider a specific hold-down for social workers or welfare professional classes if it is possible to do so without restructuring all the compensation schedules.

12 MCAR §§ 2.590 and 2.591 - FINANCIAL ASSISTANCE SUPERVISOR III and IV.

16. At the hearing, Ruth Mundinger of Anoka County was concerned that the minimum qualifications of experience for these positions seemed excessive, especially when compared to Social Services Supervisor I and II, which have the same pay ranges. Mrs. Sundquist agreed and stated that the requirements would be reduced. Such would be a reasonable, non-substantial change to the proposed rules.

12 MCAR §§ 2.629 and 2.630 - CHILD SUPPORT WORKER I and II.

17. The proposed rules change the class name Resources Examiner I to Child Support Worker I and add the class of Child Support Worker II. While there was some comment on the upgrading of a Resource Examiner I to Child Support Worker II, most of the comments dealt with the name of the class (Exs. 7 and 25). Mr. Corey expressed the System's willingness to change the name and requested the Examiner's recommendation. It was generally felt that the title Child Support Worker [illegible] described the job nor lent the kind of "clout" that is necessary to perform the duties required. The two

choices preferred were Child Support Specialist and Child Support Officer. There was also some discussion of Child Support Enforcement Officer, but that appears to be too strong. Comments by Arlene Shrock of Morrison County were the most persuasive to the Examiner (Ex. 25). She pointed to other titles using "officer", such as Accounting Officer. Several polls were privately taken among those who occupy the position and the decision was generally split. "Officer" does connote a certain power and for this reason it is recommended that the title be Child Support Officer I and II. However, any of the titles would be reasonable.

12 MCAR § 2.694 - PUBLIC HEALTH AIDE

18. This classification is being created under the Welfare rules to parallel a classification in the Health rules. Its creation was necessitated by the Faribault, Martin, Watonwan Human Services Agency which currently has nine individuals employed at the Public Health Aide level. Some comment was raised at the hearing as to the wording of the first sentence of the class specification:

> "KIND OF WORK;"
>
> "Under supervision of a licensed nurse performs a wide variety of basic tasks that meet the needs of families and health problems".

The concern expressed by Ms. Wedel was the use of "licensed nurse" as opposed to the Health rule which uses the term "professional nurse"; a term synonymous with registered nurse. Ms. Wedel argued that a Licensed Practical Nurse supervising Public Health Aides would be acting beyond the scope of his license which does not allow for the delegation of duties. The wording of the rule is such that it does not require any delegation of nursing duties; it requires supervision of Public Health Aides. Minn. Stat. § 148.171(3), which defines the term Registered Nurse, provides in part:

> "The practice of professional nursing includes independent nursing functions . . . which may be performed in collaboration with other health team members or may be delegated by the professional nurse to other nursing personnel [or] . . . may also be performed autonomously."

The duties required of the Public Health Aide do not require delegation from any nurse. While some of the duties described are health-related, they are not "nursing." The duties are not "delegated" from a nurse and their performance need not be supervised by an R.N. So long as the duties are similar to those described in the rule, any person with appropriate supervisory skills in the field of human services, including an LPN, should be able to supervise them. Thus, the Examiner can see no need to change the word "licensed" to "professional", at this point. Further, while it may be a substantial change for this hearing, the System might consider deleting the requirement for supervision by any type of nurse at a future hearing.

12 MCAR § 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 - PUBLIC HEALTH EDUCATOR I and II.

19. These classifications have been redefined and expanded due to the needs expressed by various health agencies and expansion of undergraduate programs within Minnesota colleges in this field as explained in the Statement of Need and Reasonableness.

Two comments were received on this matter. The first was a copy of a letter sent by Kay DeRoos of the Minnesota Chapter of the Society for Public Health Educators (Ex. 31). The letter was a response to the System's request for input on the proposed classifications. Ms. DeRoos sent a copy of guidelines for the Preparation and Practice of Professional Health Educator from the Spring, 1977 issue of Health Education Monographs. Those descriptions were adopted, almost in their entirety, the only changes being those which focus them somewhat towards the educational rather than community settings.

The second comment, from Robert W. Hiller, Assistant Commissioner, Community Health Services, Minnesota Department of Health, expressed some concern that the classifications had been made too narrow (Ex. 32). The System had attempted to broaden the classes, particularly the Public Health Educator II class, and has been responsive to the groups expressing concern in this area. The rules are reasonable as proposed.

20. Both comments questioned the wisdom and legal basis of putting these classifications under the Department of Welfare as well as the Department of Health. This was done to accommodate the Blue Earth County Human Services Agency whose board has adopted the System Rules as promulgated by the Commissioner of Public Welfare. The Human Service Boards (which combine health, welfare and other functions) are required by Minn. Stat. § 402.05, subd. 1 (Supp. 1977) to comply with federal standards for personnel administration. Minn. Stat. § 393.07, subd. 5, authorizes the Commissioner of Public Welfare to adopt merit system rules. Several counties simply adopt those rules as their own to meet the federal requirement. The welfare rules were previously expanded to provide a broad personnel plan for those counties adopting the Human Services Board option. (See Docket No. DPW-78-020-SM, November 23, 1977.)

C O N C L U S I O N S

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

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

3. Except as found in Finding No. 15, the Agencies have demonstrated the need for and reasonableness of the proposed rules by an affirmative presentation of facts.

R E C O M M E N D A T I O N S

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

The attached Statement of Need and Reasonablenss is a part of this Report.

Dated this 14th day of November, 1978.

STEVE M. MIHLAHICK
Hearing Examiner

DEPARTMENT OF HEALTH

AMENDMENT TO PROPOSED RULE CHANGES

7 MCAR § 1.244 C. 3. line 6 reads:

"seventh person certified on a competitive certification or as that of the third"

This line should read:

"last person certified on a competitive certification or as that of the last"

DPW-79-004-SM

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF HEALTH

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence.

REPORT OF THE
CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 16, 1978, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. Sec. 15.052, subd. 3, was issued to the Department of Health on November 14, 1978; and

WHEREAS, the Department of Health has now determined to adopt rules pursuant to Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Department of Health has submitted said rules to the Chief Hearing Examiner for review pursuant to Minn. Stat. Sec. 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 Health has met all requirements of Minn. Stat. Sec. 15.0412, subd. 4.

NOW, THEREFORE, upon receipt of this Report, the Department of Health 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. Sec. 15.0412, subd. 4.

Dated: December 7th, 1978.

Duane R. Harves

DUANE R. HARVES
Chief Hearing Examiner

STATEMENT OF COMPLIANCE WITH MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General James 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 has been followed.

JAMES JORGENSEN

DATED: December 11, 1978

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a public hearing in the above-entitled matter will be held in the Auditorium, State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on October 16, 1978, commencing at 9:30 A.M. and continuing until all persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. At the hearing, statements may be made orally and written materials may be submitted. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Hearing Examiner, Room 300, 1745 University Avenue, St. Paul, Minnesota 55104, (612) 296-8112, either before the hearing or within 5 working days after the public hearing ends, or for a longer period not to exceed 20 calendar days if ordered by the Hearing Examiner. Written material submitted within the above limits will be recorded in the hearing record.

It is expected that about 100 people will attend the hearing. The agency's presentation will take approximately 3 hours.

A summary of proposed rules that affect the Compensation Plan and Salary Schedule follows:

Proposed revisions to 7 MCAR § 1.314 amend the Merit System Compensation Plan for positions in local and county public health agencies. (Those agencies with a negotiated contract with a bargaining unit's exclusive representative which provides for different salaries are not covered by 7 MCAR § 1.314.) As a result of the 1978 Minnesota Merit System Salary Survey, conducted in accord with 7 MCAR § 1.239 D., it is recommended that: Professional Compensation Plans A, B, and C be adjusted 5% at minimum, maximum, and intervening steps, with some exceptions; Health Services Support Compensation Plans, A, B, and C be adjusted 5% at minimum, maximum, and intervening steps, with some exceptions; Clerical Compensation Plans A, B, C, D, and E be adjusted $40 at minimum, maximum, and intervening steps; Clerical Compensation Plan F be adjusted $40 at minimum and intervening steps, and an eighth step be added to the maximum for all classes; and, Building Maintenance Compensation Plans A and B be adjusted 5% at minimum, maximum, and intervening steps. The effective date of these adjustments is January 1, 1979. (See proposed 7 MCAR § 1.239 D.)

Proposed revisions to 7 MCAR § 1.260 B. 2. recommend a general increase of 5% for incumbents on the Professional Plans and the Health Services Support Plans, and a $40 increase for incumbents on the Clerical Compensation Plans. The effective date of these recommended adjustments is January 1, 1979. (See proposed 7 MCAR § 1.239 D.)

Proposed revisions to 7 MCAR § 1.239 D. 5. allow the effective date of an amended compensation plan to be delayed to the beginning date of the first payroll period following January 1, for those agencies on a bi-weekly or four-week payroll period.

Proposed revisions to 7 MCAR § 1.315 include the deletion of the entire existing rule. This rule was based on the monthly salaries established in 7 MCAR § 1.314, and is in table form for computing hourly, daily, and payroll period salary rates. The proposed new rule gives the Merit System Supervisor the authority to prepare and publish a Salary Conversion Table in accordance with the formula provided in the new rule. Additionally, agencies using salary rates other than those established by the Merit System are required to submit a Salary Conversion Table similar in format and computation to the one prepared by the Merit System Supervisor to the Supervisor.

Proposed revisions to 7 MCAR §§ 1.260 B. 1. c. and 1.261 B., C., and E. 1. reflect corresponding changes in 7 MCAR § 1.315. These changes delete reference to the shcedule in 7 MCAR § 1.315, and instead refer to the tables prepared in accordance with the proposed new rule.

A summary of other proposed rules follows:

Proposed revisions to 7 MCAR § 1.238 D. require that any transfer, promotion, demotion or layoff necessary because of a position reallocation must be completed within 60 days of the notice of reallocation.

Proposed revisions to 7 MCAR § 1.244 C. 1., 2., 3., 5. increase the number of eligibles certified from an open-competitive register from 3 to 7 names and provide for the certification of all eligibles with the same examination score as the seventh name on a competitive certification or the third name on a promotional certification.

Proposed revisions to 7 MCAR § 1.249 H. change the age at which the appointing authority has the option of retiring employees from 65 to 70. The effective date of this proposed revision is January 1, 1979.

Proposed revisions to 7 MCAR § 1.250 A. 3. give the appointing authority the option of requiring or not requiring an employee to turn over to the agency any per diem payment received as a result of serving on a jury or as a witness in certain court actions.

A proposed rule creating the new classification of Public Health Educator I is 7 MCAR § 1.290. This rule will allow local and county public health agencies to hire public health educators with a baccaleurate degree in public health education or community health education. The current classification of Public Health Educator requires a master's degree and experience in the field. Proposed revisions to 7 MCAR § 1.283 alter and retitle the existing classification specification of Public Health Educator to Public Health Educator II. This amendment is proposed as a result of the proposed rule 7 MCAR § 1.290.

Due to the requirements of 7 MCAR § 1.260 B. 1. a., proposed changes to 7 MCAR § 1.314 will result in a reasonable estimated increase of $1,860 in local and county public health agency expenditures. No other rule changes will result in increased expenditures for the appointing authority.

Copies of the proposed rules are now available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 144.071. This hearing will be held in conjunction with the Minnesota Department of Public Welfare and the Minnesota Department of Public Safety. Some similar amendments to administrative rules of these agencies will be considered. A copy of the Notice of Hearing for the Minnesota Departments of Public Welfare and Public Safety are attached for your information.

Notice is hereby given that 25 days prior to the hearing a statement of need and reasonableness will be available for review at the agency and at the Office of Hearing Examiners. This statement of need and reasonableness will include a summary of all of the evidence which will be presented by the agency at the hearing justifying both the need for and the reasonableness of the proposed rules. Copies of the statement of need and reasonableness may be obtained from the Office of Hearing Examiners at a minimal charge.

Any person may request notification of the date on which the Hearing Examiner's Report will be available, after which date the agency may not take any final action on the rules for a period of five working days. Any person may request notification of the date on which the hearing record has been submitted (or resubmitted) to the Attorney General by the agency. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Hearing Examiner (in the case of the Hearing Examiner's Report), or to the agency (in the case of the agency's submission or resubmission to the Attorney General).

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



WARREN R. LAWSON, M.D.

COMMISSIONER

Dated: August 23, 1978

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ORDER FOR HEARING

IT IS HEREBY ORDERED that a public hearing on the above captioned rules be held in the Auditorium, State Office Building, St. Paul, Minnesota, on October 16, 1978, commencing at 9:30 A.M. and continuing until all persons have had an opportunity to be heard.

IT IS FURTHER ORDERED that a Notice of Hearing be mailed to all persons, 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.

Dated: August 23, 1978

WARREN R. LAWSON, M.D.

COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF MAILING

DIANE LYN HENDERSON, being first duly sworn, deposes and says:

That on the 12th day of September, 1978, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Diane Lyn Henderson

Subscribed and sworn to before me this

19th day of September, 1978

Notary Public,

Ramsey County, Minnesota

My Commissioner expires Sept 22, 1984

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF ADDITIONAL MAILING

DIANE LYN HENDERSON, being first duly sworn, deposes and says:

That on the 12th day of September, 1978, at the City of St. Paul, County of Ramsey, State of Minnesota, in addition to mailing the attached Notice of Hearing to all persons and associations listed on the Secretary of State's list, she also served the attached Notice of Hearing by depositing in the United State mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid to the following agencies:

All Minnesota County Welfare Departments and Human Service Boards except Hennepin and Ramsey
All Minnesota County Welfare Departments and Human Service Boards Chairpersons except Hennepin and Ramsey
Public Health agencies covered under Merit System
Emergency Services Agencies covered under Merit System
Union Representatives
Merit System Council Members
Lois Borden (Federal Representative)
Personnel Directors of County Welfare Agencies, Dept. of Health, and Dept. of Public Safety.

Diane Lyn Henderson

Subscribed and sworn to before me this
19th day of September 1978

Notary Public,
Ramsey County, Minnesota
My Commission expires Sept 22, 1984

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT, AND LEAVES OF ABSENCE

AFFIDAVIT OF RECEIPT OF THE SECRETARY OF STATE'S LIST

DIANE LYN HENDERSON, being duly sworn on oath deposes and says:

1) That she is an employee of the Special Services Division of the Department of Public Welfare for the State of Minnesota.

2) That on the 9/8/78 day of Sept., 1978, she went to the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M.S. 15.0412.

3) That on the 9/8/78 day of Sept., 1978, in response to the above request, the Secretary of State provided her with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Diane Lyn Henderson

Subscribed and sworn to before me

this 7th day of September

1978.

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT, AND LEAVES OF ABSENCE

CERTIFICATE OF DELIVERY OF THE SECRETARY OF STATE'S LIST

I hereby certify that the attached 10 sheets constitute the complete list of persons, associations, and other interested groups who as of 2:00 o'clock P.M., this 7th day of Sept, 1978 have requested pursuant to M.S. 1976, 15.0412 Subd. 4, 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 Donna Scott

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

Exhibit B

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

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing on October 16, 1978, at the State Office Building, St. Paul, Minnesota 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 proposed rule amendments should be adopted.

Ralph Corey, Merit Systems Supervisor, and Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation. Nineteen persons attending the hearing signed the register. The hearing continued until all interested persons had had an opportunity to be heard.

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

Thereafter, the Agencies shall, if they propose to adopt the rules as originally proposed or amended, submit copies of the Order Adopting Rules, a copy of any additional agency findings, a copy of the rules as originally proposed, and a copy of the rules as adopted to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.052, subd. 4. The submission to the Chief Hearing Examiner shall precede review by the Attorney General. The Chief Hearing Examiner shall complete his review and submit his Report to the Agencies on the issues of substantial changes in the rules and compliance with Minn. Stat. § 15.0412, subd. 4, within ten calendar days. The Agencies will be responsible for filing the rules with the Attorney General and for notifying persons who have indicated that they wish to be notified of such filing.

Because the Minnesota Merit System (the System) administers the statewide merit systems for three separate agencies, these proposed rule amendments are a joint effort. The adopting agencies are the Department of Public Welfare, whose rules are published at 12 MCAR Part 2, the Department of Health, 7 MCAR Part 1, and the Department of Public Safety, 11 MCAR Part 1. Throughout this Report, these agencies will be referred to collectively as the "Agency" or "Agencies". Each has an essentially parallel set of rules except as to specific job classes. Ultimately, each agency must adopt its own amendments.

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

FINDINGS OF FACT

A. PROCEDURAL REQUIREMENTS

1. On August 28, 1978, the System filed the following documents with the Chief Hearing Examiner:

(a) Copies of the proposed rules;
(b) Proposed Orders for Hearing;
(c) Proposed Notices of Hearing; and
(d) A Statement of the estimated length and number of people attending the hearing.

2. On September 12, 1978, the System mailed the Agencies' Notices of Hearing to all persons and associations who had registered with the Secretary of State for the purpose of receiving such notice.

3. On September 11, 1978, copies of the Agencies' Notices of Hearing and their proposed rules were published in 3 State Register No. 10.

4. On September 20, 1978, the System filed the following documents:

(a) Order for Hearing for each agency.
(b) The Notice of Hearing as mailed for each Agency.
(c) Affidavit of Receipt of the Secretary of State's list for each agency.
(d) Affidavit of Mailing the Notice to all persons on the Secretary of State's list for each agency.
(e) A Statement of Need and Reasonableness (By the Minnesota Merit System Supervisor for all three Departments).
(f) A Statement of Evidence including the names of System personnel and witnesses.
(g) Copies of documents and reports listed in the Statement of Evidence.

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

6. The Notices of Hearing contained explanations of the proposed amendments and summaries of the reasons for changes as required by 12 MCAR § 2.494 D.4., 11 MCAR § 1.094 D.4. and 7 MCAR § 1.239 D.4.

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

(a) Public Welfare - $58,182.00 in county expenditures for a one-year period.
(b) Health - $1,860.00 in local and county public health agency expenditures
(c) Public Safety - $1,212.00 in local and county expenditures in a one-year period.

8. The record remained open through October 23, 1978, for the receipt of written comments and statements.

AUTHORITY, NEED AND REASONABLENESS

9. At the hearing, the System proposed three nonsubstantial changes to clarify the language of 12 MCAR § 2.498 C.3. and 7 MCAR § 1.244 C.3. (Exs. N-1 and N-2). They also noted some corrections to be made to rules that were erroneously printed. These changes should be adopted.

10. Except as found otherwise below, the Examiner adopts the attached Statement of Need and Reasonablenss as findings demonstrating the statutory authority, need for and reasonableness of, the proposed amendments. The Statement was read and expanded upon by Mr. Corey and Mrs. Sundquist at the hearing.

not done?

WAGE ADJUSTMENTS

11. The proposed rules reflect the System's general recommendation that incumbents covered by the professional, support, maintenance and trades, and building maintenance salary schedules receive a 5% increase and that incumbents on the clerical salary schedules receive a $40 per month increase. The recommendations are based on the System's 1978 Salary Survey (Ex. Q), and the particular items listed on pages 11-13 of the attached Statement of Need and Reasonableness. Included among those items are a 7.4% increase in the Consumer Price Index nationwide (6/77-6/78) and a 8.5% increase in the Twin Cities' CPI (4/77-4/78). Several general wage increases and surveys are listed, almost all of which exceed 5%. Only the following items showed annual increases of less than 5%.

(a) Average monthly salary offers to social service graduates increased 3.2% from 1977 to 1978.
(b) Average actual offers to "high quality" liberal arts graduates by leading companies increased 3.6% from 1977 to 1978.
(c) Data available at the time of the 1978 Salary Survey showed that the median minimum teachers' salary in Minnesota increased 3.92% over the prior school year.

12. There are a number of specified classes for which adjustments different from five percent are proposed. These adjustments are based upon comparisons made in the Salary survey and, in some cases, upon the difficulty of recruiting employees. Notable among these exceptions are upper level managers (e.g., Welfare Director series) for whom a ten percent increase is proposed.

13. Comments on the wage adjustments varied according to the writer's position. Two county welfare boards called the increase excessive when combined with employees' annual step increases. (No mention was made of employees at the top of their ranges.) (Exs. 2 and 6) Another board thought the five percent was "more realistic" than the larger increases in the management classes. It worried that the difference ". . . can easily become the incentive needed for bargaining unit organization." (Ex. 16) One welfare director supported the proposed adjustments as "equitable and fair." (Ex. 4)

14. Employee comments deplored the lack of equity in a five percent increase (Exs. 5, 9, 18, 21, 23, 24, 25 and 29), and also suggested other figures ranging from 7.5% to 10%. (Exs. 3, 10, 12, 13, 14, 15, 17, 19, 20, 22, 26, 27 and 30). Two comments were directed at specific classes (Exs. 8 and 11). The following are some excerpts from the employee comments:

"It is our feeling 5% is not an adequate reflection of the cost of living." (Ex. 5)

"I am BEGGING you to reconsider and at least settle for a 7½% proposal." (Ex. 10)

"It's disgusting to know of the 5% increase that is recommended for workers in the Welfare Offices. The rest of the Court House here will receive a 7.65% increase in pay for cost of living 1-1-79." (Ex. 12)

"It seems unfair for clients to be earning more than the workers. . . ." (Ex. 22)

"This 5% cost of living for 1979 presents a problem for everyone, but particularly those persons at the top of the Merit System Schedules. These people will be losing approximately 9% of their purchasing power." (Ex. 23)

"We all have to work for a living and it doesn't help if we don't get a fair cost of living increase." (Ex. 27)

14. At the hearing, Geraldine Wedel of the Minnesota Nurses Association (MNA) commented on the salary of nurses, particularly Public Health Nurses. Subsequent to the Salary Survey, but prior to the hearing, MNA had settled with the Twin Cities' hospitals. The average percentage increase under the contract is 7.32% in minimum salaries and 8.27% in maximum salaries. Mrs. Sundquist stated that the System would reconsider its proposal for nurses, especially recognizing the difficulty of recruiting Public Health Nurses. The Examiner notes that a number of the nursing classes are already proposed for larger than 5% adjustments, but the latest information should be considered in the System's final recommendation.

15. The Examiner finds that the System has failed to demonstrate that the general increase should be held down to five percent. The evidence presented would justify such a hold-down only for social workers, for recent liberal arts graduates, or, at the most, for the welfare professional classes. Outside of these persons, the evidence presented would require a general adjustment of at least six percent (or a parallel flat adjustment), which seems to be the typical increase in the metropolitan counties. That amount is still far below increases in the national and local price indices, but 12 MCAR s 2.494 D.3. and its parallel rules require general adjustments to be based upon comparable salaries, not upon the cost of living. (Of course, those setting the comparable salaries probably considered the cost of living increases.) Thus, the rule does not require a general adjustment to equal the increase in the cost of living. It is the Examiner's recommendation that the System consider a general increase in the six to seven percent range and that it consider a specific hold-down for social workers or welfare professional classes if it is possible to do so without restructuring all the compensation schedules.

12 MCAR §§ 2.590 and 2.591 - FINANCIAL ASSISTANCE SUPERVISOR III and IV.

16. At the hearing, Ruth Mundinger of Anoka County was concerned that the minimum qualifications of experience for these positions seemed excessive, especially when compared to Social Services Supervisor I and II, which have the same pay ranges. Mrs. Sundquist agreed and stated that the requirements would be reduced. Such would be a reasonable, non-substantial change to the proposed rules.

12 MCAR §§ 2.629 and 2.630 - CHILD SUPPORT WORKER I and II.

17. The proposed rules change the class name Resources Examiner I to Child Support Worker I and add the class of Child Support Worker II. While there was some comment on the upgrading of a Resource Examiner I to Child Support Worker II, most of the comments dealt with the name of the class (Exs. 7 and 25). Mr. Corey expressed the System's willingness to change the name and requested the Examiner's recommendation. It was generally felt that the title Child Support Worker II described the job nor lent the kind of "clout" that is necessary to perform the duties required. The two

choices preferred were Child Support Specialist and Child Support Officer. There was also some discussion of Child Support Enforcement Officer, but that appears to be too strong. Comments by Arlene Shrock of Morrison County were the most persuasive to the Examiner (Ex. 25). She pointed to other titles using "officer", such as Accounting Officer. Several polls were privately taken among those who occupy the position and the decision was generally split. "Officer" does connote a certain power and for this reason it is recommended that the title be Child Support Officer I and II. However, any of the titles would be reasonable.

12 MCAR § 2.694 - PUBLIC HEALTH AIDE

18. This classification is being created under the Welfare rules to parallel a classification in the Health rules. Its creation was necessitated by the Faribault, Martin, Watonwan Human Services Agency which currently has nine individuals employed at the Public Health Aide level. Some comment was raised at the hearing as to the wording of the first sentence of the class specification:

> "KIND OF WORK:"
>
> "Under supervision of a licensed nurse performs a wide variety of basic tasks that meet the needs of families and health problems".

The concern expressed by Ms. Wedel was the use of "licensed nurse" as opposed to the Health rule which uses the term "professional nurse"; a term synonymous with registered nurse. Ms. Wedel argued that a Licensed Practical Nurse supervising Public Health Aides would be acting beyond the scope of his license which does not allow for the delegation of duties. The wording of the rule is such that it does not require any delegation of nursing duties; it requires supervision of Public Health Aides. Minn. Stat. § 148.171(3), which defines the term Registered Nurse, provides in part:

> "The practice of professional nursing includes independent nursing functions . . . which may be performed in collaboration with other health team members or may be delegated by the professional nurse to other nursing personnel [or] . . . may also be performed autonomously."

The duties required of the Public Health Aide do not require delegation from any nurse. While some of the duties described are health-related, they are not "nursing." The duties are not "delegated" from a nurse and their performance need not be supervised by an R.N. So long as the duties are similar to those described in the rule, any person with appropriate supervisory skills in the field of human services, including an LPN, should be able to supervise them. Thus, the Examiner can see no need to change the word "licensed" to "professional", at this point. Further, while it may be a substantial change for this hearing, the System might consider deleting the requirement for supervision by any type of nurse at a future hearing.

12 MCAR § 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 - PUBLIC HEALTH EDUCATOR I and II.

19. These classifications have been redefined and expanded due to the needs expressed by various health agencies and expansion of undergraduate programs within Minnesota colleges in this field as explained in the Statement of Need and Reasonableness.

Two comments were received on this matter. The first was a copy of a letter sent by Kay DeRoos of the Minnesota Chapter of the Society for Public Health Educators (Ex. 31). The letter was a response to the System's request for input on the proposed classifications. Ms. DeRoos sent a copy of guidelines for the Preparation and Practice of Professional Health Educator from the Spring, 1977 issue of Health Education Monographs. Those descriptions were adopted, almost in their entirety, the only changes being those which focus them somewhat towards the educational rather than community settings.

The second comment, from Robert W. Hiller, Assistant Commissioner, Community Health Services, Minnesota Department of Health, expressed some concern that the classifications had been made too narrow (Ex. 32). The System had attempted to broaden the classes, particularly the Public Health Educator II class, and has been responsive to the groups expressing concern in this area. The rules are reasonable as proposed.

20. Both comments questioned the wisdom and legal basis of putting these classifications under the Department of Welfare as well as the Department of Health. This was done to accommodate the Blue Earth County Human Services Agency whose board has adopted the System Rules as promulgated by the Commissioner of Public Welfare. The Human Service Boards (which combine health, welfare and other functions) are required by Minn. Stat. § 402.05, subd. 1 (Supp. 1977) to comply with federal standards for personnel administration. Minn. Stat. § 393.07, subd. 5, authorizes the Commissioner of Public Welfare to adopt merit system rules. Several counties simply adopt those rules as their own to meet the federal requirement. The welfare rules were previously expanded to provide a broad personnel plan for those counties adopting the Human Services Board option. (See Docket No. DPW-78-020-SM, November 23, 1977.)

C O N C L U S I O N S

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

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

3. Except as found in Finding No. 15, the Agencies have demonstrated the need for and reasonableness of the proposed rules by an affirmative presentation of facts.

R E C O M M E N D A T I O N S

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

The attached Statement of Need and Reasonablenss is a part of this Report.

Dated this 14th day of November, 1978.

STEVE M. MIHLAHICK
Hearing Examiner

ADMIN 1000

STATE OF MINNESOTA

DEPARTMENT Public Welfare

Office Memorandum

TO : Joanne Hinderaker
Special Assistant Attorney General
Administrative Agencies Division

DATE: December 20, 1978

FROM : Ralph W. Corey
Merit System Supervisor

PHONE: 6-3996

SUBJECT: Order Adopting Rules

Attached are three copies of the Order Adopting Rules, along with the exhibits. In Exhibit 6, the Rules as Adopted, we have made the corrections you noted. We thank you for bringing this to our attention.

I've also attached rule 12 MCAR § 2.496. Rules 12 MCAR §§ 2.516 and 2.517 already are included in Exhibit C.

Again, thank you for your assistance. We will pick up the rules at your office as soon as they are completed.

RWC:rb

Attachments

12 MCAR § 2.496 Examinations

A. Character of Examinations

1. Examinations for entrance into the county welfare service shall be conducted on an open-competitive basis. Examinations shall be practical in nature, shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing, as well as his general background and related knowledge, and shall be rated objectively. A practical written test shall be included, except that when peculiar and exceptional qualifications of a specific or professional nature are required and competition through an assembled examination is impracticable, an unassembled examination may be held. The Supervisor shall determine when competition through an assembled examination is impracticable. Examinations shall also include:

a. A competitive performance test for stenographic and typing positions and for any other positions involving the operation of office machines.

b. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions.

c. An oral examination for positions that require frequent contact with the public, or that involve important supervisory or administrative duties, provided, however, that after consultation with the Council, the Supervisor may eliminate the oral examinations for those classes of positions in which it is anticipated that the entire eligible register will be exhausted within a relatively short period.

2. The Supervisor shall assign definite weights to each part of the examination prior to its public announcement.

3. Recruitment and selection for those positions identified in the minimum qualifications of the class specification as directed toward clients and other disadvantaged groups will be limited to persons of low income and/or low educational achievement, including the physically and mentally disabled. It will be the specific responsibility of the individual appointing authorities to effectively make known opportunities for these jobs to such persons. Persons who do not meet these limitations will be disqualified from competition for these positions and notified of the reasons therefor. Examinations for these positions will include at least one of the following: performance test, structured technical oral examination, practical written test, or oral directions test combining aspects of performance and minimum literacy. The Supervisor shall assign a definite weight to each part of the examination prior to its public announcement. Eligible lists will be established on an area and/or county basis only. Certification of eligibles on an area basis smaller than the county unit may be approved by the Supervisor. Since these positions cover a broad range of duties requiring many different abilities, knowledges, and basic skills, nothwithstanding other provisions of the rules, the Supervisor also may approve selective certification of eligibles who possess a particular ability, knowledge, and/or skill.

B. Notice of Examination

1. The Supervisor shall give public announcement of all examinations for original entrance into the county welfare service at least three weeks in advance of the closing date for receipt of applications, and he shall make every reasonable effort to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout the state, and copies shall be distributed among welfare directors and county welfare boards throughout the state, newspapers, public officials, educational institutions, professional and vocational socities, and such other organizations and individuals as the Supervisor may deem expedient. Public announcement of examinations shall specify the title and salary ranges of the class of positions, with beginning salary, the duties to be performed, the minimum qualifications required, the final date on which applications will be received, and all other conditions of competition, including the relative weights assigned to the various parts of the examination and the fact that failure in one part of the examination will disqualify an applicant.

C. Conduct of Examinations

1. Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The Supervisor may designate such monitors as may be necessary to conduct examinations under instructions prescribed by him and may also arrange for the use of public buildings in which to conduct the examinations. The Supervisor shall provide for the compensation of monitors in accordance with the approved budget for the purpose.

2. The identity of persons taking competitive assembled examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the Supervisor to each applicant. Any examination papers bearing the name of the applicant or identification other than an identification number shall be rejected. In a case of rejection the Supervisor shall promptly notify the applicant.

D. Rating Examinations

1. The Supervisor shall determine a final score for each applicant's examination, computed in accordance with the weights for the several parts established by the Supervisor as set forth in the announcement. Failure in any part of an examination shall disqualify the applicant in the entire examination and shall disqualify him from participation in subsequent parts of the examination. All applicants for the same position shall be accorded uniform and equal treatment in all phases of the examination procedure.

2. The Supervisor shall utilize appropriate scientific techniques and procedures in rating the results of examinations and in determining the final scores of the applicants. In determining the system for rating results of the examinations, the Supervisor and the Council shall give due regard to the number of applicants and to the number of vacancies that may reasonably be expected to occur during the life of the register.

E. Rating Training and Experience

1. When training and experience form a part of the total examination, the Supervisor shall determine a procedure for the evaluation of the training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality, as well as quantity, of experience and to the pertinency of the training. This procedure shall allow for the substitution of training for experience, and experience for training, within the limits stated in the class specifications.

2. The Supervisor will investigate an applicant's training and experience to verify the statements contained in his application form and to obtain evidence about his character and fitness either before rating his training and experience or after giving an initial rating but before certification from the register. If this investigation produces information affecting a rating of training and experience already given, the Supervisor shall re-rate the applicant's record accordingly and shall make the necessary adjustment on the register. He shall also promptly notify the applicant of any such re-rating.

F. Oral Examinations

1. When an oral interview or oral test forms a part of a total examination for a class of positions, the Supervisor shall appoint one or more oral examination board as needed. An oral examination board shall consist of two or more members who shall be known to be interested in the improvement of public administration and in the selection of efficient government personnel and at least one of whom shall be technically familiar with the character of work in the position for which the applicant will be examined. Any person holding political office or any officer or committee member of any political organization, or any person actively engaged in the work of any political organization, shall not serve as a member of any such board. If practicable, all applicants qualifying for the oral examination for the class of positions shall be rated by the same oral examination board. A member of an oral examination board shall disclose each instance in which he knows the applicant personally and shall not rate such applicant.

G. Notice of Examination Results

1. Each applicant passing all parts of the examination shall be notified by mail by the Supervisor of his final rating as soon as the rating of the examination has been completed and the register established. An eligible, upon request and presentation of proper identification, shall be entitled to information about his relative position on a register. An applicant who fails any part of the examination or the total examination shall be promptly notified of his failure.

H. Special Written Tests

1. No applicant shall be given a special written test unless the Council, by formal and recorded action, finds that the applicant's failure to take or complete the original written test was due to an obvious error in connection with the administration of the examination for which the Supervisor or one of his assistants was responsible. The Council's findings and decision shall be recorded in its minutes. No claim for a special written test shall be allowed unless it is filed in writing with the Council within ten days after the date the original written test was held. Any special written test shall be constructed on a pattern similar to the original written test.

I. Examination Records

1. The Supervisor shall be responsible for the maintenance of all records pertinent to the county welfare examination programs. Applicants and other necessary examination records shall be kept during the life of the register. Examination records of appointees shall be kept permanently, but examination records of applicants not appointed may be destroyed 30 days after the register expires.

STATEMENT OF COMPLIANCE WITH MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General James 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 has been followed.

JAMES JORGENSEN

DATED: December 11, 1978

Adopted Rule Uncorrected Copy

Dept. File X

12 MCAR § 2.493 Classification Plan

A. Preparation and Adoption

1. The Commissioner of Public Welfare shall formally adopt and make effective a comprehensive classification plan for all positions. The plan shall be based on investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, the classification plan shall include for each class of positions an appropriate class title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

2. The proposed classification plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation and upon formal adoption by the Commissioner of Public Welfare, the classification plan shall be the official plan for all positions. Class titles established by the adoption of the classification plan shall be used in all personnel and financial records of the Department of Public Welfare and the County Welfare or Human Service Boards, as well as in all examination procedures.

B. Allocation of Positions

1. Every position under the County Welfare or Human Service Boards shall be allocated by the supervisor to one of the appropriate classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the supervisor to new or existing classes as is necessitated thereby.

C. Revision of Plan

1. Existing classes may be abolished or changed, or new classes added, in the same manner as the classification plan is originally adopted.

2. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months after the date of approval by the Merit System Council.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position except as provided in 12 MCAR § 2.493 D. 2. or unless he would have been eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take

the same or equivalent examination from which the existing register was established, providing that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take the examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

2. If a position is reallocated as a direct result of the change in size of the employing agency without change in duties and functions, an incumbent with permanent or probationary status in the lower class shall be permitted to take a non-competitive qualifying examination without regard to the qualifications for the class. An incumbent whose name is on a competitive promotional register for the higher class may be certified to the position regardless of the relative ranks of other candidates on the eligible register.

12 MCAR § 2.494 Compensation Plan

A. Preparation and Adoption

1. The Commissioner shall formally adopt and make effective a comprehensive compensation plan (12 MCAR § 2.840) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 12 MCAR § 2.516 C. have been satisfied. The plan shall include salary schedules for the various classes, with the salary of each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change in duty, in the recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other county departments, and other relevant factors shall be taken into consideration in arriving at such salary schedules.

2. The proposed compensation plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendation. Upon such review and recommendation and upon formal adoption by the Commissioner, the compensation plan shall be the official salary schedule of the Minnesota Merit System, effective the date specified.

3. Salary ranges for all classes of positions on the official salary schedule of the Minnesota Merit System shall be amended in the same manner as originally adopted.

B. Selection of Salary Ranges by Appointing Authority

1. The appointing authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative, and 2) except as provided in 12 MCAR § 2.494 B. 6. Such plan shall be selected from each of the following salary schedules provided under 12 MCAR § 2.840:

Professional - A, B, and C;
Support Personnel - A, B, and C;
Clerical - A, B, C, D, E, and F;
Maintenance and Trades - A and B.

2. Such rates shall be identified by alphabetical designation, and adjustment of the plan as provided in 12 MCAR § 2.494 D. shall not serve to amend the alphabetically designated rates selected as the appointing authority's plan.

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

4. The alphabetically designated rates selected by the appointing authority shall become the official plan for the county until amended by the appointing authority as provided in 12 MCAR § 2.494 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of 12 MCAR § 2.516 B. 1. and 12 MCAR § 2.516 B. 2. on the basis of the plan adopted by the appointing authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative who are in the same class as employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 12 MCAR § 2.494 E. 1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Rantes Selected by Appointing Authority

1. The appointing authority may amend the official plan for the agency by selection of a different salary schedule as provided in 12 MCAR § 2.494 B.

2. Supervisor shall be notified of the official action of the appointing authority to amend the plan for the county at least 30 days in advance of the date on which such amended county plan becomes effective unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 12 MCAR § 2.840 shall be adjusted for changes in the level of salary rates in business and government and similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Welfare on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment (particularly with the teaching profession, for professional rates) of four per cent or more, the Commissioner of Public Welfare shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are of less than four per cent or differ significantly for various types of employment, the Commissioner may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the county agencies and employee organizations shall include the proposed compensation plan, an explanation of the adjustments proposed and a summary of the findings of the survey upon which the proposed adjustment is based.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the Commissioner shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The County Welfare Board may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under (a) or (b) above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under (a) above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under (a) or (b) above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

12 MCAR § 2.498 Certification of Eligibles

A. Vacancies

1. Vacancies in the classified service shall be filled by re-employment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for Certification

1. If a vacancy in any position under a county welfare or human service board is to be filled other than by reinstatement, non-competitive examination, promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class, together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualifications requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Merit System Council, has determined that there is reason for a certification of an eligible with special qualifications.

C. Certification Methods

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination scores as that of the third name certified, from the appropriate promotional register and re-employment register if such registers exist and are requested.

3. If more than one vacancy exists, the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified on a competitive certification or as that of the third person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than seven available candidates on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than seven on a competitive certification or three on a promotional certification, and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 12 MCAR § 2.499 B.

D. County-Option Certification

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 12 MCAR § 2.497 A. 5. The Supervisor, upon receipt of such requisition, shall refer names of eligibles from the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

12 MCAR § 2.503 Separation, Tenure, and Reinstatement

A. Resignations

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first 30 calendar days of a probationary period following a transfer. Employees serving the first 30 calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 12 MCAR § 2.508 E. 2. (See 12 MCAR § 2.508 E. 4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in obtaining his eligibility or appointment, shall upon discovery and proof thereof, be removed and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension

1. After written notice, the appointing authority may suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of force

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions. The order of

separations due to reduction of force shall be based upon seniority, except in an instance in which seniority is less than one month (30 calendar days), in which case, order of separation shall be based upon service ratings and seniority, under a formula established by the Merit System Supervisor.

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

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a re-employment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the re-employment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a re-employment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the re-employment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of Office

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with these rules.

F. Reinstatement to Previous Class of Positions

1. Upon written request of an appointing authority to and with the approval of the Merit System Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in the same class in the Merit System program at any time within two years after the date of his resignation. Under the same conditions, a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1940, in a county welfare agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Merit System Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy. The Supervisor may require such employee to pass a qualifying examination.

G. Reinstatement of Probationer

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement

1. Any employee in the Merit System who attains the age of 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

12 MCAR § 2.504 Leaves of Absence

A. In General

1. Leave policies stated in this rule are minimum standards and shall apply to all county welfare or human service personnel except when raised by adoption of an optional vacation and sick leave policy by the County Welfare or Human Service Board or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the board, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority, any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee may be required to turn over to the agency any per-diem payment received as a result of serving on a jury or as a witness in the above-listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in a response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of Absence Without Pay

1. Any person holding a permanent or probationary position in the classified service of the Minnesota Merit System shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in 12 MCAR § 2.503 F. If all the positions in the class are filled, the

least senior employee in the class shall vacate his/her position subject to any eligibility for layoff, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must motify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 12 MCAR § 2.504 B. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments and may be granted salary increases at the time such increases would have been received if the employee had continued in regular employment with the agency.

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

C. Vacation Leave (see also 12 MCAR § 504 A. 1.)

1. Each employee in the classified service, except emergency, hourly, or per-diem employees, shall earn vacation with pay at the rate of one working day for each full month of service. The county agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

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

3. A permanent employee who is transferred or promoted from one county welfare or human service board to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first county.

4. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick Leave (also see 12 MCAR § 2.504 A. 1.)

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

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

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

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

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

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

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

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

E. Funeral Leave

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military Leave

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statutes, Section 192.261.

G. Record of Leave

1. Each appointing authority shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays

1. Permanent, probationary, provisional, limited-term, and full-time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for the day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1
Lincoln's and Washington's Birthday--the third Monday in February
Memorial Day--the last Monday in May
Independence Day—July 4
Labor Day--the first Monday in September
Christopher Columbus Day--the second Monday in October
Veteran's Day--November 11
Thanksgiving Day--the fourth Thursday in November
Christmas Day--December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday.

3. The appointing authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the county government.

12 MCAR § 2.516 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the appointing authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 12 MCAR § 2.494 B. 1. and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 12 MCAR § 2.494 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a Salary Conversion Table as provided for in 12 MCAR § 2.841. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional, Support, and Maintenance and Trades Salary Schedules and forty dollars for employees on the Clerical Salary Schedules.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 12 MCAR § 2.516 B. 1. c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 12 MCAR § 2.516 B. 1. f. result in employees no longer being on a salary step as published in 12 MCAR § 2.840 for their class, any subsequent merit increase shall be to an appropriate step on 12 MCAR § 2.840 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the county welfare or human service board and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2.508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 12 MCAR § 2.516 E. 1. above.

12 MCAR § 2.517 Salary Computation Provisions for Full and Part-Time Employment, Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 12 MCAR § 2.840 and 2.841 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 12 MCAR § 2.516 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 12 MCAR § 2.840 shall use the table prepared in accordance with 12 MCAR § 2.841 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 12 MCAR § 2.840 under the provisions of 12 MCAR § 2.517 B. 1. above or those agencies operating under the provisions of 12 MCAR § 2.516 B. 1. c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. Attached thereto, shall be a table similar in format, computation, and information to the table provided for in 12 MCAR § 2.841. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 12 MCAR § 2.841 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 12 MCAR § 516 B. 1. c. shall use their table prepared in accordance with 12 MCAR § 2.841 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a county welfare or human service employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the appointing authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in the county agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C. 4. on the basis of the appropriate daily or hourly rate as shown on 12 MCAR § 2.841. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 12 MCAR § 2.517 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the appointing authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the appointing authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the appointing authority and it shall be discretionary with the appointing authority, whether the employee shall have compensatory time off or overtime pay, except as proviced in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

12 MCAR § 2.553 Planner (Human Services)

A. Kind of work. Under general administrative supervision, gathers and analyzes data, designs and evaluates complex planning strategies, develops human service-related plans, and performs related work as assigned.

B. Examples of work (Illustrative only). Works with community and professional groups in developing specific planning philosophies, strategies and goals. Consults with state, regional, and local officials, staff members and organizational leaders to gain information related to specific plans and programs. Confers with local officials and agency staff on specific planning projects, techniques and goals. Assists in implementing and evaluating new programs and services related to planning efforts. Prepares grant applications, where appropriate, and writes instructions concerning state and federal procedures. Assists ongoing community efforts and collects data as required.

C. Knowledges and abilities required. Knowledge of local, state and federal regulations pertaining to specific human service-related fields. Knowledge of community planning techniques and procedures. Knowledge of the principles and practices of collecting data and preparing reports. Knowledge of data processing techniques. Ability to conceptualize broad planning programs and goals. Ability to interpret laws, rules and regulations. Ability to establish and maintain effective working relationships with local public officials and planning groups. Ability to speak and write effectively and clearly. Ability to specify and critically evaluate goals and objectives.

D. Minimum qualifications of education and experience. College graduation with a master's degree in planning, social work, public administration or related field, and one year community planning experience.

OR

Bachelor's degree in a human service field and three years of related community planning experience.

OR

Bachelor's degree in a human service field and three years of administrative experience in a human service field.

12 MCAR § 2.590 Financial Assistance Supervisor III

A. Kind of work. Under the direction of the Welfare Director, Division Director, or Financial Assistance Supervisor IV, does professional work in the administration and supervision of financial programs involving the interpretation and assessment of policies and the supervision of income maintenance personnel; assumes responsibility for a designated area of the program; and performs related work as assigned.

B. Examples of work (Illustrative only). Supervises and assigns work to staff. Holds individual conferences with assigned personnel and interprets agency policies. Reviews case records to see that agency policies and regulations are adhered to and that proper procedures are being followed. Analyzes, evaluates, and suggests modification procedures involved in the management of income maintenance cases. Develops and directs an orientation program for new staff and carries on a program of staff development. Interviews clients when special problems arise, listens to grievances, and recommends appropriate action. Performs program analysis and need assessment. Directs activities of clerical staff assigned to the division. Evaluates staff performance and recommends appropriate action. Assists in selecting adequate personnel for the division. Provides management information for board and agency administration. Assists in planning, developing and/or coordinating agency programs. Assists in facilitating referrals to social services. Represents the agency at meetings and conferences with other agencies and/or individuals about areas of joint administration or concern. Performs consultative services for other agency staff. Makes special studies and surveys as occasion demands.

C. Knowledges and abilities required. Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and three years of experience as a Financial Assistance Supervisor I or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute one year of Financial Assistance Supervisor I experience for one year of college for up to two years of the required college education.

OR

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and one year of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute one year of Financial Assistance Supervisor II experience for one year of college for each year of the required college education.

OR

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

12 MCAR § 2.591 Financial Assistance Supervisor IV

A. Kind of work. Under the direction of the Welfare Director or a Division Director, administers designated income maintenance units within a large county welfare or human services agency; establishes procedures for the accomplishment of work and for following the progress of work; and assumes responsibility for the maintenance of standards within the units toward the agency's total objective; and performs related work as assigned.

B. Examples of work (Illustrative only). Supervises financial assistance supervisor(s) and other income maintenance staff as designated. Analyzes, evaluates, modifies, and coordinates procedures involved in the administration of the unit. Interprets and develops policies through conferences, staff meetings, and/or division director, as well as representatives of the Department of Public Welfare. Fosters the professional development of the staff through orientation programs, in-service training, and planned use of supervisory and consultative services. Evaluates staff performance through an established system of service ratings and recommends assignment of personnel and additions to staff. Explains the work of the department to the community. Performs program analysis and need assessment. Plans, develops, and/or coordinates agency programs. Assists in the development of the budget and the procurement of funding. Provides management information for board and agency administration. Selects adequate personnel for the division. Represents the agency at meetings and conferences with other agency and/or individuals about areas of joint administration or concern. Makes special studies and surveys as occasion demands.

C. Knowledges and abilities required. Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and one year of experience as a Financial Assistance Supervisor III, or equivalent level of experience.

OR

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and three years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

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

OR

Master's degree level work in social work, psychology, sociology, human services administration, business administration, public administration or related fields may be substituted for the Financial Assistance Supervisor II level experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.629 Child Support Officer I

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

B. Examples of work (Illustrative only). Establishes paternity. Communicates with persons who have support obligations. Compiles information on whereabouts, earnings, and assets of persons with support obligations in paying support orders and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records or payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support for their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Speaks to church groups, civic groups, etc., for purposes of informing community of IV-D program. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social service unit, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations.

C. Knowledges and abilities required. Knowledge of human behavior. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express oneself clearly verbally and in writing. Ability to interpret written materials. Ability to be objective. Interviewing skills. Math skills.

D. Minimum qualifications of education and experience. High school graduation and two years of experience in work related to the collection of child support.

OR

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

OR

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

OR

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

OR

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

12 MCAR § 2.630 Welfare Fraud Investigator

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

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

C. Knowledges and abilities required. Knowledge of investigative techniques and procedures. Knowledge of federal, state, and local laws, especially as they relate to fraud and child support. Knowledge of rules and evidence and court procedures. Knowledge of human behavior. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to express ideas clearly. Ability to be objective.

D. Minimum qualifications of education and experience. High school graduation and four years of criminal investigative experience, or experience as a Child Support Worker II, or equivalent level experience in a county welfare or human services agency.

OR

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

12 MCAR § 2.631 Welfare Fraud Unit Supervisor

A. Kind of work. Under general administrative direction, coordinates and supervises the activities of a fraud unit in a county welfare or human service agency; participates in investigation of suspected fraud cases; gathers evidence and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. Examples of work (Illustrative only). Assigns duties to other investigators attached to the unit and supervises activities. Reviews investigations in process and prior to submittal to the county attorney. Coordinates submittal of reports on fraud unit activities to the county attorney or to appropriate welfare or human services agency personnel. Receives and processes complaints from the public about alleged fraud and interviews complainant. Conducts complete investigation of referrals when there are indications of possible fraud in public assistance cases. Gathers, preserves, and analyzes facts and evidence relating to cases and presents findings to the county attorney for possible prosecution. Contacts prospective witnesses and other sources of information to obtain facts on welfare cases. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination of possible fraud. Prepares memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Maintains files and records relating to cases under investigation. Conducts training sessions for social workers in the welfare department to acquaint them with the purposes and procedures relating to the investigation and prevention of possible fraud.

C. Knowledges and abilities required. Knowledge of investigative techniques and procedures. Knowledge of federal, state, and local laws, especially as they relate to fraud. Knowledge of rules of evidence and court procedures. Knowledge of welfare rules and regulations. Knowledge of human behavior. Knowledge of effective supervisory techniques. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to supervise the work of others. Ability to express ideas clearly. Ability to be objective.

D. Minimum qualifications of education and experience. High school graduation and five years of investigative experience as a detective or equivalent in a law-enforcement agency.

OR

A candidate may substitute investigative experience with satisfactory college work on a year-for-year basis not to exceed two years.

OR

One year of experience as a welfare fraud investigator, or the equivalent, in a public welfare or human services agency.

12 MCAR § 2.650 Sanitarian I

A. Kind of work. Under supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules and regulations; may supervise inspectors; and performs related duties as assigned.

B. Examples of work (Illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities concerning compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement.

C. Knowledges and abilities required. Knowledge of the approved methods used in the various fields of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the nature and scope of environmental health. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to understand oral and written instructions. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to write reports. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in the physical and/or biological sciences, sanitary science, or other fields closely related to environmental health.

12 MCAR § 2.651 Sanitarian II

A. Kind of work. Under general supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules, and regulations; may supervise subordinate personnel, and performs related duties as assigned.

B. Examples of work (Illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of foods or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities regarding compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement. Works with local governing bodies and agencies on matters related to environmental health.

C. Knowledges and abilities required. Considerable knowledge of the approved methods and equipment used in the various fields of environmental health. Considerable knowledge of the nature and scope of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the principles and practices as related to the recognition, elimination and control of environmental health hazards. Ability to communicate effectively both orally and in writing. Ability to understand oral and written instructions. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to analyze potential environmental health hazards. Ability to write reports and develop recommendations. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Three years of full-time paid experience as a Sanitarian I or its equivalent.

OR

A master's degree in public health or in a health related field from an accredited graduate school and two years of full-time paid experience as a Sanitarian I or its equivalent.

12 MCAR § 2.652 Child Support Officer II

A. Kind of work. Under supervision, encourages the collection of court support orders; explains responsibility to persons who are delinquent in paying support orders; counsels public assistance applicants in the correct procedures to follow in obtaining court orders for the support of their children; counsels parents in the management of their financial affairs; spends a portion of time in the investigation of suspected fraud cases and gathers and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. Examples of work (Illustrative only). Establishes paternity. Communicates with persons who have support obligations. Compiles information on whereabouts, earnings, and assets of persons with support obligations, and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records of payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support of their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social services units, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations. Speaks to church groups and civic groups, etc., for purposes of informing community of IV-D programs. Receives and processes complaints from the public about alleged fraud. Interviews complainants in suspected fraud cases. Interviews witnesses in possible fraud cases. Consults with the county attorney and assists in making a determination of possible fraud.

C. Knowledges and abilities required. Knowledge of human behavior. Knowledge of investigative techniques and procedures. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express oneself clearly verbally and in writing. Ability to interpret written material. Ability to be objective. Interviewing skills. Math skills.

D. Minimum qualifications of education and experience. High school diploma, or the equivalent, and two years of experience as a Child Support Officer I, or the equivalent.

OR

High school diploma, or the equivalent, and three years of experience as a financial worker performing work related to the collection of child support, or related experience in collections work in a loan company, bank, or credit union, and one year of insurance or law enforcement investigative experience.

OR

College coursework with emphasis in sociology, psychology, social work, business administration, criminology, criminal law, or related fields may be substituted for the relevant experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.653 Dietitian

A. Kind of work. Under supervision, serves as principal advisor in the selection of suitable meal service arrangements, and in the on-going administration and evaluation of a meal service program, assists in the development of an on-going food service and nutrition education plan for training of staff and volunteers, and performs related work as assigned.

B. Examples of work (Illustrative only). Plans and approves low cost menus to meet Title VII nutrition requirements, physiological and psychological needs of consumer. Serves as principal advisor in the development of an on-going food service and nutrition education plan for training of staff, and volunteers. Arranges for individual and therapeutic nutrition counseling to meal participants. Supervises the implementation of diet prescriptions and reviews these prescriptions periodically for need and appropriateness with respective physicians. May coordinate a home delivered meal program. Gives consultation on nutrition adequacy of diets for group feedings. Serves on, or assists in recruiting nutrition or food service people for the Nutrition Task Force of the Area Agency on Aging. May serve as nutrition resources person to other agencies. Instructs and directs cooks, kitchen and dining room helpers in the preparation, cooking and serving of food. Conducts reviews of dining facilities and meal service programs for adequate sanitation, appropriate menu planning and good management practices. Inspects and issues food supplies and supervises the storage of food. Keeps inventories and production records, and makes requisitions for supplies and repairs. Prepares detailed analytical and general reports such as per capita cost analysis.

C. Knowledges and abilities required. Knowledge of the principles and practices of dietetics and diet therapy, including food values, costs and accounting. Knowledge of modern methods, materials and appliances used in larger scale food preparation and service. Knowledge of health and safety requirements and precautionary measures applicable. Ability to plan menus and to direct quantity cooking, with economy and efficiency. Ability to judge food materials and to determine conformity to requirements. Ability to keep records and make reports. Ability to train and instruct food service workers. Ability to establish and maintain effective working relationships with professional workers and lay groups in the development of the program.

D. Minimum qualifications of education and experience. Graduation from college with a specialization in dietetics or nutrition.

NOTE: Employee must be a registered dietitian under the American Dietetic Association.

12 MCAR § 2.694 Public Health Aide

A. Kind of work. Under supervision of a licensed nurse, performs a wide variety of basic tasks that meet the needs of families and health problems. Participates in a variety of learning opportunities afforded through pre- and in-service training, employment experience, and formal classroom studies.

B. Examples of work (Illustrative only). Locates and makes contacts with families to identify nursing needs. Makes selected follow-up home visits regarding professional recommendations. Explains nursing services and other available health resources to individuals or groups. Participates in surveys to determine health status of individuals in community, i.e. immunization. Arranges transportation or transports clients to health facilities. Serves as a liaison between individuals and/or groups and the primary service staff. Helps primary service staff gain insight into the values, goals, attitudes and problems of individuals and groups. Assists with housekeeping, purchase and preparation of food during family crisis. Baby-sits to relieve family members to obtain health care. Conducts selected screening measures (vision and hearing). Interprets and demonstrates personal hygiene and good nutrition. Assists in group clinic programs such as serving as receptionist, care of children, physical arrangements, care of equipment, weighing and measuring, taking temperatures. Provides selected personal care services to maintain aged and disabled persons at home.

C. Knowledges and abilities required. Knowledge of needs of aged and disabled cared for at home in the area being served. Knowledge of services and programs offered by the nursing service. Ability to establish and maintain good working relationships with individuals, groups, and co-workers. Ability to organize work efficiently. Ability to use good judgment in working with individuals and groups. Ability to maintain personal relationships with individuals and groups. Ability to express ideas clearly. Ability to follow instructions. Ability to learn agency procedures and community resources.

D. Minimum qualifications of education and experience. Individuals must be residents of the area and/or indigenous to the group being served.

NOTE: Some positions in this class may require specific abilities, skills, or qualifications not listed. Absence of these may disqualify candidates from consideration. (See 12 MCAR § 2.496 A. 3.)

NOTE: No provisional appointments will be made to this position.

12 MCAR § 2.704 Public Health Educator I

A. Kind of work. Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. Examples of work (Illustrative only). Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school facilities on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. Knowledges and abilities required. Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

D. Minimum qualifications of education and experience. Graduation from an accredited college or university with a bachelor's degree in public health education, community health education or related field.

12 MCAR § 2.705 Public Health Educator II

A. Kind of work. Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. Examples of work (Illustrative only). Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civic organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. Knowledges and abilities required. Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the programs. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. Minimum qualifications of education and experience. Graduation from an accredited college or university with a master's degree in public health education and three years of full-time paid experience in health education.

12 MCAR § 2.720 Accounting Officer I

A. Kind of work. Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a small county welfare or human services agency or carries similar responsibility in the maintenance of a major part of a large county welfare or human services agency; and performs related work as assigned.

B. Examples of work (Illustrative only). Maintains ledgers. Processes and/or approves processing of bills, requisitions, and receipts. Prepares financial reports. Assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May order supplies and maintains an inventory of supplies. Prepares payrolls. Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting unit. Trans new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. Knowledge of accounting practices and procedures. Knowledge of business arithmetic. Knowledge of the principles of budgeting and accounting. Knowledge of the principles of supervision. Knowledge of the principles of office management. Knowledge of office procedures and practices and uses of standard office equipment. Ability to accept responsibility. Ability to plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work rapidly and accurately. Ability to maintain satisfactory working relationships with professional and clerical staff and with the public. Ability to maintain confidentiality.

D. Minimum qualifications of education and experience. High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college or university and one year of experience as an account clerk.

OR

One year of experience as an account clerk may be substituted for each year of college coursework.

OR

Any combination of the above experience and education.

12 MCAR § 2.721 Accounting Officer II

A. Kind of work. Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a medium-sized county welfare or human services agency or supervises five or more employees in the maintenance of financial records and reports in a large urban county welfare or human services agency; and performs related work as assigned.

B. Maintains ledgers. Processes and/or approves processing of bills, requisitions, and receipts. Prepares financial reports. Prepares or assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May order office supplies and maintains an inventory of supplies. Prepares payrolls. Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting staff. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. Knowledge of accounting practices and procedures. Knowledge of business arithmetic. Knowledge of the principles of budgeting and accounting. Knowledge of the principles of office management. Knowledge of the principles of supervison. Knowledge of office procedures and practices and uses of standard office equipment. Ability to accept responsibility. Ability to analyze work-flow problems and to design procedures. Ability to plan, organize, and assign work. Ability to perform detailed work rapidly and accurately. Ability to supervise clerical workers in simple bookkeeping operations. Ability to maintain satisfactory working relationships with professional and clerical staff and with the public. Ability to maintain confidentiality.

D. Minimum qualifications of education and experience. High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and two years of experience as an account clerk.

OR

One year of experience as an account clerk may be substituted for each year of college coursework.

OR

Any combination of the above experience and education.

12 MCAR § 2.722 Accounting Officer III

A. Kind of work. Under general administrative supervision, directs the maintenance of all financial records and accounts in a large county welfare or human services agency, supervises the preparation of periodic financial and statistical reports; prepares agency budget estimates and expenditures reports; and performs related work as assigned.

B. Examples of work (Illustrative only). Maintains ledgers. Compiles difficult and complex financial and statistical reports. Processes and/or approves processing of bills, requisitions, and receipts. Projects program costs for the agency and prepares or assists in the preparation of the agency budget. Prepares payrolls. May order office supplies and maintain an inventory of supplies. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting staff. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. Knowledge of accounting practices and procedures. Knowledge of business arithmetic. Knowledge of principles of budgeting and accounting. Knowledge of principles of office management. Knowledge of the principles of supervision. Knowledge of office procedures and practices and use of standard office equipment. Ability to accept responsibility. Ability to effectively plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work rapidly and accurately. Ability to maintain satisfactory working relationships with professional and clerical staff and the public. Ability to maintain confidentiality.

D. Minimum qualifications of education and experience. High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and three years of experience as either an Accounting Officer I or II, or the equivalent.

OR

One year of experience as an Accounting Officer I or II may be substituted for each year of college coursework, up to a maximum of two years.

12 MCAR § 2.840 COMPENSATION PLAN - 1979

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Adm. Asst. II	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Adm. Asst. III	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Adm. Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Human Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	994	1041	1088	1138						
Auditor	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Chemical Dependency Coord.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Collection Services Supvr. II	1215	1268	1326	1390	1454	1518	1588	1657	1734	1814
Community Health Serv. Supvr.	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community-Rela. Spec.	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Computer Programmer	994	1041	1088	1138	1190	1241	1298			
Day-Care Center Supvr.	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Dev. Achievement Center Dir.	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Achievement Center Teacher	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Dev. Disabilities Coord.	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dietitian	951	994	1041	1088	1138	1190	1241	1298	1359	
Dir. of Assessment Systems	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Assist.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Planning	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Pub. Hlth. Nurs. I	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Dir. of Soc. Serv.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Support Services	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Education Supervisor	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Emp. Guid. Couns. I	951	994	1041	1088	1138	1190	1241	1298	1359	
Emp. Guid. Couns. II	994	1041	1088	1138	1190	1241	1298	1359	1423	
Emp. Guid. Couns. III	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Finan. Assist. Supvr. III	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Finan. Assist. Supvr. IV	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Home Care Coordinator	1088	1138	1190	1241	1298	1359	1423	1486		
Homemaker Coordinator II	1088	1138	1190	1241	1298	1359	1423	1486		
Homemaker Supervisor	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Marriage Counselor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Med.-Care Advisor	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Med.-Serv. Adm.	1696	1773	1855	1940	2028	2120	2220	2321		
Mental Health Worker	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Meth.-&-Proc. Analyst	1163	1215	1268	1326	1390	1454	1518	1588	1657	
Meth.-&-Proc. Supvr.	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Nursing Care Advisor	1041	1088	1138	1190	1241	1298	1359	1423	1486	

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	910	951	994	1041	1088	1138	1190	1241	1298	1359
Occupa. Supvr.-Inst. II	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Office Manager	951	994	1041	1088	1138	1190	1241	1298	1359	
Personnel Officer	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Personnel Director	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Physical Therapist	951	994	1041	1088	1138	1190	1241	1298		
Planner (Human Services)	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Policy/Program Analyst	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Programmer Analyst	1190	1241	1298	1359	1423	1486	1553	1623		
Psychologist I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Psychologist II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Psychologist III	1588	1657	1734	1814	1896	1983	2071	2169		
Psychologist IV	1734	1814	1896	1983	2071	2169	2268	2373		
Public Health Educator I	994	1041	1088	1138	1190	1241	1298	1359		
Public Health Educator II	1241	1298	1359	1423	1486	1553	1623	1696		
Public Health Nurse	994	1041	1088	1138	1190	1241	1298			
Pub. Hlth. Nurse (Team Leader)	1041	1088	1138	1190	1241	1298	1359			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	951	994	1041	1088	1138	1190				
Sanitarian I	994	1041	1088	1138						
Sanitarian II	1088	1138	1190	1241	1298	1359	1423	1486		
Senior Public Health Nurse	1088	1138	1190	1241	1298	1359	1423			
Social Worker I	951	994	1041	1088						
Social Worker II	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Social Worker III	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Soc.-Serv. Supvr. II	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. III	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Soc.-Serv. Supvr. Trainee	1215	1268	1326	1390	1454	1518				
Staff Trng. Supvr. I	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Staff Trng. Supvr. II	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	1359	1423	1486	1553	1623	1696	1773			
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	951	994	1041	1088	1138	1190	1241	1298	1359	
Vol.-Serv. Coord. II	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1190	1241	1298	1359	1423	1486	1553	1623	1696	

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

A. Professional

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Adm. Asst. II	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Adm. Asst. III	1623	1696	1773	1855	1940	2028	2120	2220	2321	
Adm. Services Director	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Asst. Human Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	1041	1088	1138	1190						
Auditor	1298	1359	1423	1486	1553	1623	1696	1773	1855	1940
Chemical Dependency Coord.	1190	1241	1298	1359	1423	1486	1553	1623	1696	1773
Collection Services Supvr. II	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community Health Serv. Supvr.	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Community-Rela. Spec.	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Computer Programmer	1041	1088	1138	1190	1241	1298	1359			
Day-Care Center Supvr.	1326	1390	1454	1518	1588	1657	1734	1814	1896	
Dev. Achievement Center Dir.	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Dev. Achievement Center Teacher	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Dev. Disabilities Coord.	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Dietitian	994	1041	1088	1138	1190	1241	1298	1359	1423	
Dir. of Assessment Systems	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Asst.	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Planning	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Pub. Hlth. Nurs. I	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Dir. of Soc. Serv.	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Support Services	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Education Supervisor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Emp. Guid. Couns. I	994	1041	1088	1138	1190	1241	1298	1359	1423	
Emp. Guid. Couns. II	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Emp. Guid. Couns. III	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Finan. Assist. Supvr. III	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Finan. Assist. Supvr. IV	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Home Care Coordinator	1138	1190	1241	1298	1359	1423	1486	1553		
Homemaker Coordinator II	1138	1190	1241	1298	1359	1423	1486	1553		
Homemaker Supervisor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Marriage Counselor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Med.-Care Advisor	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Med.-Serv. Adm.	1773	1855	1940	2028	2120	2220	2321	2426		
Mental Health Worker	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Meth.-&-Proc. Analyst	1215	1268	1326	1390	1454	1518	1588	1657	1734	
Meth.-&-Proc. Supvr.	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Nursing Care Advisor	1088	1138	1190	1241	1298	1359	1423	1486	1553	

A. Professional

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Occupa. Supvr.-Inst. II	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Office Manager	994	1041	1088	1138	1190	1241	1298	1359	1423	
Personnel Officer	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Personnel Director	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Physical Therapist	994	1041	1088	1138	1190	1241	1298	1359		
Planner (Human Services)	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Policy/Program Analyst	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Programmer Analyst	1241	1298	1359	1423	1486	1553	1623	1696		
Psychologist I	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Psychologist II	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Psychologist III	1657	1734	1814	1896	1983	2071	2169	2268		
Psychologist IV	1814	1896	1983	2071	2169	2268	2373	2477		
Public Health Educator I	1041	1088	1138	1190	1241	1298	1359	1423		
Public Health Educator II	1298	1359	1423	1486	1553	1623	1696	1773		
Public Health Nurse	1041	1088	1138	1190	1241	1298	1359			
Pub. Hlth. Nurse (Team Leader)	1088	1138	1190	1241	1298	1359	1423			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	994	1041	1088	1138	1190	1241				
Sanitarian I	1041	1088	1138	1190						
Sanitarian II	1138	1190	1241	1298	1359	1423	1486	1553		
Senior Public Health Nurse	1138	1190	1241	1298	1359	1423	1486			
Social Worker I	994	1041	1088	1138						
Social Worker II	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Social Worker III	1190	1241	1298	1359	1423	1486	1553	1623	1696	1773
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Soc.-Serv. Supvr. II	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Soc.-Serv. Supvr. III	1623	1696	1773	1855	1940	2028	2120	2220	2321	
Soc.-Serv. Supvr. Trainee	1268	1326	1390	1454	1518	1588				
Staff-Trng. Supvr. I	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Staff-Trng. Supvr. II	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst Trainee	1423	1486	1553	1623	1696	1773	1855	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.		
Vol.-Serv. Coord. I	994	1041	1088	1138	1190	1241	1298	1359	1423	
Vol.-Serv. Coord. II	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1241	1298	1359	1423	1486	1553	1623	1696	1773	

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

A. Professional

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Adm. Asst. II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Adm. Asst. III	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Adm. Services Director	1855	1940	2028	2120	2220	2321	2425	2533	2644	
Asst. Human Services Dir.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	1088	1138	1190	1241						
Auditor	1359	1423	1486	1553	1623	1696	1773	1855	1940	2028
Chemical Dependency Coord.	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Collection Services Supvr. II	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Community Health Serv. Supvr.	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Community-Rela. Spec.	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Computer Programmer	1088	1138	1190	1241	1298	1359	1423			
Day-Care Center Supvr.	1390	1454	1518	1588	1657	1734	1814	1896	1983	
Dev. Achievement Center Dir.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Dev. Achievement Center Teacher	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Disabilities Coord.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Dietitian	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Dir. of Assessment Systems	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Asst.	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Planning	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Pub.-Hlth. Nurs. I	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Dir. of Soc. Serv.	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Support Services	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Education Supervisor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Emp. Guid. Couns. I	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Emp. Guid. Couns. II	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Emp. Guid. Couns. III	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Finan. Assist. Supvr. III	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Finan. Assist. Supvr. IV	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Home Care Coordinator	1190	1241	1298	1359	1423	1486	1553	1623		
Homemaker Coordinator II	1190	1241	1298	1359	1423	1486	1553	1623		
Homemaker Supervisor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Marriage Counselor	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Med.-Care Advisor	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Med.-Serv. Adm.	1855	1940	2028	2120	2220	2321	2426	2533		
Mental Health Worker	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Meth.-&-Proc. Analyst	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Meth.-&-Proc. Supvr.	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Nursing Care Advisor	1138	1190	1241	1298	1359	1423	1486	1553	1623	

A. Professional

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Occupa. Supvr.-Inst. II	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Office Manager	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Personnel Officer	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Personnel Director	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Physical Therapist	1064	1111	1163	1215	1268	1326	1390	1454		
Planner (Human Services)	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Policy/Program Analyst	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Programmer Analyst	1298	1359	1423	1486	1553	1623	1696	1773		
Psychologist I	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Psychologist II	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Psychologist III	1734	1814	1896	1983	2071	2169	2268	2373		
Psychologist IV	1896	1983	2071	2169	2268	2373	2477	2587		
Public Health Educator I	1088	1138	1190	1241	1298	1359	1423	1486		
Public Health Educator II	1359	1423	1486	1553	1623	1696	1773	1855		
Public Health Nurse	1111	1163	1215	1268	1326	1390	1454			
Pub. Hlth. Nurse (Team Leader)	1163	1215	1268	1326	1390	1454	1518			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	1064	1111	1163	1215	1268	1326				
Sanitarian I	1088	1138	1190	1241						
Sanitarian II	1190	1241	1298	1359	1423	1486	1553	1623		
Senior Public Health Nurse	1215	1268	1326	1390	1454	1518	1588			
Social Worker I	1041	1088	1138	1190						
Social Worker II	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker III	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Soc.-Serv. Supvr. III	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Soc.-Serv. Supvr. Trainee	1326	1390	1454	1518	1588	1657				
Staff-Trng. Supvr. I	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Staff-Trng. Supvr. II	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Student Social Worker (Intern)	Rate proposed by appointing authority.									
Student Social Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	1486	1553	1623	1696	1773	1855	1940			
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Vol.-Serv. Coord. II	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1298	1359	1423	1486	1553	1623	1696	1773	1855	

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

B. Support Personnel

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	696	728	762	797	833	869	910	951	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	570	593	622	651	680	710	744	779	
Case Aide	696	728	762	797	833	869			
Chemical Dependency Counselor	910	951	994	1041	1088	1138	1190		
Child Support Officer I	869	910	951	994	1041	1088	1138	1190	1241
Child Support Officer II	971	1017	1064	1111	1163	1215	1268	1326	
Collection Services Supvr. I	1111	1163	1215	1268	1326	1390	1454	1518	
Community-Service Aide	437	455	478	501	524	547	570		
Coordinator of Aging	710	744	779	815	851	889	930	971	1017
Dev. Achievement Center Inst.	570	593	622	651	680	710			
Finan.-Assistance Spec.	889	930	971	1017	1064	1111	1163	1215	
Finan.-Assistance Supvr. I	971	1017	1064	1111	1163	1215	1268	1326	1390
Finan.-Assistance Supvr. II	1111	1163	1215	1268	1326	1390	1454	1518	
Financial Worker I	696	728	762	797	833	869			
Financial Worker II	779	815	851	889	930	971	1017	1064	1111
Home Health Aide	547	570	593	622	651	680	710		
Home Health Aide Coordinator	779	815	851	889	930	971	1017		
Homemaker I	547	570	593	622	651	680	710		
Homemaker II	593	622	651	680	710	744	779	815	
Homemaker Coordinator I	779	815	851	889	930	971	1017		
Homemaker/Home Health Aide	547	570	593	622	651	680	710		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	710	744	779	815	851	889			
Public Health Aide	437	455	478	501	524	547	570		
Residential Facility Operator(s)	593	622	651	680	710	744	779	815	
Senior Case Aide	779	815	851	889	930	971	1017	1064	1111
Senior Citizen's Aide	437	455	478	501	524	547	570		
Transportation Coordinator	728	762	797	833	869	910	951	994	
Welfare Fraud Investigator	1111	1163	1215	1268	1326	1390	1454		
Welfare Fraud Unit Supvr.	1215	1268	1326	1390	1454	1518	1588		

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

B. Support Personnel

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	728	762	797	833	869	910	951	994	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	593	622	651	680	710	744	779	815	
Case Aide	728	762	797	833	869	910			
Chemical Dependency Counselor	951	994	1041	1088	1138	1190	1241		
Child Support Officer I	910	951	994	1041	1088	1138	1190	1241	1298
Child Support Officer II	1017	1064	1111	1163	1215	1268	1326	1390	
Collection Services Supvr. I	1163	1215	1268	1326	1390	1454	1518	1588	
Community-Service Aide	455	478	501	524	547	570	593		
Coordinator of Aging	744	779	815	851	889	930	971	1017	1064
Dev. Achievement Center Inst.	593	622	651	680	710	744			
Finan.-Assistance Spec.	930	971	1017	1064	1111	1163	1215	1268	
Finan.-Assistance Supvr. I	1017	1064	1111	1163	1215	1268	1326	1390	1454
Finan.-Assistance Supvr. II	1163	1215	1268	1326	1390	1454	1518	1588	
Financial Worker I	728	762	797	833	869	910			
Financial Worker II	815	851	889	930	971	1017	1064	1111	1163
Home Health Aide	570	593	622	651	680	710	744		
Home Health Aide Coordinator	815	851	889	930	971	1017	1064		
Homemaker I	570	593	622	651	680	710	744		
Homemaker II	622	651	680	710	744	779	815	851	
Homemaker Coordinator I	815	851	889	930	971	1017	1064		
Homemaker/Home Health Aide	570	593	622	651	680	710	744		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	744	779	815	851	889	930			
Public Health Aide	455	478	501	524	547	570	593		
Residential Facility Opr.(s)	622	651	680	710	744	779	815	851	
Senior Case Aide	815	851	889	930	971	1017	1064	1111	1163
Senior Citizen's Aide	455	478	501	524	547	570	593		
Transportation Coordinator	762	797	833	869	910	951	994	1041	
Welfare Fraud Investigator	1163	1215	1268	1326	1390	1454	1518		
Welfare Fraud Unit Supervisor	1268	1326	1390	1454	1518	1588	1657		

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

B. Support Personnel

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	762	797	833	869	910	951	994	1041	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	622	651	680	710	744	779	815	851	
Case Aide	762	797	833	869	910	951			
Chemical Dependency Counselor	994	1041	1088	1138	1190	1241	1298		
Child Support Officer I	951	994	1041	1088	1138	1190	1241	1298	1359
Child Support Officer II	1064	1111	1163	1215	1268	1326	1390	1454	
Collection Services Supvr. I	1215	1268	1326	1390	1454	1518	1588		
Community-Service Aide	478	501	524	547	570	593	622		
Coordinator of Aging	779	815	851	889	930	971	1017	1064	1111
Dev. Achievement Center Inst.	622	651	680	710	744	779			
Finan.-Assistance Spec.	971	1017	1064	1111	1163	1215	1268	1326	
Finan.-Assistance Supvr. I	1064	1111	1163	1215	1268	1326	1390	1454	1518
Finan.-Assistance Supvr. II	1215	1268	1326	1390	1454	1518	1588	1657	
Financial Worker I	762	797	833	869	910	951			
Financial Worker II	851	889	930	971	1017	1064	1111	1163	1215
Home Health Aide	593	622	651	680	710	744	779		
Home Health Aide Coordinator	851	889	930	971	1017	1064	1111		
Homemaker I	593	622	651	680	710	744	779		
Homemaker II	651	680	710	744	779	815	851	889	
Homemaker Coordinator I	851	889	930	971	1071	1064	1111		
Homemaker/Home Health Aide	593	622	651	680	710	744	779		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	779	815	851	889	930	971			
Public Health Aide	478	501	524	547	570	593	622		
Residential Facility Opr.(s)	651	680	710	744	779	815	851	889	
Senior Case Aide	851	889	930	971	1017	1064	1111	1163	1215
Senior Citizen's Aide	478	501	524	547	570	593	622		
Transportation Coordinator	797	833	869	910	951	994	1041	1088	
Welfare Fraud Investigator	1215	1268	1326	1390	1454	1518	1588		
Welfare Fraud Unit Supvr.	1326	1390	1454	1518	1588	1657	1734		

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

C. Clerical

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	539	558	579	600	621	642	663	686	712
Clerical Supervisor	686	712	739	766	795	826	858	890	924
Clerk I	474	491	507	523	539	558	579	600	621
Clerk II	539	558	579	600	621	642	663	686	712
Clerk III	621	642	663	686	712	739	766	795	826
Clerk-Typist I (1)	491	507	523	539	558	579	600	621	642
Clerk-Typist II	539	558	579	600	621	642	663	686	712
Clerk-Typist III	621	642	663	686	712	739	766	795	826
Clerk Specialist	712	739	766	795	826	858	890	924	961
Clerk-Steno I	523	539	558	579	600	621	642	663	686
Clerk-Steno II	579	600	621	642	663	686	712	739	766
Clerk-Steno III	642	663	686	712	739	766	795	826	858
Information System Specialist	663	686	712	739	766	795	826	858	890
Keypunch Operator	523	539	558	579	600	621	642	663	686
Swbd. Operator I	507	523	539	558	579	600	621	642	663
Swbd. Operator II	539	558	579	600	621	642	663	686	712

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

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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	558	579	600	621	642	663	686	712	739
Clerical Supervisor	712	739	766	795	826	858	890	924	961
Clerk I	491	507	523	539	558	579	600	621	642
Clerk II	558	579	600	621	642	663	686	712	739
Clerk III	642	663	686	712	739	766	795	826	858
Clerk-Typist I (1)	507	523	539	558	579	600	621	642	663
Clerk-Typist II	558	579	600	621	642	663	686	712	739
Clerk-Typist III	642	663	686	712	739	766	795	826	858
Clerk Specialist	739	766	795	826	858	890	924	961	998
Clerk-Steno I	539	558	579	600	621	642	663	686	712
Clerk-Steno II	600	621	642	663	686	712	739	766	795
Clerk-Steno III	663	686	712	739	766	795	826	858	890
Information System Specialist	686	712	739	766	795	826	858	890	924
Keypunch Operator	539	558	579	600	621	642	663	686	712
Swbd. Operator I	523	539	558	579	600	621	642	663	686
Swbd. Operator II	558	579	600	621	642	663	686	712	739

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

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

C. Clerical

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	579	600	621	642	663	686	712	739	766
Clerical Supervisor	739	766	795	826	858	890	924	961	998
Clerk I	507	523	539	558	579	600	621	642	663
Clerk II	579	600	621	642	663	686	712	739	766
Clerk III	663	686	712	739	766	795	826	858	890
Clerk-Typist I (1)	523	539	558	579	600	621	642	663	686
Clerk-Typist II	579	600	621	642	663	686	712	739	766
Clerk-Typist III	663	686	712	739	766	795	826	858	890
Clerk Specialist	766	795	826	858	890	924	961	998	1037
Clerk-Steno I	558	579	600	621	642	663	686	712	739
Clerk-Steno II	621	642	663	686	712	739	766	795	826
Clerk-Steno III	686	712	739	766	795	826	858	890	924
Information System Specialist	712	739	766	795	826	858	890	924	961
Keypunch Operator	558	579	600	621	642	663	686	712	739
Swbd. Operator I	539	558	579	600	621	642	663	686	712
Swbd. Operator II	579	600	621	642	663	686	712	739	766

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

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

4. Plan D*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	600	621	642	663	686	712	739	766	795
Clerical Supervisor	766	795	826	858	890	924	961	998	1037
Clerk I	523	539	558	579	600	621	642	663	686
Clerk II	600	621	642	663	686	712	739	766	795
Clerk III	686	712	739	766	795	826	858	890	924
Clerk-Typist I (1)	539	558	579	600	621	642	663	686	712
Clerk-Typist II	600	621	642	663	686	712	739	766	795
Clerk-Typist III	686	712	739	766	795	826	858	890	924
Clerk Specialist	795	826	858	890	924	961	998	1037	1079
Clerk-Steno I	579	600	621	642	663	686	712	739	766
Clerk-Steno II	642	663	686	712	739	766	795	826	858
Clerk-Steno III	712	739	766	795	826	858	890	924	961
Information System Specialist	739	766	795	826	858	890	924	961	998
Keypunch Operator	579	600	621	642	663	686	712	739	766
Swbd. Operator I	558	579	600	621	642	663	686	712	739
Swbd. Operator II	600	621	642	663	686	712	739	766	795

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

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

C. Clerical

5. Plan E*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	642	663	686	712	739	766	795	826
Clerical Supervisor	826	858	890	924	961	998	1037	1079
Clerk I	558	579	600	621	642	663	686	712
Clerk II	642	663	686	712	739	766	795	826
Clerk III	739	766	795	826	858	890	924	961
Clerk-Typist 1 (1)	579	600	621	642	663	686	712	739
Clerk-Typist II	642	663	686	712	739	766	795	826
Clerk-Typist III	739	766	795	826	858	890	924	961
Clerk Specialist	858	890	924	961	998	1037	1079	1122
Clerk-Steno I	621	642	663	686	712	739	766	795
Clerk-Steno II	686	712	739	766	795	826	858	890
Clerk-Steno III	766	795	826	858	890	924	961	998
Information System Specialist	795	826	858	890	924	961	998	1037
Keypunch Operator	621	642	663	686	712	739	766	795
Swbd. Operator I	600	621	642	663	686	712	739	766
Swbd. Operator II	642	663	686	712	739	766	795	826

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

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

6. Plan F*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	663	686	712	739	766	795	826	858
Clerical Supervisor	858	890	924	961	998	1037	1079	1122
Clerk I	600	621	642	663	686	712	739	766
Clerk II	663	686	712	739	766	795	826	858
Clerk III	766	795	826	858	890	924	961	998
Clerk-Typist I (1)	621	642	663	686	712	739	766	795
Clerk-Typist II	663	686	712	739	766	795	826	858
Clerk-Typist III	766	795	826	858	890	924	961	998
Clerk Specialist	890	924	961	998	1037	1079	1122	1167
Clerk-Steno I	642	663	686	712	739	766	795	826
Clerk-Steno II	712	739	766	795	826	858	890	924
Clerk-Steno III	795	826	858	890	924	961	998	1037
Information System Specialist	826	858	890	924	961	998	1037	1079
Keypunch Operator	663	686	712	739	766	795	826	858
Swbd. Operator I	621	642	663	686	712	739	766	795
Swbd. Operator II	663	686	712	739	766	795	826	858

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	585	607	631	658	687	715	746
Bus Driver	631	658	687	715	746	778	812
Janitor (1)	631	658	687	715	746	778	812
Laborer	$3.63/hour						
Maintenance Worker	658	687	715	746	778	812	845

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	746	778	812	845	881	920	959
Bus Driver	778	812	845	881	920	959	1000
Janitor (1)	746	778	812	845	881	920	959
Laborer	$4.47/hour						
Maintenance Worker	812	845	881	920	959	1000	1044

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

12 MCAR § 2.841 Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 12 MCAR § 2.840. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided in 12 MCAR § 2.516 B. 1. c. or in 12 MCAR § 2.517 B. 2.

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ORDER FOR HEARING

IT IS HEREBY ORDERED that a public hearing on the above captioned rules be held in the Auditorium, State Office Building, St. Paul, Minnesota, on October 16, 1978, commencing at 9:30 A.M. and continuing until all persons have had an opportunity to be heard.

IT IS FURTHER ORDERED that a Notice of Hearing be mailed to all persons, 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.

Dated: August 23, 1978

EDWARD J. DIRKSWAGER, JR.
Commissioner

MMS File

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a public hearing in the above-entitled matter will be held in the Auditorium, State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on October 16, 1978 commencing at 9:30 A.M. and continuing until all persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. At the hearing, statements may be made orally and written materials may be submitted. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Hearing Examiner, Room 300, 1745 University Avenue, St. Paul, Minnesota 55104, (612) 296-8112, either before the hearing or within 5 working days after the public hearing ends, or for a longer period not to exceed 20 calendar days if ordered by the Hearing Examiner. Written material submitted within the above time limits will be recorded in the hearing record.

It is expected that about 100 people will attend the hearing. The agency presentation at the hearing will take approximately 3 hours.

A summary of proposed rules that affect the Compensation Plan and Salary Schedule follows:

Proposed revisions to 12 MCAR § 2.840 amend the Merit System Compensation Plan for positions in county welfare and human service agencies which are under the Minnesota Merit System. (Those agencies with a negotiated contract with a bargaining unit's exclusive representative which provides for different salaries are not covered by 12 MCAR § 2.840.) Proposed revisions to the 1978 Compensation Plan establish salaries for the new classifications and retitled classifications listed elsewhere in this notice. As a result of the 1978 Minnesota Merit System Salary Survey, conducted in accord with 12 MCAR § 2.494 D., a new Compensation Plan is proposed for 1979. It is recommended that: Professional Compensation Plans A, B, and C be adjusted 5% at minimum, maximum, and intervening steps, with some exceptions; Support Compensation Plans A, B, and C be adjusted 5% at minimum, maximum, and intervening steps, with some exceptions; Clerical Compensation Plans A, B, C, D, and E be adjusted $40 at minimum, maximum, and intervening steps; Clerical Compensation Plan F be adjusted $40 at minimum and intervening steps, and an eighth step be added to the maximum for all classes; and, Maintenance and Trades Compensation Plans A and B be adjusted 5% at minimum, maximum, and intervening steps. The effective date of the adjustments as a result of the 1978 Salary Survey is January 1, 1979. (See proposed 12 MCAR § 2.494 D.)

Proposed revisions to 12 MCAR § 2.516 B. 2. recommend a general adjustment of 5% for incumbents on the Professional, Support, and Maintenance and Trades Compensation Plans, and a general adjustment of $40 for incumbents on the Clerical Compensation Plans. The effective date of these recommended adjustments is January 1, 1979. (See proposed 12 MCAR § 2.494 D.)

Due to the requirements of 12 MCAR § 2.516 B. 1. a., proposed changes to 12 MCAR § 2.840 will result in a reasonably estimated increase of $58,182 in county expenditures for a 1 year period. No other rule changes will result in increased county expenditures.

Copies of the proposed rules are now available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 393.07 Subd. 5. This hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Safety. Some similar amendments to administrative rules of these agencies will be considered. A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Safety are attached for your information.

Notice is hereby given that 25 days prior to the hearing a statement of need and reasonableness will be available for review at the agency and at the Office of Hearing Examiners. This statement of need and reasonableness will include a summary of all of the evidence which will be presented by the agency at the hearing justifying both the need for and the reasonableness of the proposed rules. Copies of the statement of need and reasonableness may be obtained from the Office of Hearing Examiners at a minimal charge.

Any person may request notification of the date on which the Hearing Examiner's Report will be available, after which date the agency may not take any final action on the rules for a period of five working days. Any person may request notification of the date on which the hearing record has been submitted (or resubmitted) to the Attorney General by the agency. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Hearing Examiner (in the case of the Hearing Examiner's Report), or to the agency (in the case of the agency's submission or resubmission to the Attorney General).

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

Edward J. Dirkswager Jr.

EDWARD J. DIRKSWAGER, JR.
COMMISSIONER

Dated: August 23, 1978

DEPARTMENT OF PUBLIC WELFARE

AMENDMENT TO PROPOSED RULE CHANGES

12 MCAR § 2.498 C. 3. line 5 reads:

"names of persons having the same examination score as that of the seventh person"

This line should read:

"names of persons having the same examination score as that of the last person"

12 MCAR § 2.498 C. 3. line 6 reads:

"certified on a competitive certification or as that of the third person certified on"

This line should read:

"certified on a competitive certification or as that of the last person certified on"

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF MAILING

DIANE LYN HENDERSON, being first duly sworn, deposes and says:

That on the 12th day of September, 1978, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Diane Lyn Henderson

Subscribed and sworn to before me this 19th day of September, 1978

Notary Public,

Ramsey County, Minnesota

My Commissioner expires Sept 22, 1984

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT, AND LEAVES OF ABSENCE

AFFIDAVIT OF RECEIPT OF THE SECRETARY OF STATE'S LIST

DIANE LYN HENDERSON, being duly sworn on oath deposes and says:

1) That she is an employee of the Special Services Division of the Department of Public Welfare for the State of Minnesota.

2) That on the 1 day of September, 1978, she went to the Secretary of State's office for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to M.S. 15.0412.

3) That on the 7 day of September, 1978, in response to the above request, the Secretary of State provided her with such a list, a copy of which is attached hereto and incorporated by reference.

Further affiant sayeth not.

Diane Lyn Henderson

Subscribed and sworn to before me this 7th day of September 1978.

Margaret Holt

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT, AND LEAVES OF ABSENCE

CERTIFICATE OF DELIVERY OF THE SECRETARY OF STATE'S LIST

I hereby certify that the attached 539 labels 5 sheets constitute the complete list of persons, associations, and other interested groups who as of 2:00 o'clock P .M., this 7th day of September, 1978, have requested pursuant to M.S. 1976, 15.0412 Subd. 4, 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 Dana Scott

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

AFFIDAVIT OF ADDITIONAL MAILING

DIANE LYN HENDERSON, being first duly sworn, deposes and says:

That on the 12th day of September, 1978, at the City of St. Paul, County of Ramsey, State of Minnesota, in addition to mailing the attached Notice of Hearing to all persons and associations listed on the Secretary of State's list, she also 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 the following agencies:

All Minnesota County Welfare Departments and Human Service Boards except Hennepin and Ramsey
All Minnesota County Welfare Departments and Human Service Boards Chairpersons except Hennepin and Ramsey
Public Health agencies covered under Merit System
Emergency Services Agencies covered under Merit System
Union Representatives
Merit System Council Members
Lois Borden (Federal Representative)
Personnel Directors of County Welfare Agencies, Dept. of Health, and Dept. of Public Safety.

Diane Lyn Henderson

Subscribed and sworn to before me this

19th day of September 1978

Notary Public,

Ramsey County, Minnesota

My Commission expires Sept 22, 1984

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES SEPT 22 1984

STATE OF MINNESOTA

COUNTY OF RAMSEY

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

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

BEFORE EDWARD G. NOVAK
COMMISSIONER OF PUBLIC SAFETY

RECEIVED
SEP 20 1972
OFFICE OF HEARING
EXAMINERS

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; The Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence

STATEMENT OF NEED AND REASONABLENESS

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

1. Federal law requires that in order for Minnesota to be eligible to receive federal grant-in-aid funds for its various public welfare, public health and civil defense programs, it must establish and maintain a merit system for personnel administration. See, e.g., 42 USC Ch. 62. 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)]
Medical Facilities Assistance [42 USC § 300o-2(b)]
Maternal and Child Health Services/Crippled Children Services [42 USC § 705(a) (3) (A)]
Developmental Disabilities Services and Facilities Construction [42 USC § 6063(b) (7)]
State and Community Programs on Aging [42 USC § 3025(a) (2)]
Nutrition Programs for the Elderly [42 USC § 3045d (a) (3)]

System's Exhibit No. K
F[illegible]
[illegible]

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

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

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

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

2/ 12 MCAR § § 2.490-2.841, 11 MCAR § § 1.090-1.141 and 7 MCAR § § 1.235-1.315.

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

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

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

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

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

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:

A. SALARY REGULATIONS, PLANS AND SCHEDULES

1. 12 MCAR § 2.494, 7 MCAR § 1.239 and 11 MCAR § 1.094

These rules deal with the compensation plan. Several proposed amendments to 12 MCAR § 2.494 change the words "county welfare board(s)" to the term "appointing authority". Some counties and agencies under the Minnesota Merit System have changed to Human Services Boards under the provisions of Minn. Stat. Chapter 402 as amended by Minn. Laws 1977 Chapter 411 and have abolished their county welfare boards. The change to the terminology "appointing authority" is necessary to properly refer to both Human Service Boards and County Welfare Boards.

Similar amendments are proposed to 7 MCAR § 1.239 which change the word "Board" to the term "appointing authority" and "State Board of Health" and "Secretary and Executive Officer" to the term "Commissioner". These revisions are necessary to bring the language into conformity with Minn. Laws 1977, Chapter 305 which eliminates all references to the Board of Health and to its Secretary and Executive Officer. Minn. Laws 1977, § 305.39 amended Minn. Stat. § 144.011 (1976) by abolishing the State Board of Health and transferring all powers and duties to the Commissioner of Health. Minn. Laws 1977, § 305.45 instructed the State Revisor of Statutes to eliminate all references in law to the "Secretary" or "Executive Officer" of the Board of Health and to substitute "Commissioner" or "Commissioner of Health".

A similar proposed amendment to 11 MCAR § 1.094 involves changing the word "board" to "appointing authority". Another proposed revision changes the reference of 12 MCAR § 2.516 to the proposed new rule 11 MCAR § 1.116. Department of Public Welfare Rule 12 MCAR § 2.516 has applied to Emergency Services personnel; however, since there is some confusion on this point a rule is being proposed at this hearing

for Emergency Services personnel. This new rule is identical, except for minor changes, to the proposed Department of Public Welfare Rule 12 MCAR § 2.516.

The final amendment to 12 MCAR § 2.494, 7 MCAR § 1.239 and 11 MCAR § 1.094 provides that an amended compensation plan will become effective for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1. Some forty-seven welfare, human services, health and emergency services Merit System agencies are on either a bi-weekly or four-week payroll period. A considerable number of these agencies have expressed administrative concerns in the past related to the calculating of two separate salary rates on an annual basis for agency personnel for the payroll period encompassing January 1. The proposed amendment is necessary to respond to those concerns and is similar to the procedure followed by the State of Minnesota, which is on a bi-weekly payroll system, in effecting changes in the State compensation plans.

2. 12 MCAR § 2.516, 7 MCAR § 1.260 and 11 MCAR § 1.116

These rules deal with salary adjustments and increases. Minor amendments are proposed to 12 MCAR § 2.516 to delete reference to county welfare boards and to reflect the terminology "appointing authority" or to add the phrase human services to the language. Due to the proposed deletion of the existing rule and proposed new rule for 12 MCAR § 2.841 and 7 MCAR § 1.315 it is necessary to change the existing terminology in 12 MCAR § 2.516 B. 1. c. and 7 MCAR § 1.260 B. 1. c. from "facsimile" to "salary conversion tables".

Amendments to 12 MCAR § 2.516 B. 2. and 7 MCAR § 1.260 B. 2. are necessary to update these rules and to implement recommended salary adjustments of employees for 1979. The amendments propose that incumbents covered by the official Merit System Compensation Plan on the Professional and Support Salary Schedules receive a 5% adjustment in their monthly salary; that incumbents on the Clerical Salary Schedules receive a $40 increase in their monthly salary and that incumbents on the Maintenance and Trades and Building

Maintenance Salary Schedules receive a 5% adjustment in their monthly salary.

The proposed new rule 11 MCAR § 1.116 is being proposed to eliminate confusion as to whether 12 MCAR § 2.516 applies to Emergency Services personnel. The proposed rule is nearly identical to Department of Public Welfare Rule 12 MCAR § 2.516 and recommends that incumbents on the Professional Salary Schedule receive a 5% adjustment in their monthly salary and that incumbents on the Clerical Salary Schedule receive a $40 increase in their monthly salary. It also provides for submission of salary conversion tables as provided for in 11 MCAR § 1.141.

All of the proposed salary adjustments are recommended to become effective January 1, 1979. If these recommendations are adopted, the only requirement would be that employees covered by the official Merit System Compensation Plan at least be at the minimum salary for their class. Granting of any recommended salary adjustments to employees above the minimum salary for their class is discretionary with the appointing authorities. The proposed salary adjustments are based on data shown in the 1978 Minnesota Merit System Salary Survey, which document is expressly incorporated herein by reference. Salary data from some 28 different sources were included in this survey covering salaries paid in public and private jurisdictions within Minnesota and elsewhere. One of the elements on which the proposed adjustments are based is a 7.49% increase in the Consumer Price Index (CPI) nationwide from June, 1977, to June, 1978, which is the historic base period used in the salary survey and an 8.5% increase in the Twin City Consumer Price Index during the period April, 1977, to April, 1978. The CPI is based on urban blue collar and clerical employees' buying power, and this fact was taken into consideration in determing the amount of increase for the professional and support salary adjustments. Another element considered was the Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul area for 1977 which showed a mean salary increase of 8.9% and a median salary increase of 5.88% for office clerical workers from January, 1977, to January, 1978; a mean salary increase of 8.1% and a median salary increase of 7.48% for skilled maintenance tradesmen for the same period; and a

mean salary increase of 9.5% and a median salary increase of 11.68% for unskilled workers for this period of time. This information, along with other salary data contained in the survey was considered in determining recommended increases for clerical and maintenance and trades classifications.

3. 12 MCAR § 2.517, 7 MCAR § 1.261 and 11 MCAR § 1.117

These rules deal with salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. Minor amendments are proposed in the titles of 12 MCAR § 2.517 and 7 MCAR § 1.261 to more properly reflect the subjects covered by these rules.

Proposed revision to 12 MCAR § 2.517 B. 2. and 7 MCAR § 1.261 B. 2. add the phrase "and paid holidays" to those sections to ensure proper similarity in format and computation to the tables to be prepared by the Supervisor in accordance with the revisions to 12 MCAR § 2.841 A. and 7 MCAR § 1.315 A.

11 MCAR § 1.117 is a proposed new rule relating to salary computation provisions for full and part-time employment, vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source. As is the case with proposed new rule 11 MCAR § 1.116, it is being proposed to eliminate any confusion as to whether the provisions of 12 MCAR § 2.517 apply to Emergency Services personnel. The wording of this new rule is identical to that proposed for 12 MCAR § 2.517 with the exception of appropriate rule citations.

4. 12 MCAR § 2.840, 7 MCAR § 1.314 and 11 MCAR § 1.140

These rules deal with the compensation plan. 12 MCAR § 2.494 D., 7 MCAR § 1.239 D. and 11 MCAR § 1.094 D. require that the Merit System Supervisor conduct an annual salary survey involving a review of the changes in the level of salary rates which have occurred in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. The survey is to be completed and the findings reported to the Commissioners of Public Welfare, Health and Public Safety by July 31 of each year. If the

findings reveal an increase or decrease in salary rates in the labor market for similar and/or competing employment of 4% or more, these rules require a public hearing. The 1978 salary survey utilized data and findings of other labor market surveys and was based, to the extent possible, on the same sources of data and surveys used in past studies to determine salary increases that have occurred. In addition, actual minimum and maximum salaries for classes in the Merit System were compared to salaries for similar positions in other public agencies and in business, and consideration also was given to increases in the cost-of-living and to current labor market conditions.

Revisions to 12 MCAR § 2.840 A., 7 MCAR § 1.314 A. and 11 MCAR § 1.140 A. are needed to implement recommended salary adjustments in the Merit System Compensation Plan for positions in the county welfare, human services, public health and emergency services agencies. Proposed amendments to 12 MCAR § 2.840 A., 7 MCAR § 1.314 A. and 11 MCAR § 1.140 A. adjust the minimum and maximum salaries for all classes on the professional salary schedule by 5% effective January 1, 1979, with the following exceptions:

A. Welfare classes of Accountant II, Administrative Assistant I and II, Community Health Services Supervisor, Director of Public Health Nursing I, Financial Assistance Supervisor III and IV, Human Services Director I, II and III; Human Services Supervisor I, Social Services Supervisor I and II and Welfare Director I, II, III, IV and V minimum and maximum salaries adjusted approximately 10%.

B. Welfare classes of Computer Programmer and Medical Services Administrator minimum salaries adjusted 5% and maximum salaries adjusted approximately .6%.

C. Welfare class of Systems Programmer Analyst minimum salary adjusted 5% and maximum salary adjusted approximately .5%.

D. Welfare class of Accountant I minimum salary adjusted approximately 7.6% and maximum salary adjusted approximately 12.2%.

E. Welfare class of Community Relations Specialist minimum and maximum salaries adjusted approximately 15%.

F. Welfare class of Day Care Center Supervisor minimum and maximum salaries adjusted approximately 7.5%.

G. Welfare and Public Health classes of Registered Nurse (AA and Diploma) minimum salary adjusted approximately 9% and maximum salary adjusted 5%.

H. Welfare class of Physical Therapist minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

I. Welfare class of Student Social Worker (SWEP) rate left to discretion of appointing authority.

J. Public Health classes of Assistant Director of Public Health Nursing and Director of Public Health Nursing I minimum and maximum salaries adjusted approximately 10%.

K. Public Health class of Medical Technologist minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

The different adjustment proposed for the categories A. and J. listed above is based 1) on minimum and maximum salaries for comparable jobs as determined by the Salary Survey, which document is expressly incorporated herein by reference and 2) on recruitment difficulties and traditional salary relationships which have existed between these classes. The Merit System has experienced considerable difficulty

in attempting to fill vacancies in many of these classes during the past year. Overlapping salary ranges have made it less than attractive for qualified practitioners to seek appointment to supervisory and administrative positions in the agencies. The proposed adjustment for these classes is needed to alleviate the recruiting problems that have been experienced and increase the number of qualified applicants interested in such positions.

The different adjustment proposed for the category I. listed above is based on the desire of county agencies to set their own rates of pay for students in the Summer Work Experience Program as well as on the fact that this program is no longer federally funded.

The different adjustments proposed for the remaining categories are based on minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

The proposed admendments to 12 MCAR § 2.840 B. and 7 MCAR § 1.314 B. adjust the minimum and maximum salaries for all classes on the Support Salary Schedules 5% effective January 1, 1979, with the following exceptions:

A. Welfare classes of Accounting Officer I and II minimum and maximum salaries adjusted approximately 9.5%.

B. Welfare class of Accounting Officer III minimum and maximum salaries adjusted approximately 7.3%.

C. Welfare class of Chemical Dependency Counselor minimum salary adjusted 5% and maximum salary adjusted approximately 10%.

D. Public Health class of Laboratory Technician minimum and maximum salaries adjusted approximately 12.25%.

E. Public Health classes of Inspector I and II and Animal Warden minimum and maximum salaries adjusted approximately 10%.

The adjustment for Animal Warden is based on a comparison of Merit System minimum and maximum salaries to those paid by the City of Rochester for similar work. All other adjustments proposed above are based on minimum and maximum salaries for comparable work as determined by the Salary Survey, which document is expressly incorporated herein by reference. Such adjustments are needed to maintain competitive salaries for Merit System positions.

Proposed amendments to 12 MCAR § 2.840 C., 7 MCAR § 1.314 C. and 11 MCAR § 1.140 B. are needed to implement salary recommendations for clerical classes. These amendments adjust the minimum and maximum salaries for all classes on the A, B, C, D and E Clerical Salary Schedules by $40; adjust the minimum salaries for Clerical classes on the F Clerical Salary Schedule by $40 and add an eighth step to all salary ranges for classes on the F Clerical Salary Schedule effective January 1, 1979. The recommended adjustments are based on comparisons to minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

Proposed amendments to 12 MCAR § 2.840 D. and 7 MCAR § 1.314 D. are needed to implement salary recommendations for all classes on the Maintenance and Trades and the Building Maintenance Salary Schedules. These amendments adjust the minimum and maximum salaries for all classes on these schedules by 5% effective January 1, 1979. The recommended adjustments are based on comparisons to minimum and maximum salaries for comparable positions as determined by the Salary Survey, which document is expressly incorporated herein by reference.

Additional justification in support of the reasonableness of the recommended adjustments of the salary schedules includes, but is not limited to, the following:

A. The Consumer Price Index increased 7.4% nationwide from June, 1977, to June, 1978, while the Twin City Consumer Price Index increased 8.5% from April, 1977, to April, 1978.

B. Some Hennepin County Welfare employees received a 6% salary increase effective January 1, 1978. However, the majority of employees will be affected by the results of current negotiations. An offer of a 6% salary increase, with some exceptions, has been made to covered employees.

C. Ramsey County Welfare employees received a 6% salary increase effective January, 1978, and are scheduled to receive an additional 4% salary increase effective January, 1979.

D. St. Louis County employees received a 7% salary increase effective January, 1978, and are scheduled to receive an additional 7.5% salary increase effective January, 1979.

E. City of St. Paul clerical and technical employees received a 6% salary increase effective January, 1978, while professional employees received a 5.5% salary increase effective January, 1978.

F. Employees of the State of Minnesota received a cost-of-living adjustment of 27¢ per hour effective January 4, 1978, and an additional cost-of-living adjustment of 20¢ per hour effective July 5, 1978.

G. Employees of the Federal Government received a 5% salary adjustment in October, 1977, and may receive an additional increase of 5.5% in October, 1978, although Congress has not yet decided on the amount of the anticipated increase.

H. The State minimum wage under provisions of the Minnesota Fair Labor Standards Act is presently $2.30 per hour which equates to approximately $400 per month.

I. The Salary Survey of the College Placement Council March report indicated an average monthly salary offer of $838 to 1978 social service graduates which represents an increase of 3.2% over 1977 offers to such graduates.

J. The Endicott Survey which is a report of beginning salaries which leading companies plan to offer high-quality college graduates in 1978 showed the average estimated starting monthly salary being offered to 1978 liberal arts graduates to be $950 which represents an increase of 3.6% over the actual average offer made to liberal arts graduates in 1977.

K. Under the provisions of 12 MCAR § 2.494 D. teacher salaries are to be used in setting Merit System salaries for welfare professional employees. Salary survey data for teachers was received from 327 of 435 school districts (75%). The data showed that BA level teachers on the average received a 3.92% median increase in actual salary, not including any extra fringe benefits, for the 1978-79 school year over the previous school year. The median minimum BA teacher salary is $980/monthly. Traditionally the minimum salary for Social Worker I on the B Salary Schedule has been linked to the median minimum BA teacher salary.

L. The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis/St. Paul area for 1978 showed a mean salary increase of 8% and a median salary increase of 5.58% for office clerical workers from January, 1977, to January, 1978; a mean salary increase of 8.1% and a median salary increase of 7.48% for skilled maintenance tradesmen for the same period and a mean salary increase of 9.5% and a median salary increase of 11.68% for unskilled workers for this period of time.

Considerably more data was used in addition to that cited above in arriving at the recommended 1979 salary adjustments. All data relied upon is printed in the 1978 Minnesota Merit System Salary Survey which document is expressly incorporated herein by reference.

5. 12 MCAR § 2.841, 7 MCAR § 1.315 and 11 MCAR § 1.141

These rules deal with provisions for computing monthly, hourly, less-than-full-time, bi-weekly and four-week salary rates and are based on the monthly salaries established in 12 MCAR § 2.840, 7 MCAR § 1.314 and 11 MCAR § 1.140 respectively. Proposed revisions to these three rules include deletion of the current rules in their entirety.

A proposed amendment to these three rules provides for a common title; namely, Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four-Week Salary Rates.

The proposed new rule provides for publication of salary conversion tables for public welfare, human services, public health and emergency services agencies by the Merit System Supervisor in the Merit System Manual for each of the agencies in accordance with a formula provided in the rules. In addition, the new rules require those agencies using salary rates those established by the Merit System to submit to the pervisor a salary conversion table similar in format and computation to the one prepared by the Supervisor. The conversion tables are used only by accounting unit staff in the agencies and by Merit System office staff. The new rules are necessary to allow appropriate salary conversion tables to be prepared procedurally by the Merit System Supervisor without the necessity for specific incorporation of the tables in the rules.

Effective date of this proposed rule change is January 1, 1979.

B. PERSONNEL PROCEDURES AND POLICIES

1. 12 MCAR § 2.493, 7 MCAR § 1.238 and 11 MCAR § 1.093

These rules deal with the classification plan. Minor housekeeping revisions are proposed for 12 MCAR § 2.493 to eliminate superfluous language, to include reference to human services boards as well as county welfare boards and to substitute the word "layoff" for "separations" in 12 MCAR § 2.493 D. 1. thereby bringing the language into conformity with 7 MCAR § 1.238 D. 1. and 11 MCAR § 1.093 D. 1. which use the term "layoff".

Another revision proposed for 12 MCAR § 2.493 D. 1. allows the incumbent of a reallocated position to take an examination for the reallocated position under certain circumstances and is needed to bring this section into conformity with the current language of 7 MCAR § 1.238 D. 1. and 11 MCAR § 1.093 D. 1. and to establish in rule language what has been the practice relative to certain reallocations of positions in county welfare and human services agencies.

Minor revisions are proposed to 7 MCAR § 1.238 to incorporate the term "Commissioner" in lieu of "State Board of Health" and "Secretary and Executive Officer" and are necessary to conform with the provisions of Minn. Laws 1977, Chapter 305 which abolished the State Board of Health and transferred all powers and duties to the Commissioner of Health. All references to the "Secretary" or "Executive Officer" of the Board of Health were eliminated and replaced by "Commissioner" or "Commissioner of Health".

Proposed revisions to 12 MCAR § 2.493 D., 7 MCAR § 1.238 D. and 11 MCAR § 1.093 D. require that any transfer, promotion, demotion, or layoff necessary because of a position reallocation must be completed within 60 days of the notice of reallocation. While, in practice, the Merit System Office has advised county agencies that necessary personnel action must be taken within 60 days after a position is reallocated, this requirement has never been incorporated into rule form. As a consequence, several

situations have arisen where the county agency has failed to take appropriate action relative to reallocated positions within a 60 day period. The proposed 60 day time limit allows for the scheduling, administration and scoring of necessary examinations resulting from reallocations as well as time for the appointing authority to take necessary formal action relative to reallocations. It is appropriate that the reallocation process be completed within a reasonable length of time and a need exists to provide in rule form for an orderly completion of the process rather than to continue the present practice without support from the rules.

2. 12 MCAR § 2.498 and 7 MCAR § 1.244

These rules deal with the certification of eligibles. (Under the provisions of 11 MCAR § 1.091 B. the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Proposed revisions to 12 MCAR § 2.498 C. 1. and 7 MCAR § 1.244 C. 1. increase the number of names certified on a competitive certification from 3 to 7 and provides for the certification of additional names of persons having the same examination score as that of the seventh person certified. The proposed expansion of the number of names certified on a competitive certification from 3 to 7 was discussed with and approved unanimously by the county Welfare Directors at an administrative meeting earlier this year. This expansion provides appointing authorities with greater flexibility in making appointments from among qualified and available applicants, and may also help to further affirmative action recruiting efforts of Merit System agencies. The State of Minnesota certifies 10 names on open-competitive certifications and Hennepin County certifies 7 names on open-competitive certifications. The proposed revisions will bring Merit System certification practices more in line with these two public agencies. The proposed revision to certify those eligibles having the same examination score as that of the seventh name certified on a competitive certification or the third name on a promotional certification has fairness as its basis. Eligibles with the same examination score are considered equally qualified and deserve similar consideration for appointment. This change will bring the Merit System into conformity with State of Minnesota practice in terms of certifying eligibles with tied examination scores.

Proposed revisions to 12 MCAR § 2.498 C. 2. and 7 MCAR § 1.244 C. 2. provide for the certification of the three highest names together with the names of persons whose examination scores are within three points of the person with the highest score and any additional names of persons having the same examination score as that of the third person certified on a promotional certification. This revision is necessary to continue the present practice of certifying the three highest names on a promotional certification and allowing for certification of eligibles having the same examination score as that of the third name certified similar to proposed revisions to 12 MCAR § 2.498 C. 1. and 7 MCAR § 1.244 C. 1.

Proposed revisions to 12 MCAR § 2.498 C. 3. and 7 MCAR § 1.244 C. 3. substitute "the Supervisor" for "he"; provide for the certification, in instances where more than one vacancy exists, of additional names of persons having the same examination score as the last person certified either competitively or promotionally and allows for making supplementary certifications in instances where fewer than 7 names from the competitive register or 3 names from the promotional register are available. When this proposed rule change was published in the State Register on September 11 and distributed it read: "seventh person certified on a competitive certification or as that of the third person certified on a promotional certification." It should have read: "last person certified on a competitive certification or as that of the last person certified on a promotional certification." Such amendment to the original proposed change is necessary. This is not a substantive change in the original proposal but represents correction of an oversight not contemplated when referring to multiple vacancies. When certifying names to fill multiple vacancies in an agency, the last name certified would not necessarily be the 7th or 3rd name certified from the respective competitive or promotional register.

Proposed revision to 12 MCAR § 2.498 C. 5. and 7 MCAR § 1.244 C. 5. allows appointing authorities to request names from alternate registers when the number of names available from the appropriate register are fewer than seven on a competitive certification or three names on a promotional certification and fewer than three different names on all registers combined.

This revision brings this section into conformance with other proposed revisions contained in 12 MCAR § 2.498 C. and 7 MCAR § 1.244 C. regarding the certification of eligibles.

3. 12 MCAR § 2.503 and 7 MCAR § 1.249

These rules deal with separation, tenure and reinstatement. (Under the provisions of 11 MCAR § 1.091 B., the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Minor revisions are proposed for 12 MCAR § 2.503 D. 1. and 12 MCAR § 2.503 F. 1. eliminating references to county welfare staff since the rule applies both to county welfare and human services agencies and their employees.

Proposed revision to 12 MCAR § 2.503 H. 1. and 7 MCAR § 1.249 H. 1. raises the age at which Merit System employees may be retired at the option of the appointing authority from 65 to 70 effective January 1, 1979. This amendment is necessary to conform to the Age Discrimination in Employment Act Amendments of 1978, Pub. L. 95-256 § 1. April 6, 1978, which extended legal protection against mandatory retirement for non-federal employees to age 70 effective January 1, 1979.

MCAR § 2.504 and 7 MCAR § 1.250

These rules deal with leaves of absence. (Under the provisions of 11 MCAR § 1.091 B. the Department of Public Welfare Rules 12 MCAR §§ 2.495 - 2.510 also apply to the Department of Public Safety's county and local agencies.)

Minor revisions are proposed for 12 MCAR § 2.504 A. 1., C. 3., G. 1. and H. 3. to provide reference to human services personnel or boards and to substitute "appointing authority" for "county welfare board". These changes are necessary as the rule applies both to county welfare and human services agencies and their employees.

A revision is proposed to 7 MCAR § 1.250 B. 2. to correct an incorrect 7 MCAR rule citation made previously.

Proposed revision to 12 MCAR § 2.504 A. 3. and 7 MCAR § 1.250 A. 3. provides that employees may, at the option of the appointing authority, be required to turn over to the agency any per diem payment received as a result of service on a jury or as a witness in certain court actions. Present language does not provide for this option and several agencies have asked that they be allowed the opportunity to make such a determination for their own agency in accordance with the provisions of the new language. No agency is forced to change its present procedures in light of the proposed revision but new language is necessary to provide them with the option requested.

C. CLASSIFICATION PLAN AND COMPENSATION PLAN

1. 12 MCAR §§ 2.553, 2.590, 2.591, 2.629, 2.630, 2.631, 2.650, 2.651, 2.652, 2.653, 2.694, 2.704, 2.705, 2.720, 2.721, 2.722; 7 MCAR §§ 1.283, 1.290

These proposals are necessary to revise existing class specifications, and to establish eleven new class specifications. The revisions in the existing specifications and the contents of the proposed new class specifications are based on results of job analyses completed as parts of studies conducted under the Federal Executive Agency Guidelines on Employee Selection Procedures, as adopted by the U. S. Civil Service Commission, the Department of Justice and the Department of Labor, and final review of the draft of the class specifications by committees of incumbents and their supervisors or individual interviews conducted by Merit System staff with incumbents in the class and/or supervisory personnel and final review of the draft of the class specifications by groups of incumbents and their supervisors. A copy of the Federal Executive Agency Guidelines in existence at the time of the studies as well as the new Guidelines published in the Federal Register August 25, 1978, are expressly incorporated herein by reference. The Merit System Council has held hearings on all of these class specifications and as a result of these hearings, some additional changes have been made.

Several of the proposed and revised classification specifications are utilized by various human services agencies within the State. The Human Services Act, Laws 1973, ch. 716, as amended, (Minn. Stat. §§ 402.01 - 402.10) created human services boards and gave them the powers and duties now assigned by law to:

> (a)Manage the existing public resources devoted to human services delivered or purchased by the counties which are subsidized or regulated by the departments of corrections, health, and public welfare;
>
> (b)Employ staff to carry out the purposes of sections 402.01 to 402.10;
>
> * * * * * * * * * * *
>
> (g)Existing county health boards, county welfare boards, and area mental health boards.
>
> All persons employed by a county, whose functions are assumed by a human services board, shall continue as employees of the board without loss in seniority or benefits. Personnel administration for the employees shall be in compliance with the federal standard for a merit system of personnel administration.
>
> Minn. Stat. § 402.05, subd. 1 (Supp. 1977).

Human services boards have the right to establish a merit system for themselves which meets the Standards for a Merit System of Personnel Administration of the U. S. Civil Service Commission (45 CFR Part 70), or to adopt the rules of any existing merit system approved by the U. S. Civil Service Commission on the basis of the Standards. To date, these boards have chosen to adopt the rules of the Minnesota Merit System promulgated by the Commissioner of Public Welfare. One of the reasons for this choice was that many classifications existed at the time the selection was made under the County Welfare Merit System which were appropriate to functions to be performed by the human services agencies. The Department of Public Welfare received monies under the provisions of the Intergovernmental Personnel Act through the U. S. Civil Service Commission which allowed for the development of additional class specifications needed by the human services agencies under the County Welfare Merit System. These new classes were heard at the October 21, 1977 public hearing and subsequent to the hearing were adopted under the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare.

a. 12 MCAR § 2.553 (Planner (Human Services))

The establishment of this classification under the Public Welfare Merit System is necessary to enable human service agencies to employ individuals to develop human service-related plans, and to design and evaluate complex planning strategies. The establishment of this class is reasonable based on the needs of the Scott County Human Service Board, as well as the other human service agencies and/or county welfare agencies which have expressed a possible future interest in employing individuals in this classification.

b. 12 MCAR §§ 2.590 and 2.591 (Financial Assistance Supervisor III and IV)

Currently, the Merit System classes of Administrative Assistant I and Administrative Assistant II under the Public Welfare Merit System are used for individuals performing professional work in the administration or supervision of financial programs in county welfare or human service agencies. Since the class specifications for Administrative Assistant I and Administrative Assistant II do not accurately reflect the duties performed by professional financial supervisors, the classes of Financial Assistance Supervisor III and IV are necessary to adequately describe these positions. The class specifications were reviewed and approved by a committee of incumbents and supervisors. The review committee also presented the class specifications for review at various statewide financial supervisor meetings for further input.

c. 12 MCAR §§ 2.629, 2.630, 2.631, 2.652 (Child Support Worker I, Child Support Worker II, Welfare Fraud Investigator, Welfare Fraud Unit Supervisor)

The major change in the class specification for Child Support Worker I is the retitling from Resources Examiner I. This change

is needed because the title of Resources Examiner I is inappropriate and does not adequately define the duties of the position. Incumbents and their supervisors suggested the majority of the changes in the illustrative examples of work. The suggested changes in the examples of work up-date the terminology used and the additions to the examples reflect those responsibilities which Resources Examiners consider time-consuming and important, a specific example of this would be establishment of paternity. The suggested additions and deletions in the knowledges and abilities required are necessary based on the job analysis that was conducted on this classification. Many of the knowledges and abilities required were deleted because the results of the job analysis indicated that these knowledges and abilities were neither important nor necessary for an individual to possess prior to being hired in the classification. A report of the job analysis is expressly incorporated herein by reference.

Over the past two years, the Merit System has received comments from Resources Examiners as well as supervisory personnel in rural counties, that because the number of fraud cases in many of these counties is not great enough to warrant hiring an individual at the Resources Examiner II level, Resources Examiner I's in out-state areas were involved in investigating suspected fraud cases. Handling of fraud cases, no matter how small the percentage of time spent, has not been considered an appropriate responsibility for the Resources Examiner I class. In April, 1978, when the Merit System completed the job analysis for Resources Examiner I, the report of which is expressly incorporated herein by reference, it was found that there were 25-30 Resources

Examiner I positions in which the incumbents were spending a small percentage of time investigating suspected fraud cases. As a result, the new classification of Child Support Worker II is necessary to adequately describe the duties of the position and to adequately compensate employees for the work they perform. The proposed classification specification was reviewed and approved by incumbents and supervisory personnel and some minor revisions were made in the examples of work which are identical to the changes that were made in the Child Support Worker I classification.

The major change in the classification specification for Welfare Fraud Investigator is the retitling from Resources Examiner II. This change is reasonable in light of the title change for Resources Examiner I and the creation of the new classification of Child Support Worker II. The change also is appropriate since individuals employed in the classification spend the majority of their time in the investigation of suspected fraud cases. The proposed additions and deletions in the examples of work and knowledges and abilities required were suggested by incumbents and supervisors and include adding the language "human services agency" to the specification as well as deleting certain knowledges and abilities considered inappropriate and not necessary for an individual to possess prior to being hired in the classification. The proposed changes in the minimum qualifications have come about as a result of the creation of the new Child Support Worker II classification. The new Child Support Worker II class and the Welfare Fraud Investigator class are related, as investigation of fraud is a part of each job. The proposed change is necessary so that individuals with a number of years of experience at the Child Support Worker II level can be allowed entrance into the examination for Welfare Fraud Investigator. Under the current minimum requirements they could not compete in this examination.

The major change in the Welfare Fraud Unit Supervisor classification is the retitling from Resources Examiner III, which is reasonable in light of the title changes for the Resources Examiner I and II classifications. This change is necessary to more clearly reflect the job duties, as the major responsibility of the position involves the supervision of other welfare fraud investigators. Additional changes include, again, adding the language "human services agency", updating other language used, and deleting certain knowledges and abilities considered inappropriate and not necessary for an individual to possess prior to being hired in the classification.

d. 12 MCAR §§ 2.650, 2.651 (Sanitarian I and II)

These classifications are being established under the Public Welfare Merit System as a result of a need expressed by the Faribault, Martin, Watonwan Human Services Agency which is under the Merit System and whose board has formally adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. Faribault, Martin, Watonwan currently has an individual employed at the Sanitarian II level. The proposed class specifications are identical to those which currently exist as part of the rules of the Public Health Merit System, since the position duties are the same.

e. 12 MCAR § 2.653 (Dietitian)

This classification is being established under the Public Welfare Merit System as a result of a need expressed by the Headwaters Nutrition Project which is under the Merit System. This agency needs this classification so that Title VII nutrition requirements are met. The Merit System staff was assisted by the Director of the Headwaters Nutrition Project in developing the specification. The illustrative examples of work, knowledges and abilities required and minimum qualifications are reasonable in light of the duties and responsibilities assigned to this entry-level professional classification.

has been retitled to Public Health Educator II. Likewise, minor revisions to the examples of work in the Public Health Educator II classification were made to broaden the range of responsibilities to include community health education programs. Individuals who reviewed the existing health class specification indicated that the examples of work currently listed placed too much emphasis on school health education programs and needed to be broadened. The Public Health Educator II classification also is being established under the Public Welfare Merit System, for use by the human services agencies, as well as to achieve consistency between the classification plans for the Public Welfare Merit System and the Public Health Merit System.

h. 12 MCAR §§ 2.720, 2.721, and 2.722 (Accounting Officer I, II, and III)

The proposed changes result from a job analysis of these classifications by the Merit System and from suggestions made by a committee of incumbents and supervisory personnel who reviewed the class specifications. A copy of the job analysis report is expressly incorporated herein by reference. Most of the changes in the illustrative Examples of Work and Knowledges, Skills, and Abilities Required sections involve an updating of terminology. The major revision in the specifications was the removal of the desirable qualifications of education and experience and the establishment of minimum qualifications of education and experience based on the necessary knowledges, skills and abilities to perform the job at entry based on the job analysis. This proposed change is necessary to conform to U. S. Civil Service Commission Standards for a Merit System of Personnel Administration, which require that job-related minimum requirements be established wherever they are needed for entrance to a classification. Job-related minimum requirements serve to ensure that candidates have a reasonable chance for success in the position and that artificially high qualifications are not established for entrance to the position. Since the current Standards for a Merit System of Personnel Administration are being revised, copies of both the current and revised Standards are expressly incorporated herein by reference.

f. 12 MCAR § 2.694 (Public Health Aide)

This classification is being proposed under the Public Welfare Merit System as a result of a need expressed by the Faribault, Martin, Watonwan Human Services Agency, which is under the Merit System, and whose board has adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. Faribault, Martin, Watonwan currently has 9 individuals employed at the Public Health Aide level. This proposed class specification is identical to that which currently exists as part of the Public Health Merit System, since the position duties are the same.

g. 12 MCAR §§ 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 (Public Health Educator I and II)

The establishment of the new classification of Public Health Educator I under the Public Welfare Merit System results 1) out of a need expressed by the Blue Earth County Human Service Agency whose board has adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare and 2) out of the expansion of undergraduate public health curriculums within various Minnesota colleges. The establishment of the new classification of Public Health Educator I in the Public Health Merit System results 1) out of a possible need expressed by public health agencies and 2) out of the expansion of undergraduate public health curriculums within various Minnesota colleges. The Public Health Educator I classification specification was reviewed by incumbents and supervisory personnel, as well as by representatives of the Minnesota Department of Health. Subsequent to the review, minor revisions were made to the class specification broadening the responsibilities to include community health education programs in addition to school health education programs. The broadening of the responsibilities was necessary as the reference only to school health education programs was too narrow.

As a result of the establishment of this new classification, the existing public health classification of Public Health Educator

2. 12 MCAR § 2.840 A, B; 7 MCAR § 1.314 A

These rules set the compensation plan for the various classes. Revisions to these rules are necessary to set salary ranges for the remainder of 1978 for all of the aforementioned new classes. The proposed salaries are based on comparison with salary ranges for similar jobs in other jurisdictions and a 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 Planner (Human Services) has been established by examining the minimum qualifications required in comparison to other Merit System classes, as well as by examining the pay scale of similar classes under other jurisdictions. The proposed Merit System C Plan salary range for 1978 is $1236 to $1767 per month. The proposed Merit System C Plan salary range for 1979 is $1298 to $1855 per month. This proposed classification compares to the State of Minnesota classification of Planner II, which has a salary range of $1307 to $1759 per month.

b. The proposed salary ranges for 1978 and 1979 for the classes of Financial Assistance Supervisor III and IV are equivalent to those which currently exist and which are proposed for 1979 for Administrative Assistant I and II, respectively, and are based on the fact that individuals currently working as professional financial unit supervisors are classified as Administrative Assistants I and II and these jobs are comparable.

c. The proposed salary ranges for 1978 and 1979 for the new class of Child Support Worker II has been set at two and one-half steps above the minimum salary for Child Support Worker I and three steps below the minimum for Welfare Fraud Investigator, and one and one-half steps above the maximum for Child Support Worker I

and two steps below the maximum for Welfare Fraud Investigator. The proposed ranges are approximately midway between those which currently exist and are proposed for the classes of Child Support Worker I and Welfare Fraud Investigator. It is felt that this is a reasonable proposal since the Child Support Worker II position contains elements of both classes of Child Support Worker I and Welfare Fraud Investigator.

d. The salary ranges proposed for 1978 and 1979 for the classes of Sanitarian I and II in 12 MCAR § 2.840 A are identical to the existing and proposed 1979 ranges for these two classes in 7 MCAR § 1.314 A., since the position duties are the same.

e. The salary range proposed for Dietitian was established by examining the minimum qualifications required in comparison to other Merit System entry-level professional classes, as well as by examining the pay scales of similar classes within other jurisdictions. The 1978 proposed C Plan salary range for this class is $991 to $1415 per month. The proposed C Plan Merit System salary range for 1979 for this class is $1041 to $1486. The State of Minnesota current salary range for the class of Dietitian I is $1091 to $1462 per month. Ramsey County's classification of Dietitian has a salary range of $1097 to $1388 per month. The salary range for St. Louis County's classification of Registered Dietitian is $1092 to $1269 per month. Hennepin County's salary range for Dietitian is $1060 to $1423 per month. The City of St. Paul's range for Dietitian is $1098 to $1441 per month while the City of Minneapolis has a salary range of $1379 to $1707 per month.

f. The 1978 and 1979 salary ranges proposed for Public Health Aide under 12 MCAR § 2.840 B. are identical to those which exist under 7 MCAR § 1.314 B., since the position duties are the same.

g. The salary range proposed for Public Health Educator I has been established by examining the minimum qualifications required in comparison to other Merit System entry-level professional classes, as well as by examining the salary ranges of similar classes within other jurisdictions. The proposed C Plan Merit System salary range for 1978 for Public Health Educator I is $1036 to $1415 per month. The proposed C Plan salary range for 1979 is $1088 to $1486 per month. The State of Minnesota salary range for its Health Educator I class is $1051 to $1307 per month. The City of Minneapolis salary range for Health Educator I is $1148 to $1636 per month. The City of St. Paul's classification of Health Educator I has a salary range of $1163 to $1530 per month. The St. Louis County classification of Public Health Educator I has a monthly salary range of $1223 to $1425.

h. The 1978 and 1979 proposed salary ranges for the new classification of Public Health Educator II under 12 MCAR § 2.840 A. for the Public Welfare Merit System are identical to those which exist and are proposed for 1979 for the existing classification under 7 MCAR § 1.314 A., since the position duties are the same.

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

Ralph W. Corey
Merit System Supervisor

DATED: September 19, 1978

DPW-79-004-SM

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence.

REPORT OF THE
CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 16, 1978, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. Sec. 15.052, subd. 3, was issued to the Department of Public Welfare on November 14, 1978; and

WHEREAS, the Department of Public Welfare has now determined to adopt rules pursuant to Minn. Stat. Sec. 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. Sec. 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. Sec. 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. Sec. 15.0412, subd. 4.

Dated: December 7th, 1978.

Duane R. Harves

DUANE R. HARVES
Chief Hearing Examiner

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence

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 sixteenth day of October, 1978, at 9:30 a.m. in the Auditorium of the State Office Building, St. Paul, Minnesota, after proper notice required by Minn. Stat. § 15.0412, subd. 4 (1976) as amended by Laws 1977, Chapter 443, were 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. Mr. Ralph Corey, Merit System Supervisor, and Ms. Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation at the hearing. Nineteen 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 14, 1978, 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 the recommendation of the Merit System Council made on November 21, 1978, 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 the proposed amendments to the above-captioned rules with the following changes made to correct certain errors in the original proposals as listed in attached Exhibit C hereto and to reflect changes in the original proposals recommended by persons in attendance at the public hearing and referred to in the Report of Hearing Examiner, Findings Nos. 16 and 17, and agreed to by the Department as listed in attached Exhibit D hereto. None of these changes are considered to be substantial in nature.

2) adopts and incorporates herein the Report of Hearing Examiner, dated November 14, 1978, with the exception of Finding No. 15 in which he recommends a general adjustment of at least six percent or one of six to seven percent for all groups of Merit System employees except for Welfare professional classes. This recommendation has been seriously reconsidered but I am of the opinion that the original proposed general salary increases of five percent for Professional, Support, and Maintenance and Trades employees and $40 per month for Clerical employees proposed by the Merit System are reasonable.

Under the provisions of 12 MCAR § 2.494 D. 3., it is required that general salary increases be based on changes in salary rates for similar and/or competing employment and, specifically, that teacher salaries be considered in proposing rates for professional employees. Traditionally, the minimum salary for the entry-level professional class Social Worker I on the Merit System B Salary Schedule has been linked to the median minimum BA teacher salary. The median minimum BA teacher salary for the 1978-79 school year is $980 per month while the recommended 5% increase places the minimum salary for Social Worker I on the B Salary Schedule at $994 per month. Average starting monthly salaries for 1978 liberal arts college graduates in two studies contained in the July 31, 1978, Salary Survey, attached as Exhibit H, hereto, are $950 per month and $838 per month. Likewise, the recommended 5% increase in minimum salaries for entry-level welfare professionals exceeds the 3.2 - 3.6% increase in average starting salaries for college liberal arts graduates over the past year.

Finding No. 12 in the report indicates that recommended increases approaching 10% were proposed for several welfare supervisory and administrative classifications. While this is correct, it should be noted that the recommended salary adjustment for

incumbents of these classes was 5% rather than the 10% recommended for the class salary range themselves. As pointed out by the Hearing Examiner in Finding No. 15, there is no requirement that Consumer Price Index (CPI) increases be related to proposed general salary adjustments although they have always been considered by the Merit System as one of the factors in recommending general salary increases for employees. Public jurisdictions that do provide for general salary adjustments based on national and/or local increases in the Consumer Price Index invariably use a formula in which the percentage salary increase awarded to employees does not equal the percentage increase in the CPI itself. As an example, the State of Minnesota utilizes a formula in which employee salaries are increased by one cent per hour for every 0.4% increase in the Twin City Consumer Price Index over the base period provided in the formula.

In accordance with Finding No. 14 of the Hearing Examiner, the Merit System has reconsidered its salary proposals for Registered Nurses and Public Health Nurses. The recently signed contract between the Minnesota Nurses Association and the Twin City hospitals pertains only to Registered Nurses rather than Public Health Nurses. The new contract provides for the following minimum and maximum monthly rates of pay for entry-level Registered Nurses effective June 1, 1978:

	Minimum	Maximum
Registered Nurse (A.A. and diploma)	$1052	$1342
Registered Nurse (B.S.)	$1082	$1342

For comparison purposes, the proposed 1979 Merit System C plan salary range for Registered Nurse is $1064-1326 per month. It should be noted that the Twin City contract salary range encompasses a ten year period of time while the Merit System range anticipates that, with merit increases, a nurse may progress to the maximum salary for her/his classification in four and one-half years.

Salary comparisons also were made between Merit System median salaries for Registered Nurse (B.S.), Public Health Nurse and Senior Public Health Nurse classifications on the B salary plan with salaries for comparable positions within 55 county public health departments in Minnesota as of June 1, 1978. The results of that comparison showed the Merit System B plan median salary to be currently 7.69% above the public health departments' median salary for Registered Nurse (B.S.);

11.03% above the median salary for Public Health Nurse and 5.50% above the median salary for Senior Public Health Nurse. Based on the results of those comparisons, the proposed 5% general adjustment for these classes is reasonable.

Minimum and maximum salaries for several of the largest Merit System support classifications compared to salaries for similar classes in other public jurisdictions has been provided in attached Exhibit E hereto. Those figures in brackets represent situations where the present Merit System salary exceeds that of the comparable jurisdiction. It should be noted that the Merit System recommended adjustments of 9.5% in the minimum and maximum salaries for Accountant I and II and an adjustment of 7.3% in the minimum and maximum salary for Accountant III. In view of these comparisons it is my position that the proposed general increase of 5% in the salary ranges and 5% for incumbents of support classes is reasonable. It is important to note that employees of the State of Minnesota will receive no increase in salary on January 1, 1979, nor will state salary ranges be increased in January, 1979; that Ramsey County employees are sheduled to receive a 4% gneral salary increase in January, 1979, and that Hennepin County employees are scheduled to receive a 6% general increase in January, 1979, with a possibility of a greater percentage increase based on the increase in the Consumer Price Index.

The Merit System recommended a flat $40 per month increase in salaries for clerical classifications effective January 1, 1979, plus on the F plan an additional step worth approximately 4% was added to the maximum salary in view of Twin City salaries for clerical classes as shown on the July 31, 1978, Salary Survey. Converting these recommended increases to a percentage figure results in the increases shown in attached Exhibit F hereto. Plan A is the lowest clerical compensation plan while plan F is the highest plan and considered the Twin City rate. Average percentage increases in minimum salaries on the six clerical salary plans range from 6.01% to 7.61% and approach or exceed the recommendation of the Hearing Examiner. Average percentage increases in maximum salaries range from 4.83% to 8.85%. Again, it is my position that the recommended increase for clerical classifications is reasonable.

The 6% levy limitation in effect in the counties relates to salary increases proposed for employees engaged in the income maintenance function which are employed in both support and clerical classifications. Virtually all Merit System agencies follow a policy of awarding merit increases to deserving employees. Obviously, the closer the recommended general salary increase for such employees approximates 6%,

the less flexibility remains for the agency to implement an already existing merit increase policy.

Similarly, a general salary adjustment in the neighborhood of that recommended by the Hearing Examiner could cause problems for those agencies which may wish to adhere to President Carter's voluntary wage restraint program. The program calls for average wage increases to be held to 7% or less. General wage adjustments, merit increases and increased costs of fringe benefits are included in computing the average wage increase. Again, the closer the recommended general increase approximates 7%, the less flexibility agencies will have to grant merit increases or to improve fringe benefit packages. It also should be noted that costs of fringe benefits such as medical, hospital and life insurance normally increase each year. Employees whose salary increases exceed the 7% average increase could be negatively affected by being ineligible for a possible future tax rebate provided for under certain circumstances in the program.

Some additional comments are appropriate to the report and recommendations of the Hearing Examiner in this matter. 12 MCAR § 2.516 B. 1. c. gives appointing authorities the flexibility of adopting a general salary adjustment within existing minimum and maximum salaries for their employees that differ from that recommended by the Merit System if they determine the general adjustment proposed to be inappropriate for their particular agency. Such action does not require approval of the Merit System. In addition, 12 MCAR § 2.494 C. 1. gives appointing authorities the right to amend their official compensation plan by selecting a different salary schedule from among those available through the Merit System. This allows for higher or lower rates for county classifications to become effective when the appointing authority feels that current rates are no longer appropriate by comparison to other competing employers for similar kinds of jobs.

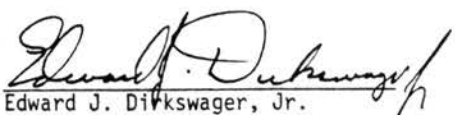
In Finding No. 14, the Hearing Examiner refers to several employee comments protesting the amount of the general increase recommended by the Merit System. I believe it is significant that, of the 23 negative comments received by the Hearing Examiner regarding the recommended increases, 14 came from employees of one county. That county happens to be a unionized county in which the employees and management are free to negotiate on salaries without regard to Merit System recommendations.

Finally, accepting the Hearing Examiner's recommendation, in my opinion, would represent a substantial change from the Merit System recommendation thereby necessitating another public hearing and delaying the implementation of employee salary increases beyond the proposed January 1, 1979, implementation date. The last time such a delay was incurred there was no retroactivity involved and employees simply lost wages for the period of time between January 1 and the settlement date. Attorney General Opinion No. 270-d dated August 12, 1977, a copy of which is attached as Exhibit I, hereto, has ruled that employees may only receive retroactive increases if the county welfare board has taken action prior to any retroactive date to approve an increase. Many county welfare boards would not take such an action, as shown by the last time the salary schedules were not filed by January 1. In summary, the recommendation of the Hearing Examiner for a larger increase is not supported by the data shown in the July 31, 1978 Salary Survey.

The facts upon which the salary recommendations were based and subsequent reconsideration by the Merit System Council resulting in their recommendation to me that the original salary proposals of the Merit System be adopted as well as my own reconsideration of this matter lead me to the conclusion that I must differ with Finding No. 15 of the report of the Hearing Examiner concerning proposed wage and salary adjustments for Merit System employees. Several letters received by the Merit System Council in response to the report of the Hearing Examiner are submitted in the attached Exhibit J, hereto.

IT IS FURTHER ORDERED THAT the above-captioned rules from and after this day of December 4, 1978 shall read in their entirety as set forth in the attached Exhibit G, 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 of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence.

REPORT OF THE
CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 16, 1978, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. Sec. 15.052, subd. 3, was issued to the Department of Public Welfare on November 14, 1978; and

WHEREAS, the Department of Public Welfare has now determined to adopt rules pursuant to Minn. Stat. Sec. 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. Sec. 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. Sec. 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. Sec. 15.0412, subd. 4.

Dated: December 7th, 1978.

Duane R. Harves

DUANE R. HARVES
Chief Hearing Examiner

DEPARTMENT OF PUBLIC WELFARE

MINNESOTA MERIT SYSTEM

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPRARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ERROR LISTING

The following error has been noticed in the September 11, 1978 publication of the State Register:

12 MCAR § 2.631 ~~Resources Examiner~~ *should read:*
12 MCAR § 2.631 ~~Resources Examiner III~~ *(found at 3 S.R. 413)*

The following errors have been noticed in the copy of the proposed rules available for the Secretary of State list, and other interested parties:

12 MCAR § 2.631 ~~Resources Examiner~~ *should read:*
12 MCAR § 2.631 ~~Resources Examiner III~~

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

12 MCAR § 2.140 Compensation Plan (Public Welfare) *should read:*
12 MCAR § 2.840 Compensation Plan - ~~1978~~ 1979

None of these errors have a substantial effect on the content of the proposed rules.

Ralph W. Corey
Merit System Supervisor

DEPARTMENT OF PUBLIC WELFARE

AMENDMENT TO PROPOSED RULE CHANGES

12 MCAR § 2.498 C. 3. line 5 reads:
"names of persons having the same examination score as that of the seventh person"

This line should read:
"names of persons having the same examination score as that of the last person"

12 MCAR § 2.498 C. 3. line 6 reads:
"certified on a competitive certification or as that of the third person certified on"

This line should read:
"certified on a competitive certification or as that of the last person certified on"

DEPARTMENT OF PUBLIC WELFARE

MERIT SYSTEM

RENUMERATION

Previously, all Merit System Rules have been referred to as "Minn. Rules DPW___". Effective with this publication in the State Register, these rules are being changed to the MCAR numbering system. With this change, the class specifications which were previously grouped together under 11 rule numbers are each being assigned a separate MCAR rule number. A complete list of Merit System Rules, converted to their MCAR number, follows:

DPW 90 Definitions is now 12 MCAR § 2.490 Definitions

DPW 91 Statement of Policy and Means of Effecting Policy is now 12 MCAR § 2.491 Statement of Policy and Means of Effecting Policy

DPW 92 Organization is now 12 MCAR § 2.492 Organization

DPW 93 Classification Plan is now 12 MCAR § 2.493 Classification Plan

DPW 94 Compensation Plan is now 12 MCAR § 2.494 Compensation Plan

DPW 95 Recruitment is now 12 MCAR § 2.495 Recruitment

DPW 96 Examinations is now 12 MCAR § 2.496 Examinations

DPW 97 Registers is now 12 MCAR § 2.497 Registers

DPW 98 Certification of Eligibles is now 12 MCAR § 2.498 Certification of Eligibles

DPW 99 Appointments is now 12 MCAR § 2.499 Appointments

DPW 100 Probationary Period is now 12 MCAR § 2.500 Probationary Period

DPW 101 Promotions is now 12 MCAR § 2.501 Promotions

DPW 102 Transfers and Demotions is now 12 MCAR § 2.502 Transfers and Demotions

DPW 103 Separation, Tenure, and Reinstatement is now 12 MCAR § 2.503 Separation, Tenure, and Reinstatement

DPW 104 Leave of Absence is now 12 MCAR § 2.504 Leave of Absence

DPW 105 Service Rating is now 12 MCAR § 2.505 Service Rating

DPW 106 Employee Training is now 12 MCAR § 2.506 Employee Training

DPW 107 Other Employment is now 12 MCAR § 2.507 Other Employment

DPW 108 Appeals is now 12 MCAR § 2.508 Appeals

DPW 109 Inter-Agency Operations is now 12 MCAR § 2.509 Inter-Agency Operations

DPW 110 Miscellaneous is now 12 MCAR § 2.510 Miscellaneous

DPW 116 Salary Adjustments and Increases is now 12 MCAR § 2.516 Salary Adjustments and Increases

DPW 117 Salary Computation Provisions for Full and Part-Time Employment, Terminal Vacation and Sick Leave Pay, Partial Pay Periods, Overtime and Part Payment from Another Source is now 12 MCAR § 2.517 Salary Computation Provisions for Full and Part-Time Employment, Terminal Vacation and Sick Leave Pay, Partial Pay Periods, Overtime and Part Payment from Another Source

DPW 118 Appointments, Promotions, Demotions, Transfers, and Reinstatements is now 12 MCAR § 2.518 Appointments, Promotions, Demotions, Transfers, and Reinstatement

DPW 119 County Regulations is now 12 MCAR § 2.519 County Regulations

DPW 125 Welfare Administrative Group

A. Welfare Director I is now 12 MCAR § 2.530 Welfare Director I

B. Welfare Director II is now 12 MCAR § 2.531 Welfare Director II

C. Welfare Director III is now 12 MCAR § 2.532 Welfare Director III

D. Welfare Director IV is now 12 MCAR § 2.534 Welfare Director IV

E. Welfare Director V is now 12 MCAR § 2.534 Welfare Director V

F. Assistant Welfare Director is now 12 MCAR § 2.535 Assistant Welfare Director

G. Director of Planning is now 12 MCAR § 2.536 Director of Planning

H. Director of Social Services is now 12 MCAR § 2.537 Director of Social Services

I. Director of Financial Assistance is now 12 MCAR § 2.538 Director of Financial Assistance

DPW 125J. Director of Support Services is now 12 MCAR § 2.539 Director of Support Services

K. Administrative-Services Director is now 12 MCAR § 2.540 Administrative-Services Director

L. Administrative Assistant I is now 12 MCAR § 2.541 Administrative Assistant I

M. Administrative Assistant II is now 12 MCAR § 2.542 Administrative Assistant II

N. Administrative Assistant III is now 12 MCAR § 2.543 Administrative Assistant III

O. Director of Assessment Systems is now 12 MCAR § 2.544 Director of Assessment Systems

P. Medical Services Administrator is now 12 MCAR § 2.545 Medical Services Administrator

Q. Personnel Officer I is now 12 MCAR § 2.546 Personnel Officer I

R. Personnel Director is now 12 MCAR § 2.547 Personnel Director

S. Human Services Director I is now 12 MCAR § 2.548 Human Services Director I

T. Human Services Director II is now 12 MCAR § 2.549 Human Services Director II

U. Human Services Director III is now 12 MCAR § 2.550 Human Services Director III

V. Assistant Human Services Director is now 12 MCAR § 2.551 Assistant Human Services Director

W. Policy/Program Analyst is now 12 MCAR § 2.552 Policy/Program Analyst

DPW 126 Welfare Supervisory Group

A. Social Welfare Supervisor Trainee is now 12 MCAR § 2.570 Social Welfare Supervisor Trainee

B. Social Service Supervisor I is now 12 MCAR § 2.571 Social Service Supervisor I

C. Social Service Supervisor II is now 12 MCAR § 2.572 Social Service Supervisor II

D. Social Welfare Supervisor III is now 12 MCAR § 2.573 Social Welfare Supervisor III

E. Community Health Services Supervisor (Human Services) is now 12 MCAR § 2.574 Community Health Services Supervisor (Human Services)

DPW 126F. Staff-Training Supervisor I is now 12 MCAR § 2.575 Staff-Training Supervisor I

G. Staff-Training Supervisor II is now 12 MCAR § 2.576 Staff-Training Supervisor II

H. Human Services Supervisor I is now 12 MCAR § 2.577 Human Services Supervisor II

I. Financial Assistance Supervisor I is now 12 MCAR § 2.578 Financial Assistance Supervisor I

J. Financial Assistance Supervisor II is now 12 MCAR § 2.579 Financial Assistance Supervisor II

K. Collection Services Supervisor I is now 12 MCAR § 2.580 Collection Services Supervisor I

L. Collection Services Supervisor II is now 12 MCAR § 2.581 Collection Services Supervisor II

M. Day-Care Center Supervisor is now 12 MCAR § 2.582 Day-Care Center Supervisor

N. Developmental Achievement Center Director is now 12 MCAR § 2.583 Developmental Achievement Center Director

P. Education Supervisor is now 12 MCAR § 2.584 Education Supervisor

Q. Home-Maker Supervisor is now 12 MCAR § 2.585 Home-Maker Supervisor

R. Homemaker Coordinator II is now 12 MCAR § 2.586 Homemaker Coordinator II

S. Office Manager is now 12 MCAR § 2.587 Office Manager

T. Homemaker Coordinator I is now 12 MCAR § 2.588 Homemaker Coordinator I

U. Transportation Coordinator is now 12 MCAR § 2.589 Transportation Coordinator

DPW 127 Welfare Social-Work Group

A. Student Social Worker is now 12 MCAR § 2.600 Student Social Worker

B. Social-Worker Trainee is now 12 MCAR § 2.601 Social-Worker Trainee

DPW 127C. Social Worker I is now 12 MCAR § 2.602 Social Worker I

D. Social Worker II is now 12 MCAR § 2.603 Social Worker II

E. Social Worker III is now 12 MCAR § 2.604 Social Worker III

G. Marriage Counselor is now 12 MCAR § 2.605 Marriage Counselor

DPW 128 Auxiliary Services Group

A. Community-Service Aide is now 12 MCAR § 2.620 Community-Service Aide

B. Financial Worker I is now 12 MCAR § 2.621 Financial Worker I

C. Financial Worker II is now 12 MCAR § 2.622 Financial Worker II

D. Financial Assistance Specialist is now 12 MCAR § 2.623 Financial Assistance Specialist

E. Home Maker I is now 12 MCAR § 2.624 Home Maker I

F. Home Maker II is now 12 MCAR § 2.625 Home Maker II

G. Coordinator of Aging is now 12 MCAR § 2.626 Coordinator of Aging

H. Chemical Dependency Counselor is now 12 MCAR § 2.627 Chemical Dependency Counselor

I. Residential Facility Operator(s) is now 12 MCAR § 2.628 Residential Facility Operator(s)

J. Resources Examiner I is now 12 MCAR § 2.629 Resources Examiner I

K. Resources Examiner II is now 12 MCAR § 2.630 Resources Examiner II

L. Resources Examiner III is now 12 MCAR § 2.631 Resources Examiner III

M. Community-Relations Specialist is now 12 MCAR § 2.632 Community-Relations Specialist

N. Volunteer Services Coordinator I is now 12 MCAR § 2.633 Volunteer Services Coordinator I

O. Volunteer Services Coordinator II is now 12 MCAR § 2.634 Volunteer Services Coordinator II

DPW 128P. Psychologist I is now 12 MCAR § 2.635 Psychologist I

Q. Psychologist II is now 12 MCAR § 2.636 Psychologist II

R. Assistant Residential Facility Operator(s) is now 12 MCAR § 2.637 Assistant Residential Facility Operator(s)

S. Trainee is now 12 MCAR § 2.638 Trainee

T. Case Aid is now 12 MCAR § 2.639 Case Aid

U. Senior Case Aid is now 12 MCAR § 2.640 Senior Case Aid

V. Housekeeper is now 12 MCAR § 2.641 Housekeeper

W. Psychologist III is now 12 MCAR § 2.642 Psychologist III

X. Psychologist IV is now 12 MCAR § 2.643 Psychologist IV

Y. Senior Citizen's Aide is now 12 MCAR § 2.644 Senior Citizen's Aid

Z. Chemical Dependency Coordinator is now 12 MCAR § 2.645 Chemical Dependency Coordinator

AA. Developmental Achievement Center Teacher is now 12 MCAR § 2.646 Developmental Achievement Center Teacher

BB. Developmental Achievement Center Instructor is now 12 MCAR § 2.647 Developmental Achievement Center Instructor

CC. Developmental Disabilities Coordinator is now 12 MCAR § 2.648 Developmental Disabilities Coordinator

DD. Mental Health Worker is now 12 MCAR § 2.649 Mental Health Worker

DPW 129 Work-and-Training Group

B. Employment-Guidance Counselor I is now 12 MCAR § 2.670 Employment-Guidance Counselor I

C. Employment-Guidance Counselor II is now 12 MCAR § 2.671 Employment-Guidance Counselor II

D. Employment-Guidance Counselor III is now 12 MCAR § 2.672 Employment-Guidance Counselor III

E. Occupational Supervisor-Instructor I is now 12 MCAR § 2.673 Occupational Supervisor-Instructor I

DPW 129F. Occupational Supervisor-Instructor II is now 12 MCAR § 2.674 Occupational Supervisor-Instructor II

G. Work-Experience-and-Training Specialist is now 12 MCAR § 2.675 Work-Experience-and-training Specialist

DPW 130 Medical-Nursing Services Group

A. Physical Therapist is now 12 MCAR § 2.690 Physical Therapist

B. Nursing-Care Advisor is now 12 MCAR § 2.691 Nursing-Care Advisor

C. Medical-Care Advisor is now 12 MCAR § 2.692 Medical-Care Advisor

D. Homemaker/Home Health Aide is now 12 MCAR § 2.693 Homemaker/Home Health Aide

F. Home Health Aide is now 12 MCAR § 2.695 Home Health Aide

G. Home-Health-Aide-Coordinator is now 12 MCAR § 2.696 Home-Health-Aide-Coordinator

H. Home-Care Coordinator is now 12 MCAR § 2.697 Home-Care Coordinator

J. Licensed Practical Nurse is now 12 MCAR § 2.698 Licensed Practical Nurse

K. Registered Nurse is now 12 MCAR § 2.699 Registered Nurse

L. Public-Health Nurse is now 12 MCAR § 2.700 Public-Health Nurse

M. Public-Health Nurse (Team Leader) (Specialized Assignment) is now 12 MCAR § 2.701 Public-Health Nurse (Team Leader) (Specialized Assignment)

N. Senior Public-Health Nurse is now 12 MCAR § 2.702 Senior Public-Health Nurse

O. Director of Public-Health Nursing I is now 12 MCAR § 2.703 Director of Public-Health Nursing I

DPW 131 Fiscal Group

A. Accounting Officer I is now 12 MCAR § 2.720 Accounting Officer I

B. Accounting Officer II is now 12 MCAR § 2.721 Accounting Officer II

C. Accounting Officer III is now 12 MCAR § 2.722 Accounting Officer III

DPW 131D. Accountant I is now 12 MCAR § 2.723 Accountant I

E. Accountant II is now 12 MCAR § 2.724 Accountant II

G. Auditor is now 12 MCAR § 2.725 Auditor

H. Director of Business Management II is now 12 MCAR § 2.726 Director of Business Management II

I. Director of Business Management I is now 12 MCAR § 2.727 Director of Business Management I

J. Account Clerk is now 12 MCAR § 2.728 Account Clerk

DPW 132 Clerical Group

A. Clerk I is now 12 MCAR § 2.740 Clerk I

B. Clerk II is now 12 MCAR § 2.741 Clerk II

C. Clerk III is now 12 MCAR § 2.742 Clerk III

D. Clerk-Typist I is now 12 MCAR § 2.743 Clerk-Typist I

E. Clerk-Typist II is now 12 MCAR § 2.744 Clerk-Typist II

F. Clerk-Typist III is now 12 MCAR § 2.745 Clerk-Typist III

G. Clerk-Stenographer I is now 12 MCAR § 2.746 Clerk-Stenographer I

H. Clerk-Stenographer II is now 12 MCAR § 2.747 Clerk-Stenographer II

I. Clerk-Stenographer III is now 12 MCAR § 2.748 Clerk-Stenographer III

K. Clerk-Supervisor is now 12 MCAR § 2.749 Clerk-Supervisor

M. Clerk-Specialist is now 12 MCAR § 2.750 Clerk-Specialist

N. Information System Specialist is now 12 MCAR § 2.751 Information System Specialist

DPW 133 Electronic-Data-Processing-and-Analyst Group

A. Associate Methods-and-Procedures Analyst is now 12 MCAR § 2.761 Associate Methods-and-Procedures Analyst

B. Methods-and-Procedures Analyst is now 12 MCAR § 2.762 Methods-and-Procedures Analyst

C. Methods-and-Procedures Supervisor is now 12 MCAR § 2.763 Methods-and-Procedures Supervisor

D. Computor Programmer is now 12 MCAR § 2.764 Computor Programmer

E. Programmer Analyst is now 12 MCAR § 2.765 Programmer Analyst

DPW 133F. Systems Programmer-Analyst is now 12 MCAR § 2.766 Systems Programmer-Analyst

DPW 134 Mechanical-Machine Group

A. Key-Punch Operator is now 12 MCAR § 2.780 Key-Punch Operator

K. Book-keeping Machine Operator is now 12 MCAR § 2.781 Book-keeping Machine Operator

N. Switchboard Operator I is now 12 MCAR § 2.782 Switchboard Operator I

O. Switchboard Operator II is now 12 MCAR § 2.783 Switchboard Operator II

DPW 135 Maintenance and Trades Group

A. Laborer is now 12 MCAR § 2.800 Laborer

B. Janitor is now 12 MCAR § 2.801 Janitor

D. Maintenance Worker is now 12 MCAR § 2.802 Maintenance Worker

F. Automobile Driver is now 12 MCAR § 2.803 Automobile Driver

G. Bus Driver is now 12 MCAR § 2.804 Bus Driver

DPW 140 Compensation plan is now 12 MCAR § 2.840 Compensation Plan

DPW 141 Standard Table is now 12 MCAR § 2.841 Standard Table

Edward J. Dirkswager, Jr.

EDWARD J. DIRKSWAGER, JR.
Commissioner

Dated: August 23, 1978

12 MCAR § 2.493 Classification Plan

A. **Preparation and Adoption**

1. The Commissioner of Public Welfare shall formally adopt and make effective a comprehensive classification plan for all positions. ~~under the County Welfare Merit System program~~. The plan shall be based on investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, the classification plan shall include for each class of positions an appropriate class title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

2. The proposed classification plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation and upon formal adoption by the Commissioner of Public Welfare, the classification plan shall be the official plan for all positions. ~~in the County Welfare Merit System program~~. Class titles established by the adoption of the classification plan shall be used in all personnel and financial records of the Department of Public Welfare and the County Welfare or Human Service Boards, as well as in all examination procedures.

B. Allocation of Positions

1. Every position under the County Welfare or Human Service Boards shall be allocated by the supervisor to one of the appropriate classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the supervisor to new or existing classes as is necessitated thereby.

C. Revision of Plan

1. Existing classes may be abolished or changed, or new classes added, in the same manner as the classification plan is originally adopted.

2. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months after the date of approval by the Merit System Council.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position except as provided in 12 MCAR § 2.493 D.2 or unless he would have been eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, providing that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take the examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about ~~separations~~ layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

2. If a position is reallocated as a direct result of the change in size of the employing agency without change in duties and functions, an incumbent with permanent or probationary status in the lower class shall be permitted to take a non-competitive qualifying examination without regard to the qualifications for the class.

An incumbent whose name is on a competitive promotional register for the higher class may be certified to the position regardless of the relative ranks of other candidates on the eligible register.

12 MCAR § 2. 494 Compensation Plan

A. Preparation and Adoption

1. The Commissioner shall formally adopt and make effective a comprehensive compensation plan (12 MCAR § 2. 840) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 12 MCAR § 2. 516 C. have been satisfied. The plan shall include salary schedules for the various classes, with the salary of each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change in duty, in the recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other county departments, and other relevant factors shall be taken into consideration in arriving at such salary schedules.

2. The proposed compensation plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendation. Upon such review and recommendation and upon formal adoption by the Commissioner, the compensation plan shall be the official salary schedule of the Minnesota Merit System, effective the date specified.

3. Salary ranges for all classes of positions on the official salary schedule of the Minnesota Merit System shall be amended in the same manner as originally adopted.

B. Selection of Salary Ranges by Appointing Authority

1. The appointing authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative, and 2) except as provided in 12 MCAR § 2.494 B. 6. Such plan shall be selected from each of the following salary schedules provided under 12 MCAR § 2.840:

Professional - A, B, and C;

Support Personnel - A, B, and C;

Clerical - A, B, C, D, E, and F;

Maintenance and Trades - A and B.

2. Such rates shall be identified by alphabetical designation, and adjustment of the plan as provided in 12 MCAR § 2.494 D. shall not serve to amend the alphabetically designed rates selected as the appointing authority's plan.

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

4. The alphabetically designated rates selected by the appointing authority shall become the official plan for the county until amended by the appointing authority as provided in 12 MCAR § 2. 494 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of 12 MCAR § 2.516 B.1. and 12 MCAR § 2.516 B.2. on the basis of the plan adopted by the appointing authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative who are in the same class as employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 12 MCAR § 2.494 E.1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by ~~County Welfare Boards~~ appointing authority

1. The ~~county welfare board~~ appointing authority may amend the official plan for the ~~county~~ agency by selection of a different salary schedule as provided in 12 MCAR § 2.494 B.

2. Supervisor shall be notified of the official action of the ~~county welfare board~~ appointing authority to amend the plan for the county at least 30 days in advance of the

date on which such amended county plan becomes effective unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 12 MCAR § 2.840 shall be adjusted for changes in the level of salary rates in business and government and similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each suceeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Welfare on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment (particularly with the teaching profession, for professional rates) of four per cent or more, the Commissioner of Public Welfare shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are of less than four per cent or differ significantly for various types of employment, the Commissioner may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the county agencies and employee organizations shall include the proposed compensation plan, an explanation of the adjustments proposed and a summary of the findings of the survey upon which the proposed adjustment is based.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the

Commissioner shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The County Welfare Board may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under (a) or (b) above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under (a) above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under (a) or (b) above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

12 MCAR § 2.498 Certification of Eligibles

A. Vacancies

1. Vacancies in the classified service shall be filled by re-employment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for Certification

1. If a vacancy in any position under a county welfare or human service board is to be filled other than by reinstatement, non-competitive examination, promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class, together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualification requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Merit System Council, has determined that there is reason for a certification of an eligible with special qualifications.

C. Certification Methods

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the ~~three~~ seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify ~~in like manner~~ the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating,

and any additional names of persons having the same examination scores as that of the third name certified, from the appropriate promotional register and re-employment register if such registers exist and are requested.

3. If more than one vacancy exists, ~~he~~ the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified on a competitive certification or as that of the third person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than ~~three~~ seven available candidates ~~on the original certification~~ on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than ~~three~~ seven on a competitive certification or three on a promotional certification, ~~or~~ and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 12 MCAR § 2. 499 B.

D. County-Option Certification

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 12 MCAR § 2.497 A.5. The Supervisor, upon receipt of such requisition, shall refer names of eligibles from

the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

12 MCAR § 2. 503 Separation, Tenure, and Reinstatement

A. Resignations

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first 30 calendar days of a probationary period following a transfer. Employees serving the first 30 calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 12 MCAR § 2. 508 E. 2. (See 12 MCAR § 2. 508 E. 4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in obtaining his eligibility or appointment, shall upon discovery and proof thereof, be removed

and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension

1. After written notice, the appointing authority may suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of force

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated ~~from a county welfare staff~~ while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions ~~on the county welfare staff~~. The order of separations due to reduction of force shall be based upon seniority, except in an instance in which seniority is less than one month (30 calendar days), in which case, order of separation shall be based upon service ratings and seniority, under a formula established by the Merit System Supervisor.

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

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a re-employment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the re-employment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a re-employment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the re-employment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of office

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with these rules.

F. Reinstatement to previous class of positions

1. Upon written request of an appointing authority to and with the approval of the Merit System Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in the same class in the Merit System program at any time within two years after the date of his resignation. Under the same conditions, a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1940, in a county welfare agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Merit System Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy ~~on the county welfare staff~~. The Supervisor may require such employee to pass a qualifying examination.

G. Reinstatement of probationer

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement

1. Any employee in the Merit System who attains the age of ~~65~~ 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

12 MCAR § 2.504 Leaves of Absence

A. In General

1. Leave policies stated in this rule are minimum standards and shall apply to all county welfare or human service personnel except when raised by adoption of an optional vacation and sick leave policy by the County Welfare or Human Service Board or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the board, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority, any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee ~~shall~~ may be required to turn over to the ~~welfare department~~ agency any per diem payment received as a result of serving on a jury or as a witness in the above-listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in a response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of Absence Without Pay

1. Any person holding a permanent or probationary position in the classified service of the Minnesota Merit System shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion,

childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in 12 MCAR § 2.503F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/her position subject to any eligibility for lay-off, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 12 MCAR § 2. 504 B. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments and may be granted salary increases at the time such increases would have been received if the employee had continued in regular employment with the agency.

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

C. Vacation Leave (see also 12 MCAR § 504 A. 1.)

1. Each employee in the classified service, except emergency, hourly, or per-diem employees, shall earn vacation with pay at the rate of one working day for each full month of service. The county agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

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

3. A permanent employee who is transferred or promoted from one county welfare or human service board to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first county.

4. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick Leave (also see 12 MCAR § 2.504 A. 1.)

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

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

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

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

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

5. Sick leave during vacation leave: When sickness occurs within a period of

vacation leave, the period of illness may, on presentation of a report from a registered practicing physician, be charged as sick leave and the charge against vacation leave reduced accordingly.

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

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

E. Funeral Leave

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military Leave

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statues, Section 192.261.

G. Record of Leave

1. Each ~~county welfare board~~ appointing authority shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays

1. Permanent, probationary, provisional, limited-term, and full-time trainee employees whose normally scheduled work day falls on a holiday listed below shall

receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1

Lincoln's and Washington's Birthday--the third Monday in February.

Memorial Day--the last Monday in May

Independence Day--July 4

Labor Day--the first Monday in September

Christopher Columbus Day--the second Monday in October

Veteran's Day--November 11

Thanksgiving Day--the fourth Thursday in November

Christmas Day--December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday.

3. The ~~county welfare board~~ appointing authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the county government.

12 MCAR § 2.516 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the ~~county welfare board~~ appointing authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 12 MCAR § 2.494 B. 1 and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 12 MCAR § 2.494 D.6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a ~~facsimile of~~ Salary Conversion Table as provided for in 12 MCAR § 2.841. Such adjustments shall at least place employees at the minumum salary for their class on the salary schedule adopted

by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional, ~~and~~ Support ~~Salary Schedule~~, and Maintenance and Trades Salary Schedules and forty ~~five~~ dollars for employees on the Clerical Salary Schedules. ~~Employees on the Maintenance and Trades Schedules are recommended to receive a eight percent adjustment.~~

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 12 MCAR § 2. 516 B. 1.c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 12 MCAR § 2. 516 B. 1. f. result in employees no longer being on a salary step as published in 12 MCAR § 2. 840 for their class, any subsequent merit increase shall be to an appropriate step on 12 MCAR § 2. 840 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted.

In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the county welfare or human service board and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2. 508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 12 MCAR § 2. 516 E. 1. above.

12 MCAR § 2. 517 Salary Computation Provisions for Full and Part-time Employment, ~~Terminal~~ Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 12 MCAR §§ 2. 840 and 2. 841 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 12 MCAR § 2.516 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 12 MCAR § 2. 840 shall use the ~~schedules shown in~~ table prepared in accordance with 12 MCAR § 2. 841 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 12 MCAR § 2. 840 under the provisions of 12 MCAR § 2. 517 B. 1. above or those agencies operating under the provisions of 12 MCAR § 2. 516 B. 1. c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. ~~along with a facsimile of 12 MCAR § 2. 841 showing method of payment for full time and part time employment.~~ Attached thereto, shall be a table similar in format, computation, and information to the table provided for in 12 MCAR § 2. 841. ~~Such facsimile~~ The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 12 MCAR § 2. 841 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 12 MCAR § 2. 516 B. 1. c. shall use their ~~facsimile of~~ table prepared in accordance with 12 MCAR § 2. 841 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a county welfare or human service employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the ~~county welfare board~~ appointing authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in the county agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C. 4. on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 12 MCAR § 2.841 ~~or the applicable facsimile of 12 MCAR § 2.841~~. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 12 MCAR § 2.517 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the ~~county welfare board~~ appointing authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the ~~county welfare board~~ appointing authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the ~~county welfare board~~ appointing authority and it shall be discretionary with the ~~board~~ appointing authority, whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

12 MCAR § 2. 553

PLANNER (HUMAN SERVICES)

A. KIND OF WORK:

Under general administrative supervision, gathers and analyzes data, designs and evaluates complex planning strategies, develops human service-related plans, and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Works with community and professional groups in developing specific planning philosophies, strategies and goals. Consults with state, regional, and local officials, staff members and organizational leaders to gain information related to specific plans and programs. Confers with local officials and agency staff on specific planning projects, techniques and goals. Assists in implementing and evaluating new programs and services related to planning efforts. Prepares grant applications, where appropriate, and writes instructions concerning state and federal procedures. Assists ongoing community efforts and collects data as required.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of local, state and federal regulations pertaining to specific human service-related fields. Knowledge of community planning techniques and procedures. Knowledge of the principles and practices of collecting data and preparing reports. Knowledge of data processing techniques.

Ability to conceptualize broad planning programs and goals. Ability to interpret laws, rules and regulations. Ability to establish and maintain effective working relationships with local public officials and planning groups. Ability to speak and write effectively and clearly. Ability to specify and critically evaluate goals and objectives.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

College graduation with a master's degree in planning, social work, public administration or related field, and one year community planning experience.

OR

Bachelor's degree in a human service field and three years of related community planning experience.

OR

Bachelor's degree in a human service field and three years of administrative experience in a human service field.

12 MCAR § 2.590

FINANCIAL ASSISTANCE SUPERVISOR III

A. KIND OF WORK:

Under the direction of the Welfare Director, Division Director, or Financial Assistance Supervisor IV, does professional work in the administration and supervision of financial programs involving the interpretation and assessment of policies and the supervision of income maintenance personnel; assumes responsibility for a designated area of the program; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Supervises and assigns work to staff. Holds individual conferences with assigned personnel and interprets agency policies. Reviews case records to see that agency policies and regulations are adhered to and that proper procedures are being followed. Analyzes, evaluates, and suggests modification procedures involved in the management of income maintenance cases. Develops and directs an orientation program for new staff and carries on a program of staff development. Interviews clients when special problems arise, listens to grievances, and recommends appropriate action. Performs program analysis and need assessment. Directs activities of clerical staff assigned to the division. Evaluates staff performance and recommends appropriate action. Assists in selecting adequate personnel for the division. Provides management information for board and agency administration. Assists in planning, developing and/or coordinating agency programs. Assists in facilitating referrals to social services. Represents the agency at meetings and conferences with other agencies and/or individuals about areas of joint administration or concern. Performs consultative services for other agency staff. Makes special studies and surveys as occasion demands.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the

Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and four years of experience as a Financial Assistance Supervisor I or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute two years of Financial Assistance Supervisor I experience for one year of college for up to two years of the required college education.

OR

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and two years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute one year of Financial Assistance Supervisor II experience for one year of college for up to two years of the required college education.

OR

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

12 MCAR § 2.591

FINANCIAL ASSISTANCE SUPERVISOR IV

A. KIND OF WORK:

Under the direction of the Welfare Director or a Division Director, administers designated income maintenance units within a large county welfare or human services agency; establishes procedures for the accomplishment of work and for following the progress of work; and assumes responsibility for the maintenance of standards within the units toward the agency's total objective; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Supervises financial assistance supervisor(s) and other income maintenance staff as designated. Analyzes, evaluates, modifies, and coordinates procedures involved in the administration of the unit. Interprets and develops policies through conferences, staff meetings, and/or division director, as well as representatives of the Department of Public Welfare. Fosters the professional development of the staff through orientation programs, in-service training, and planned use of supervisory and consultative services. Evaluates staff performance through an established system of service ratings and recommends assignment of personnel and additions to staff. Explains the work of the department to the community. Performs program analysis and need assessment. Plans, develops, and/or coordinates agency programs. Assists in the development of the budget and the procurement of funding. Provides management information for board and agency administration. Selects adequate personnel for the division. Represents the agency at meetings and conferences with other agencies and/or individuals about areas of joint administration or concern. Makes special studies and surveys as occasion demands.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and

financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs. and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and two years of experience as a Financial Assistance Supervisor III, or equivalent level of experience.

OR

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and four years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

Master's degree level work in social work, psychology, sociology, human services administration, business administration, public administration or related fields may be substituted for the Financial Assistance Supervisor II level experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2. 629

CHILD SUPPORT WORKER I ~~RESOURCES EXAMINER I~~

A. KIND OF WORK:

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

B. EXAMPLES OF WORK: (Illustrative only)

Establishes paternity. Communicates with persons who have ~~delinquent in paying~~ support ~~orders~~ obligations. Compiles information on whereabouts, earnings, and assets of persons ~~delinquent~~ with support obligations in paying support orders and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records or payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support for their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. ~~Communicates with other counties to collect overdue reimbursements on general relief cases.~~ Speaks to church groups, civic groups, etc., for purposes of informing community of IV-D program. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social service unit, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations.

C. KNOWLEDGES AND ABILITIES REQUIRED:

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

Ability to compile evidence, to analyze facts, and to make sound recommendations. ~~Ability to obtain information through an interview. Ability to prepare clear, concise, and comprehensive reports.~~ Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express ~~ideas clearly~~ oneself clearly verbally and in writing. Ability to interpret written materials. Ability to be objective. Interviewing skills. Math skills.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

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

OR

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

OR

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

OR

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

OR

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

12 MCAR § 2. 630

WELFARE FRAUD INVESTIGATOR ~~RESOURCES EXAMINER II~~

A. KIND OF WORK:

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

B. EXAMPLES OF WORK: (Illustrative only)

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

C. KNOWLEDGES AND ABILITIES REQUIRED:

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

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

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school graduation and four years of criminal investigative experience, or experience as a Child Support Worker II, or equivalent level experience in a county welfare or human services agency.

OR

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

~~OR~~

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

~~OR~~

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

12 MCAR § 2. 631 ~~RESOURCES EXAMINER~~

WELFARE FRAUD UNIT SUPERVISOR

A. KIND OF WORK:

Under general administrative direction, coordinates and supervises the activities of ~~the~~ a fraud ~~Prevention~~ unit in a county welfare ~~department~~ or human service agency; participates in investigation of suspected fraud cases; gathers evidence and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Assigns duties to other investigators attached to the unit and supervises activities. Reviews investigations in process and prior to submittal to the county attorney. Coordinates submittal of reports on fraud ~~Prevention~~ unit activities to the county attorney or to appropriate welfare ~~department~~ or human services agency personnel. Receives and processes complaints from the public about alleged fraud and interviews complainant. Conducts complete investigation of referrals when there are indications of possible fraud in public assistance cases. Gathers, preserves, and analyzes facts and evidence relating to cases and presents findings to the county attorney for possible prosecution. Contacts prospective witnesses and other sources of information to obtain facts on welfare cases. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination of possible fraud. Prepares memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Maintains files and records relating to cases under investigation. Conducts training sessions for social workers in the welfare department to acquaint them with the purposes and procedures relating to the investigation and prevention of possible fraud.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Thorough~~ Knowledge of investigative techniques and procedures. ~~Considerable~~ Knowledge of federal, state, and local laws, especially as they relate to fraud. Knowledge of rules of evidence and court procedures. Knowledge of welfare rules and regulations. Knowledge of human behavior. Knowledge of effective supervisory techniques. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview ~~and interrogation~~. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to supervise the work of others. Ability to express ideas clearly. Ability to be objective.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school graduation and five years of investigative experience as a detective or equivalent in a law-enforcement agency.

OR

A candidate may substitute investigative experience with satisfactory college work on a year-for-year basis not to exceed two years.

OR

One year of experience as an ~~Investigator II~~ welfare fraud investigator, or the equivalent, in a public welfare or human services agency.

12 MCAR § 2.650

SANITARIAN I

A. KIND OF WORK:

Under supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules and regulations; may supervise inspectors; and performs related duties as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities concerning compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of the approved methods used in the various fields of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the nature and scope of environmental health. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to understand oral and written instructions. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to write reports. Ability to direct activities of subordinates.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college with a major in the physical and/or biological sciences, sanitary science, or other fields closely related to environmental health.

12 MCAR § 2.651

SANITARIAN II

A. KIND OF WORK:

Under general supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules, and regulations; may supervise subordinate personnel, and performs related duties as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of foods or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities regarding compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement. Works with local governing bodies and agencies on matters related to environmental health.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Considerable knowledge of the approved methods and equipment used in the various fields of environmental health. Considerable knowledge of the nature and scope of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the principles and practices as related to the recognition, elimination and control of environmental health hazards.

Ability to communicate effectively both orally and in writing. Ability to understand oral and written instructions. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to analyze potential environmental health hazards. Ability to write reports and develop recommendations. Ability to direct activities of subordinates.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Three years of full-time paid experience as a Sanitarian I or its equivalent.

OR

A Master's degree in public health or in a health related field from an accredited graduate school and two years of full-time paid experience as a Sanitarian I or its equivalent.

12 MCAR § 2.652

CHILD SUPPORT WORKER II

A. KIND OF WORK:

Under supervision, encourages the collection of court support orders; explains responsibility to persons who are delinquent in paying support orders; counsels public assistance applicants in the correct procedures to follow in obtaining court orders for the support of their children; counsels parents in the management of their financial affairs; spends a portion of time in the investigation of suspected fraud cases and gathers and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Establishes paternity. Communicates with persons who have support obligations. Compiles information on whereabouts, earnings, and assets of persons with support obligations, and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records of payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support of their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social services units, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations. Speaks to church groups and civic groups, etc., for purposes of informing community of IV-D program. Receives and processes complaints from the public about alleged fraud. Interviews complainants in suspected fraud cases. Interviews witnesses in possible fraud cases. Consults with the county attorney and assists in making a determination of possible fraud.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of human behavior. Knowledge of investigative techniques and procedures. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express oneself clearly verbally and in writing. Ability to interpret written material. Ability to be objective. Interviewing skills. Math skills.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school diploma, or the equivalent, and two years of experience as a Child Support Worker I, or the equivalent.

OR

High school diploma, or the equivalent, and three years of experience as a financial worker performing work related to the collection of child support, or related experience in collections work in a loan company, bank, or credit union, and one year of insurance or law enforcement investigative experience.

OR

College coursework with emphasis in sociology, psychology, social work, business administration, criminology, criminal law, or related fields may be substituted for the relevant experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.653

DIETITIAN

A. KIND OF WORK:

Under supervision, serves as principal advisor in the selection of suitable meal service arrangements, and in the on-going administration and evaluation of a meal service program, assists in the development of an on-going food service and nutrition education plan for training of staff and volunteers, and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Plans and approves low cost menus to meet Title VII nutrition requirements. physiological and psychological needs of consumer. Serves as principal advisor in the development of an on-going food service and nutrition education plan for training of staff, and volunteers. Arranges for individual and therapeutic nutrition counseling to meal participants. Supervises the implementation of diet prescriptions and reviews these prescriptions periodically for need and appropriateness with respective physicians. May coordinate a home delivered meal program. Gives consultation on nutrition adequacy of diets for group feeding. Serves on, or assists in recruiting nutrition or food service people for the Nutrition Task Force of the Area Agency on Aging. May serve as nutrition resources person to other agencies. Instructs and directs cooks, kitchen and dining room helpers in the preparation, cooking and serving of food. Conducts reviews of dining facilities and meal service program for adequate sanitation, appropriate menu planning and good management practices. Inspects and issues food supplies and supervises the storage of food. Keeps inventories and production records, and makes requisitions for supplies and repairs. Prepares detailed analytical and general reports such as per capita cost analyses.

C. KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of dietetics and diet therapy, including food values, costs and accounting. Knowledge of modern methods, materials

and appliances used in larger scale food preparation and service. Knowledge of health and safety requirements and precautionary measures applicable. Ability to plan menus and to direct quantity cooking, with economy and efficiency. Ability to judge food materials and to determine conformity to requirements. Ability to keep records and make reports. Ability to train and instruct food service workers. Ability to establish and maintain effective working relationships with professional workers and lay groups in the development of the program.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from college with a specialization in dietetics or nutrition.

NOTE: Employee must be a registered dietitian under the American Dietetic Association.

12 MCAR § 2.694

PUBLIC HEALTH AIDE

A. KIND OF WORK:

Under supervision of a licensed nurse, performs a wide variety of basic tasks that meet the needs of families and health problems. Participates in a variety of learning opportunities afforded through pre- and in-service training, employment experience, and formal classroom studies.

B. EXAMPLES OF WORK: (Illustrative only)

Locates and makes contacts with families to identify nursing needs. Makes selected follow-up home visits regarding professional recommendations. Explains nursing services and other available health resources to individuals or groups. Participates in surveys to determine health status of individuals in community, i.e. immunization. Arranges transportation or transports clients to health facilities. Serves as a liaison between individuals and/or groups and the primary service staff. Helps primary service staff gain insight into the values, goals, attitudes and problems of individuals and groups. Assists with housekeeping, purchase and preparation of food during family crisis. Baby-sits to relieve family members to obtain health care. Conducts selected screening measures (vision and hearing). Interprets and demonstrates personal hygiene and good nutrition. Assists in group clinic programs such as serving as receptionist, care of children, physical arrangements, care of equipment, weighing and measuring, taking temperatures. Provides selected personal care services to maintain aged and disabled persons at home.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of needs of aged and disabled cared for at home in the area being served. Knowledge of services and programs offered by the nursing service. Ability to establish and maintain good working relationships with individuals, groups, and co-workers. Ability to organize work efficiently. Ability to use good judgment in working with individuals and groups. Ability to maintain personal relationships with individuals and groups. Ability to express ideas clearly. Ability to follow instructions. Ability to learn agency procedures and community resources.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Individuals must be residents of the area and/or indigenous to the group being served.

NOTE: Some positions in this class may require specific abilities, skills, or qualifications not listed. Absence of these may disqualify candidates from consideration. (See Rule 1321.03.).

NOTE: No provisional appointments will be made to this position.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Public health education, community health education or related field.

12 MCAR § 2.704

PUBLIC HEALTH EDUCATOR I

A. KIND OF WORK:

Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school faculties on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

12 MCAR § 2.705

PUBLIC HEALTH EDUCATOR II

A. KIND OF WORK:

Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civic organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the program. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Master's degree in public health education and three years of full-time paid experience in health education.

12 MCAR § 2. 720

ACCOUNTING OFFICER I

A. KIND OF WORK:

Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a small county welfare or human serivces agency or carries similar responsibility in the maintenance of a major part of a large county welfare or human services agency; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Maintains ledgers. ~~Maintains all bookkeeping records and accounts. Prepares vouchers and abstracts.~~ Processes and/or approves processing of bills, requisitions, and receipts. ~~Issues warrants. Compiles statistical reports.~~ Maintains ledgers Prepares financial reports. Assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May orders supplies and maintains an inventory of supplies. Prepares payrolls.

~~Verifies signatures of warrant checks issued to clients.~~ Assigns and supervises ~~reviews~~ work of ~~clerical assistants~~ account clerks and/or clerical employees assigned to the accounting unit. ~~Gives information on non technical financial matters. Supervises assigned staff.~~ Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Considerable~~ Knowledge of ~~bookkeeping~~ accounting practices and procedures. ~~Considerable~~ Knowledge of business arithmetic. Knowledge of the principles of budgeting and accounting. ~~Knowledge of clerical practices and methods.~~ Knowledge of the principles of supervision. ~~Some~~ Knowledge of the principles of office management. ~~Some knowledge of administrative procedures in a county welfare program.~~ ~~Some~~ Knowledge of office procedures and practices and of uses of standard office equipment.

Ability of accept responsibility. ~~Ability to organize work effectively and to systematize procedures.~~ Ability to plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work ~~with care and accuracy~~ rapidly and accurately. ~~Ability to supervise clerical workers in simple bookkeeping operations.~~ Ability to maintain satisfactory working relationships with ~~the~~ professional and clerical staff and with the public. Ability to maintain confidentiality.

D. MINIMUM ~~DESIRABLE~~ QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

~~Graduation from high school and two years of training, including courses in bookkeeping or accounting, in a business school, college, or university. Persons appointed to positions in this class on a provisional basis must possess the qualifications specified in the statement of desirable qualifications of education and experience.~~

~~Some positions in this class may require the ability to type. Absence of this skill may disqualify candidates from consideration for such positions.~~

High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college or university and one year of experience as an account clerk.

OR

One year of experience as an account clerk may be substituted for each year of college coursework.

OR

Any combination of the above experience and education.

12 MCAR § 2. 721

ACCOUNTING OFFICER II

A. KIND OF WORK:

Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a medium-sized county welfare or human services agency or supervises five or more employees in the maintenance of financial records and reports in a large urban county welfare or human services agency ~~department~~; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Maintains ledgers. ~~Maintains all bookkeeping records and accounts. Prepares vouchers and abstracts.~~ Processes and/or approves processing of bills, requisitions, and receipts. ~~Issues warrants. Compiles statistical reports. Maintains ledgers.~~ Prepares financial reports. Prepares or assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May orders office supplies and maintains an inventory of supplies. Prepares payrolls. ~~Verifies signatures on warrant checks issued to clients.~~ Assigns and supervises ~~the~~ work of ~~clerical employees~~ account clerks and/or clerical employees assigned to the accounting staff. ~~Gives information on non-technical financial matters. Supervises assigned staff.~~ Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Thorough~~ Knowledge of ~~bookkeeping~~ accounting practices and procedures. ~~Thorough~~ Knowledge of business arithmetic. ~~Considerable~~ Knowledge of the principles of budgeting and accounting. ~~Considerable knowledge of clerical practices and methods.~~ Knowledge of the principles of office management. Knowledge of the principles of supervision. ~~Knowledge of the administrative procedures in a county welfare program.~~

Knowledge of office procedures and practices and uses of standard office equipment. Ability to accept responsibility. ~~Ability to effectively organize and assign work and to systematize procedures.~~ Ability to analyze work-flow problems and to design procedures. Ability to plan, organize, and assign work. Ability to perform detailed work rapidly and accurately. Ability to supervise clerical workers in simple bookkeeping operations. Ability to maintain satisfactory working relationships with professional and clerical staff and with the public. Ability to maintain confidentiality.

D. MINIMUM ~~DESIRABLE~~ QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

~~Graduation from high school and satisfactory completion of a two-year course in accounting in a business school and one year of experience as a bookkeeper or account clerk.~~

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

~~Some positions in this class may require the ability to type. Absence of this skill may disqualify candidates from consideration for such positions.~~

High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and two years of experience as an account clerk.

OR

One year of experience as an account clerk may be substituted for each year of college coursework.

OR

Any combination of the above experience and education.

12 MCAR § 2. 722

ACCOUNTING OFFICER III

A. KIND OF WORK:

Under general administrative supervision, directs the maintenance of all financial records and accounts in a large county welfare or human services agency, supervises the preparation of periodic financial and statistical reports; prepares agency budget estimates and expenditures reports; and performs related work as assigned.

B. EXAMPLES OF WORK: (Illustrative only)

Maintains ledgers. Compiles difficult and complex financial and statistical reports. ~~Assigns and reviews work of assistants.~~ Processes and/or approves processing of bills, requisitions, and receipts. Projects program costs for the agency and prepares or assists in the preparation of the agency budget ~~and reports~~. Prepares payrolls. May order office supplies and maintain an inventory of supplies. Develops ~~proposed implementation~~ new procedures when changes in ~~agency~~ state or county policies or programs occur affecting fiscal matters. ~~Installs work procedures in accounting and clerical departments. Performs a variety of accounting and bookkeeping duties. Develops information on financial problems and prepares reports.~~ Prepares Merit System forms and maintains personnel records. ~~Evaluates performance of assigned staff.~~ Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting staff. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. KNOWLEDGES AND ABILITIES REQUIRED:

~~Comprehensive~~ Knowledge of ~~bookkeeping~~ accounting practices and procedures. ~~Comprehensive~~ Knowledge of business arithmetic. ~~Thorough~~ Knowledge of principles of budgeting and accounting. ~~Considerable~~ Knowledge of principles of office management. ~~Considerable~~ Knowledge of the principles of supervision. ~~Considerable knowledge of administrative procedures in a county welfare program. Considerable~~ Knowledge of office procedures and practices and of use of standard office equipment.

Ability to accept responsibility. Ability to effectively plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work rapidly and accurately. ~~Ability to supervise an accounting unit.~~ Ability to maintain satisfactory working relationships with professional and clerical staff and the public. Ability to maintain confidentiality.

D. MINIMUM ~~DESIRABLE~~ QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

~~Graduation from high school and satisfactory completion of a two-year course in accounting in a business school and three years of experience as a bookkeeper or account clerk or graduation from an accredited four-year college, with a major in accounting.~~

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

High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and three years of experience as either an Accounting Officer I or II, or the equivalent.

OR

One year of experience as an Accounting Officer I or II may be substituted for each year of college coursework, up to a maximum of two years.

12 MCAR § 2.840 Compensation Plan - 1978

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Adm. Asst. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Adm. Asst. III	1479	1546	1615	1689	1767	1848	1931	2019	2114	
Adm. Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Human Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	947	991	1036	1084						
Auditor	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Chemical Dependency Coord.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Collection Services Supvr. II	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Community Health Serv. Supvr.	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Community-Rela. Spec.	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Computer Programmer	947	991	1036	1084	1133	1182	1236	1294		
Day-Care Center Supvr.	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Dev. Achievement Center Dir.	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Dev. Disabilities Coord.	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Dietitian	906	947	991	1036	1084	1133	1182	1236	1294	
Dir. of Assessment Systems	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Dir. of Business Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Business Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Assist.	1615	1689	1767	1848	1931	2019	2114	2210	2310	

Dir. of Planning	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Pub. Hlth, Nurs. I	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Dir. of Soc. Serv.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Support Services	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Education Supervisor	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Emp. Guid. Cous. I	906	947	991	1036	1084	1133	1182	1236	1294	
Emp. Guid. Couns. II	947	991	1036	1084	1133	1182	1236	1294	1355	
Emp. Guid. Couns. III	991	1036	1084	1133	1182	1236	1294	1355	1415	
Finan. Asst. Supvr. III	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Finan. Asst. Supvr. IV	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Home Care Coordinator	1036	1084	1133	1182	1236	1294	1355	1415		
Homemaker Coordinator II	1036	1084	1133	1182	1236	1294	1355	1415		
Homemaker Supervisor	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Marriage Counselor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Med.-Care Advisor	991	1036	1084	1133	1182	1236	1294	1355	1415	
Med.-Serv. Adm.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Mental Health Worker	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Meth.-&-Proc. Analyst	1108	1157	1208	1263	1324	1385	1446	1512	1578	
Meth.-&-Proc. Supvr.	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Nursing Care Advisor	991	1036	1084	1133	1182	1236	1294	1355	1415	
Occupa. Supvr.-Inst. I	867	906	947	991	1036	1084	1133	1182	1236	1294
Occupa. Supvr.-Inst. II	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Office Manager	906	947	991	1036	1084	1133	1182	1236	1294	
Personnel Officer	906	947	991	1036	1084	1133	1182	1236	1294	1355

Personnel Director	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Physical Therapist	906	947	991	1036	1084	1133	1182			
Planner (Human Services)	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Policy/Program Analyst	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Programmer Analyst	1133	1182	1236	1294	1355	1415	1479	1546		
Psychologist I	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Psychologist II	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Psychologist III	1512	1578	1651	1728	1806	1889	1972	2066		
Psychologist IV	1651	1728	1806	1889	1972	2066	2160	2260		
Public Health Educator I	947	991	1036	1084	1133	1182	1236	1294		
Public Educator II	1182	1236	1294	1355	1415	1479	1546	1615		
Public Health Nurse	947	991	1036	1084	1133	1182	1236			
Pub.-Hlth, Nurse (Team Leader)	991	1036	1084	1133	1182	1236	1294			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	867	906	947	991	1036	1084	1133			
B.S. Degree	906	947	991	1036	1084	1133				
Sanitarian I	947	991	1036	1084						
Sanitarian II	1036	1084	1133	1182	1236	1294	1355	1415		
Senior Public Health Nurse	1036	1084	1133	1182	1236	1294	1355			
Social Worker I	906	947	991	1036						
Social Worker II	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Social Worker III	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Soc.-Serv. Supvr. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Soc.-Serv. Supvr. III	1479	1546	1615	1689	1767	1848	1931	2019	2114	
Soc.-Serv. Supvr. Trainee	1108	1157	1208	1263	1324	1385				
Staff-Trng. Supvr. I	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Staff-Trng. Supvr. II	1355	1415	1479	1546	1615	1689	1767	1848	1931	

Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst	1294	1355	1415	1479	1546	1615	1689	1767		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	906	947	991	1036	1084	1133	1182	1236	1294	
Vol.-Serv. Coord. II	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	
Work-Exp. & Trng. Spec.	1133	1182	1236	1294	1355	1415	1479	1546	1615	

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

2. Plan B*

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

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

Planner (Human Services)	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Policy/Program Analyst	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Programmer Analyst	1182	1236	1294	1355	1415	1479	1546	1615		
Psychologist I	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Psychologist II	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Psychologist III	1578	1651	1728	1806	1889	1972	2066	2160		
Psychologist IV	1728	1806	1889	1972	2066	2160	2260	2359		
Public Health Educator I	991	1036	1084	1133	1182	1236	1294	1355		
Public Health Educator II	1236	1294	1355	1415	1479	1546	1615	1689		
Public Health Nurse	991	1036	1084	1133	1182	1236	1294			
Pub.-Hlth. Nurse (Team Leader)	1036	1084	1133	1182	1236	1294	1355			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	906	947	991	1036	1084	1133	1182			
B.S. Degree	947	991	1036	1084	1133	1182				
Sanitarian I	991	1036	1084	1133						
Sanitarian II	1084	1133	1182	1236	1294	1355	1415	1479		
Senior Public Health Nurse	1084	1133	1182	1236	1294	1355	1415			
Social Worker I	947	991	1036	1084						
Social Worker II	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Social Worker III	1133	1182	1236	1294	1355	1415	1479	1546	1615	1689
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Soc.-Serv. Supvr. II	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Soc.-Serv. Supvr. III	1546	1615	1689	1767	1848	1931	2019	2114	2210	
Soc.-Serv. Supvr. Traniee	1157	1208	1263	1324	1385	1446				
Staff-Trng. Supvr. I	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Staff-Trng. Supvr. II	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									

Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst	1355	1415	1479	1546	1615	1689	1767	1848		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	947	991	1036	1084	1133	1182	1236	1294	1355	
Vol.-Serv. Coord. II	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	
Work-Exp. & Trng. Spec.	1182	1236	1294	1355	1415	1479	1546	1615	1689	

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

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Adm. Asst. II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Adm. Asst. III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Adm. Services Director	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Asst. Human Services Dir.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	1036	1084	1133	1182						
Auditor	1294	1355	1415	1479	1546	1615	1689	1767	1848	1931
Chemical Dependency Coord.	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Collection Services Supvr. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Community Health Serv. Supvr.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Community-Rela. Spec.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Computer Programmer	1036	1084	1133	1182	1236	1294	1355	1415		
Day-Care Center Supvr.	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Dev. Achievement Center Dir.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dietitian	991	1036	1084	1133	1182	1236	1294	1355	1415	
Dev. Disabilities Coord.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dir. of Assessment Systems	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Dir. of Bus. Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Bus. Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Asst.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir of Planning	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Pub.-Hlth. Nurs. I	1236	1294	1355	1415	1479	1546	1615	1689	1767	

Dir. of Soc. Serv.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Support Services	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Education Supervisor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Emp. Guid. Couns. I	991	1036	1084	1133	1182	1236	1294	1355	1415	
Emp. Guid. Couns. II	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Emp. Guid. Couns. III	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Finan. Asst. Supvr. III	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Finan. Asst. Supvr. IV	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Home Care Coordinator	1133	1182	1236	1294	1355	1415	1479	1546		
Homemaker Coordinator II	1133	1182	1236	1294	1355	1415	1479	1546		
Homemaker Supervisor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Marriage Counselor	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Med.-Care Advisor	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Med.-Serv. Adm.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Mental Health Worker	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Meth.-&-Proc. Analyst	1208	1263	1324	1385	1446	1512	1578	1651	1728	
Meth.-&-Proc. Supvr.	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Nursing Care Advisor	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Occupa. Supvr. Inst. I	947	991	1036	1084	1133	1182	1236	1294	1355	1415
Occupa. Supvr. Inst. II	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Office Manager	991	1036	1084	1133	1182	1236	1294	1355	1415	
Personnel Officer	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Personnel Director	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Physical Therapist	1013	1058	1108	1157	1208	1263	1324			

Planner (Human Services)	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Policy/Program Analyst	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Programmer Analyst	1236	1294	1355	1415	1479	1546	1615	1689		
Psychologist I	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Psychologist II	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Psychologist III	1651	1728	1806	1889	1972	2066	2160	2260		
Psychologist IV	1806	1889	1972	2066	2160	2260	2359	2464		
Public Health Educator I	1036	1084	1133	1182	1236	1294	1355	1415		
Public Health Educator II	1236	1294	1355	1415	1479	1546	1615	1689		
Public Health Nurse	1058	1108	1157	1208	1263	1324	1385			
Pub.-Hlth. Nurse (Team Leader)	1108	1157	1208	1263	1324	1385	1446			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	969	1013	1058	1108	1157	1208	1263			
B.S. Degree	1013	1058	1108	1157	1208	1263				
Sanitarian I	1036	1084	1133	1182						
Sanitarian II	1133	1182	1236	1294	1355	1415	1479	1546		
Senior Public Health Nurse	1157	1208	1263	1324	1385	1446	1512			
Social Worker I	991	1036	1084	1133						
Social Worker II	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Social Worker III	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Soc.-Serv. Supvr. II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Soc.-Serv. Supvr. III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Soc.-Serv. Supvr. Trainee	1208	1263	1324	1385	1446	1512				
Staff-Trng. Supvr. I	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Staff-Trng. Supvr. II	1479	1546	1615	1689	1767	1848	1931	2019	2114	

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

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

B. Support Personnel

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	663	693	726	759	793	828	867	906	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	543	565	592	620	648	676	709	742	
Case Aide	663	693	726	759	793	828			
Chemical Dependency Counselor	867	906	947	991	1036	1084			
Child Support Worker I	828	867	906	947	991	1036	1084	1133	1182
Child Support Worker II	925	969	1013	1058	1108	1157	1208	1263	
Collection Services Supvr. I	1058	1108	1157	1208	1263	1324	1385	1446	
Community-Service Aide	416	433	455	477	499	521	543		
Coordinator of Aging	676	709	742	776	810	847	886	925	969
Dev. Achievement Center Inst.	543	565	592	620	648	676			
Financial-Assistance Spec.	847	886	925	969	1013	1058	1108	1157	
Financial-Assistance Supvr. I	925	969	1013	1058	1108	1157	1208	1263	1324
Financial-Assistance Supvr. II	1058	1108	1157	1208	1263	1324	1385	1446	
Financial Worker I	663	693	726	759	793	828			
Financial Worker II	742	776	810	847	886	925	969	1013	1058
Home Health Aide	521	543	565	592	620	648	676		
Home Health Aide Coordinator	742	776	810	847	886	925	969		
Homemaker I	521	543	565	592	620	648	676		
Homemaker II	565	592	620	648	676	709	742	776	
Homemaker Coordinator I	742	776	810	847	886	925	969		
Homemaker/Home Health Aide	521	543	565	592	620	648	676		

Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	676	709	742	776	810	847			
Public Health Aide	416	433	455	477	499	521	543		
Residential Facility Opr.(s)	565	592	620	648	676	709	742	776	
~~Resources Examiner I~~	~~828~~	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~
~~Resources Examiner II~~	~~1058~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~		
~~Resources Examiner III~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~		
Senior Case Aide	742	776	810	847	886	925	969	1013	1058
Senior Citizen's Aide	416	433	455	477	499	521	543		
Transportation Coordinator	693	726	759	793	828	867	906	947	
Welfare Fraud Investigator	1058	1108	1157	1208	1263	1324	1385		
Welfare Fraud Unit Supvr.	1157	1208	1263	1324	1385	1446	1512		

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

2. Plan B*

1. Class of Positions	1	2	3	4	6	7	8	9	
Account Clerk	693	726	759	793	828	867	906	947	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	565	592	620	648	676	709	742	776	
Case Aide	693	726	759	793	828	867			
Chemical Dependency Counselor	906	947	991	1036	1084	1133			
Collection Services Supvr. I	1108	1157	1208	1263	1324	1385	1446	1512	
Community-Service Aide	433	455	477	499	521	543	565		
Coordinator of Aging	709	742	776	810	847	886	925	969	1013
Dev. Achievement Center Inst.	565	592	620	648	676	709			
Child Support Worker I	867	906	947	991	1036	1084	1133	1182	1236
Child Support Worker II	969	1013	1058	1108	1157	1208	1263	1324	
Financial-Assistance Spec.	886	925	969	1013	1058	1108	1157	1208	
Financial-Assistance Supvr. I	969	1013	1058	1108	1157	1208	1263	1324	1385
Financial-Assistance Supvr.II	1108	1157	1208	1263	1324	1385	1446	1512	
Financial Worker I	693	726	759	793	828	867			
Financial Worker II	776	810	847	886	925	969	1013	1058	1108
Home Health Aide	543	565	592	620	648	676	709		
Home Health Aide Coordinator	776	810	847	886	925	969	1013		
Homemaker I	543	565	592	620	648	676	709		
Homemaker II	592	620	648	676	709	742	776	810	
Homemaker Coordinator I	776	810	847	886	925	969	1013		

Homemaker/Home Health Aide	543	565	592	620	648	676	709		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	709	742	776	810	847	886			
Public Health Aide	433	455	477	499	521	543	565		
Residential Facility Opr.(s)	592	620	648	676	709	742	776	810	
~~Resources Examiner I~~	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~
~~Resources Examiner II~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~		
~~Resources Examiner III~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~		
Senior Case Aide	776	810	847	886	925	969	1013	1058	1108
Senior Citizen's Aide	433	455	477	499	521	543	565		
Transportation Coordinator	726	759	793	828	867	906	947	991	
Welfare Fraud Investigator	1108	1157	1208	1263	1324	1385	1446		
Welfare Unit Supvr.	1208	1263	1324	1385	1446	1512	1578		

*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. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	726	759	793	828	867	906	947	991	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	592	620	648	676	709	742	776	810	
Case Aide	726	759	793	828	867	906			
Chemical Dependency Counselor	947	991	1036	1084	1133	1182			
Child Support Worker I	906	947	991	1036	1084	1133	1182	1236	1294
Child Support Worker II	1013	1058	1108	1157	1208	1263	1324	1385	
Collection Services Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	
Community-Service Aide	455	477	499	521	543	565	592		
Coordinator of Aging	742	776	810	847	886	925	969	1013	1058
Dev. Achievement Center Inst.	592	620	648	676	709	742			
Financial-Assistance Spec.	925	969	1013	1058	1108	1157	1208	1263	
Financial-Assistance Supvr. I	1013	1058	1108	1157	1208	1263	1324	1385	1446
Financial-Assistance Supvr.II	1157	1208	1263	1324	1385	1446	1512	1578	
Financial Worker I	726	759	793	828	867	906			
Financial Worker II	810	847	886	925	969	1013	1058	1108	1157
Home Health Aide	565	592	620	648	676	709	742		
Home Health Aide Coordinator	810	847	886	925	969	1013	1058		
Homemaker I	565	592	620	648	676	709	742		
Homemaker II	620	648	676	709	742	776	810	847	
Homemaker Coordinator I	810	847	886	925	969	1013	1058		
Homemaker/Home Health Aide	565	592	620	648	676	709	742		

Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	742	776	810	847	886	925			
Public Health Aide	455	477	499	521	543	565	592		
Residential Facility Opr.(s)	620	648	676	709	742	776	810	847	
~~Resources Examiner I~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~
~~Resources Examiner II~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~		
~~Resources Examiner III~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~		
Senior Case Aide	810	847	886	925	969	1013	1058	1108	1157
Senior Citizen's Aide	455	477	499	521	543	565	592		
Transportation Coordinator	759	793	828	867	906	947	991	1036	
Welfare Fraud Investigator	1157	1208	1263	1324	1385	1446	1512		
Welfare Fraud Unit Supvr.	1263	1324	1385	1446	1512	1578	1651		

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

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

12 MCAR § 2.140 Compensation Plan (Public Welfare)

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Adm. Asst. II	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Adm. Asst. III	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Adm. Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Human Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	994	1041	1088	1138						
Auditor	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Chemical Dependency Coord.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Collection Services Supvr. II	1215	1268	1326	1390	1454	1518	1588	1657	1734	1814
Community Health Serv. Supvr.	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community-Rela. Spec.	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Computer Programmer	994	1041	1088	1138	1190	1241	1298			
Day-Care Center Supvr.	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Dev. Achievement Center Dir.	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Achievement Center Teacher	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Dev. Disabilities Coord.	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dietitian	951	994	1041	1088	1138	1190	1241	1298	1359	
Dir. of Assessment Systems	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Assist.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Planning	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Pub. Hlth. Nurs. I	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Dir. of Soc. Serv.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Support Services	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Education Supervisor	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Emp. Guid. Couns. I	951	994	1041	1088	1138	1190	1241	1298	1359	
Emp. Guid. Couns. II	994	1041	1088	1138	1190	1241	1298	1359	1423	
Emp. Guid. Couns. III	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Finan. Assist. Supvr. III	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Finan. Assist. Supvr. IV	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Home Care Coordinator	1088	1138	1190	1241	1298	1359	1423	1486		
Homemaker Coordinator II	1088	1138	1190	1241	1298	1359	1423	1486		
Homemaker Supervisor	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Marriage Counselor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Med.-Care Advisor	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Med.-Serv. Adm.	1696	1773	1855	1940	2028	2120	2220	2321		
Mental Health Worker	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Meth.-&-Proc. Analyst	1163	1215	1268	1326	1390	1454	1518	1588	1657	
Meth.-&-Proc. Supvr.	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Nursing Care Advisor	1041	1088	1138	1190	1241	1298	1359	1423	1486	

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	910	951	994	1041	1088	1138	1190	1241	1298	1359
Occupa. Supvr.-Inst. II	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Office Manager	951	994	1041	1088	1138	1190	1241	1298	1359	
Personnel Officer	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Personnel Director	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Physical Therapist	951	994	1041	1088	1138	1190	1241	1298		
Planner (Human Services)	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Policy/Program Analyst	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Programmer Analyst	1190	1241	1298	1359	1423	1486	1553	1623		
Psychologist I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Psychologist II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Psychologist III	1588	1657	1734	1814	1896	1983	2071	2169		
Psychologist IV	1734	1814	1896	1983	2071	2169	2268	2373		
Public Health Educator I	994	1041	1088	1138	1190	1241	1298	1359		
Public Health Educator II	1241	1298	1359	1423	1486	1553	1623	1696		
Public Health Nurse	994	1041	1088	1138	1190	1241	1298			
Pub. Hlth. Nurse (Team Leader)	1041	1088	1138	1190	1241	1298	1359			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	951	994	1041	1088	1138	1190				
Sanitarian I	994	1041	1088	1138						
Sanitarian II	1088	1138	1190	1241	1298	1359	1423	1486		
Senior Public Health Nurse	1088	1138	1190	1241	1298	1359	1423			
Social Worker I	951	994	1041	1088						
Social Worker II	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Social Worker III	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Soc.-Serv. Supvr. II	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. III	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Soc.-Serv. Supvr. Trainee	1215	1268	1326	1390	1454	1518				
Staff Trng. Supvr. I	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Staff Trng. Supvr. II	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst Trainee	1359	1423	1486	1553	1623	1696	1773			
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	951	994	1041	1088	1138	1190	1241	1298	1359	
Vol.-Serv. Coord. II	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1190	1241	1298	1359	1423	1486	1553	1623	1696	

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

A. Professional

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Adm. Asst. II	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Adm. Asst. III	1623	1696	1773	1855	1940	2028	2120	2220	2321	
Adm. Services Director	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Asst. Human Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	1041	1088	1138	1190						
Auditor	1298	1359	1423	1486	1553	1623	1696	1773	1855	1940
Chemical Dependency Coord.	1190	1241	1298	1359	1423	1486	1553	1623	1696	1773
Collection Services Supvr. II	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community Health Serv. Supvr.	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Community-Rela. Spec.	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Computer Programmer	1041	1088	1138	1190	1241	1298	1359			
Day-Care Center Supvr.	1326	1390	1454	1518	1588	1657	1734	1814	1896	
Dev. Achievement Center Dir.	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Dev. Achievement Center Teacher	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Dev. Disabilities Coord.	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Dietitian	994	1041	1088	1138	1190	1241	1298	1359	1423	
Dir. of Assessment Systems	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Asst.	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Planning	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Pub. Hlth. Nurs. I	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Dir. of Soc. Serv.	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Support Services	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Education Supervisor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Emp. Guid. Couns. I	994	1041	1088	1138	1190	1241	1298	1359	1423	
Emp. Guid. Couns. II	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Emp. Guid. Couns. III	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Finan. Assist. Supvr. III	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Finan. Assist. Supvr. IV	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Home Care Coordinator	1138	1190	1241	1298	1359	1423	1486	1553		
Homemaker Coordinator II	1138	1190	1241	1298	1359	1423	1486	1553		
Homemaker Supervisor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Marriage Counselor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Med.-Care Advisor	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Med.-Serv. Adm.	1773	1855	1940	2028	2120	2220	2321	2426		
Mental Health Worker	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Meth.-&-Proc. Analyst	1215	1268	1326	1390	1454	1518	1588	1657	1734	
Meth.-&-Proc. Supvr.	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Nursing Care Advisor	1088	1138	1190	1241	1298	1359	1423	1486	1553	

A. Professional

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Occupa. Supvr.-Inst. II	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Office Manager	994	1041	1088	1138	1190	1241	1298	1359	1423	
Personnel Officer	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Personnel Director	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Physical Therapist	994	1041	1088	1138	1190	1241	1298	1359		
Planner (Human Services)	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Policy/Program Analyst	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Programmer Analyst	1241	1298	1359	1423	1486	1553	1623	1696		
Psychologist I	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Psychologist II	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Psychologist III	1657	1734	1814	1896	1983	2071	2169	2268		
Psychologist IV	1814	1896	1983	2071	2169	2268	2373	2477		
Public Health Educator I	1041	1088	1138	1190	1241	1298	1359	1423		
Public Health Educator II	1298	1359	1423	1486	1553	1623	1696	1773		
Public Health Nurse	1041	1088	1138	1190	1241	1298	1359			
Pub. Hlth. Nurse (Team Leader)	1088	1138	1190	1241	1298	1359	1423			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	994	1041	1088	1138	1190	1241				
Sanitarian I	1041	1088	1138	1190						
Sanitarian II	1138	1190	1241	1298	1359	1423	1486	1553		
Senior Public Health Nurse	1138	1190	1241	1298	1359	1423	1486			
Social Worker I	994	1041	1088	1138						
Social Worker II	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Social Worker III	1190	1241	1298	1359	1423	1486	1553	1623	1696	1773
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Soc.-Serv. Supvr. II	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Soc.-Serv. Supvr. III	1623	1696	1773	1855	1940	2028	2120	2220	2321	
Soc.-Serv. Supvr. Trainee	1268	1326	1390	1454	1518	1588				
Staff-Trng. Supvr. I	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Staff-Trng. Supvr. II	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst Trainee	1423	1486	1553	1623	1696	1773	1855			
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	994	1041	1088	1138	1190	1241	1298	1359	1423	
Vol.-Serv. Coord. II	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1241	1298	1359	1423	1486	1553	1623	1696	1773	

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

A. Professional

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Adm. Asst. II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Adm. Asst. III	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Adm. Services Director	1855	1940	2028	2120	2220	2321	2425	2533	2644	
Asst. Human Services Dir.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	1088	1138	1190	1241						
Auditor	1359	1423	1486	1553	1623	1696	1773	1855	1940	2028
Chemical Dependency Coord.	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Collection Services Supvr. II	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Community Health Serv. Supvr.	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Community-Rela. Spec.	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Computer Programmer	1088	1138	1190	1241	1298	1359	1423			
Day-Care Center Supvr.	1390	1454	1518	1588	1657	1734	1814	1896	1983	
Dev. Achievement Center Dir.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Dev. Achievement Center Teacher	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Disabilities Coord.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Dietitian	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Dir. of Assessment Systems	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Asst.	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Planning	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Pub.-Hlth. Nurs. I	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Dir. of Soc. Serv.	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Support Services	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Education Supervisor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Emp. Guid. Couns. I	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Emp. Guid. Couns. II	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Emp. Guid. Couns. III	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Finan. Assist. Supvr. III	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Finan. Assist. Supvr. IV	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Home Care Coordinator	1190	1241	1298	1359	1423	1486	1553	1623		
Homemaker Coordinator II	1190	1241	1298	1359	1423	1486	1553	1623		
Homemaker Supervisor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Marriage Counselor	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Med.-Care Advisor	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Med.-Serv. Adm.	1855	1940	2028	2120	2220	2321	2426	2533		
Mental Health Worker	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Meth.-&-Proc. Analyst	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Meth.-&-Proc. Supvr.	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Nursing Care Advisor	1138	1190	1241	1298	1359	1423	1486	1553	1623	

A. Professional

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Occupa. Supvr.-Inst. II	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Office Manager	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Personnel Officer	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Personnel Director	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Physical Therapist	1064	1111	1163	1215	1268	1326	1390	1454		
Planner (Human Services)	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Policy/Program Analyst	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Programmer Analyst	1298	1359	1423	1486	1553	1623	1696	1773		
Psychologist I	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Psychologist II	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Psychologist III	1734	1814	1896	1983	2071	2169	2268	2373		
Psychologist IV	1896	1983	2071	2169	2268	2373	2477	2587		
Public Health Educator I	1088	1138	1190	1241	1298	1359	1423	1486		
Public Health Educator II	1359	1423	1486	1553	1623	1696	1773	1855		
Public Health Nurse	1111	1163	1215	1268	1326	1390	1454			
Pub. Hlth. Nurse (Team Leader)	1163	1215	1268	1326	1390	1454	1518			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	1064	1111	1163	1215	1268	1326				
Sanitarian I	1088	1138	1190	1241						
Sanitarian II	1190	1241	1298	1359	1423	1486	1553	1623		
Senior Public Health Nurse	1215	1268	1326	1390	1454	1518	1588			
Social Worker I	1041	1088	1138	1190						
Social Worker II	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker III	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Soc.-Serv. Supvr. III	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Soc.-Serv. Supvr. Trainee	1326	1390	1454	1518	1588	1657				
Staff-Trng. Supvr. I	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Staff-Trng. Supvr. II	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Student Social Worker (Intern)	Rate proposed by appointing authority.									
Student Social Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	1486	1553	1623	1696	1773	1855	1940			
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Vol.-Serv. Coord. II	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1298	1359	1423	1486	1553	1623	1696	1773	1855	

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

B. Support Personnel

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	696	728	762	797	833	869	910	951	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	570	593	622	651	680	710	744	779	
Case Aide	696	728	762	797	833	869			
Chemical Dependency Counselor	910	951	994	1041	1088	1138	1190		
Child Support Worker I	869	910	951	994	1041	1088	1138	1190	1241
Child Support Worker II	971	1017	1064	1111	1163	1215	1268	1326	
Collection Services Supvr. I	1111	1163	1215	1268	1326	1390	1454	1518	
Community-Service Aide	437	455	478	501	524	547	570		
Coordinator of Aging	710	744	779	815	851	889	930	971	1017
Dev. Achievement Center Inst.	570	593	622	651	680	710			
Finan.-Assistance Spec.	889	930	971	1017	1064	1111	1163	1215	
Finan.-Assistance Supvr. I	971	1017	1064	1111	1163	1215	1268	1326	1390
Finan.-Assistance Supvr. II	1111	1163	1215	1268	1326	1390	1454	1518	
Financial Worker I	696	728	762	797	833	869			
Financial Worker II	779	815	851	889	930	971	1017	1064	1111
Home Health Aide	547	570	593	622	651	680	710		
Home Health Aide Coordinator	779	815	851	889	930	971	1017		
Homemaker I	547	570	593	622	651	680	710		
Homemaker II	593	622	651	680	710	744	779	815	
Homemaker Coordinator I	779	815	851	889	930	971	1017		
Homemaker/Home Health Aide	547	570	593	622	651	680	710		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	710	744	779	815	851	889			
Public Health Aide	437	455	478	501	524	547	570		
Residential Facility Operator(s)	593	622	651	680	710	744	779	815	
Senior Case Aide	779	815	851	889	930	971	1017	1064	1111
Senior Citizen's Aide	437	455	478	501	524	547	570		
Transportation Coordinator	728	762	797	833	869	910	951	994	
Welfare Fraud Investigator	1111	1163	1215	1268	1326	1390	1454		
Welfare Fraud Unit Supvr.	1215	1268	1326	1390	1454	1518	1588		

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

B. Support Personnel

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	728	762	797	833	869	910	951	994	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	593	622	651	680	710	744	779	815	
Case Aide	728	762	797	833	869	910			
Chemical Dependency Counselor	951	994	1041	1088	1138	1190	1241		
Child Support Worker I	910	951	994	1041	1088	1138	1190	1241	1298
Child Support Worker II	1017	1064	1111	1163	1215	1268	1326	1390	
Collection Services Supvr. I	1163	1215	1268	1326	1390	1454	1518	1588	
Community-Service Aide	455	478	501	524	547	570	593		
Coordinator of Aging	744	779	815	851	889	930	971	1017	1064
Dev. Achievement Center Inst.	593	622	651	680	710	744			
Finan.-Assistance Spec.	930	971	1017	1064	1111	1163	1215	1268	
Finan.-Assistance Supvr. I	1017	1064	1111	1163	1215	1268	1326	1390	1454
Finan.-Assistance Supvr. II	1163	1215	1268	1326	1390	1454	1518	1588	
Financial Worker I	728	762	797	833	869	910			
Financial Worker II	815	851	889	930	971	1017	1064	1111	1163
Home Health Aide	570	593	622	651	680	710	744		
Home Health Aide Coordinator	815	851	889	930	971	1017	1064		
Homemaker I	570	593	622	651	680	710	744		
Homemaker II	622	651	680	710	744	779	815	851	
Homemaker Coordinator I	815	851	889	930	971	1017	1064		
Homemaker/Home Health Aide	570	593	622	651	680	710	744		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	744	779	815	851	889	930			
Public Health Aide	455	478	501	524	547	570	593		
Residential Facility Opr.(s)	622	651	680	710	744	779	815	851	
Senior Case Aide	815	851	889	930	971	1017	1064	1111	1163
Senior Citizen's Aide	455	478	501	524	547	570	593		
Transportation Coordinator	762	797	833	869	910	951	994	1041	
Welfare Fraud Investigator	1163	1215	1268	1326	1390	1454	1518		
Welfare Fraud Unit Supervisor	1268	1326	1390	1454	1518	1588	1657		

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

B. Support Personnel

3. Plan C*

a. Class of Positions

Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	762	797	833	869	910	951	994	1041	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	622	651	680	710	744	779	815	851	
Case Aide	762	797	833	869	910	951			
Chemical Dependency Counselor	994	1041	1088	1138	1190	1241	1298		
Child Support Worker I	951	994	1041	1088	1138	1190	1241	1298	1359
Child Support Worker II	1064	1111	1163	1215	1268	1326	1390	1454	
Collection Services Supvr. I	1215	1268	1326	1390	1454	1518	1588		
Community-Service Aide	478	501	524	547	570	593	622		
Coordinator of Aging	779	815	851	889	930	971	1017	1064	1111
Dev. Achievement Center Inst.	622	651	680	710	744	779			
Finan.-Assistance Spec.	971	1017	1064	1111	1163	1215	1268	1326	
Finan.-Assistance Supvr. I	1064	1111	1163	1215	1268	1326	1390	1454	1518
Finan.-Assistance Supvr. II	1215	1268	1326	1390	1454	1518	1588	1657	
Financial Worker I	762	797	833	869	910	951			
Financial Worker II	851	889	930	971	1017	1064	1111	1163	1215
Home Health Aide	593	622	651	680	710	744	779		
Home Health Aide Coordinator	851	889	930	971	1017	1064	1111		
Homemaker I	593	622	651	680	710	744	779		
Homemaker II	651	680	710	744	779	815	851	889	
Homemaker Coordinator I	851	889	930	971	1071	1064	1111		
Homemaker/Home Health Aide	593	622	651	680	710	744	779		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	779	815	851	889	930	971			
Public Health Aide	478	501	524	547	570	593	622		
Residential Facility Opr.(s)	651	680	710	744	779	815	851	889	
Senior Case Aide	851	889	930	971	1017	1064	1111	1163	1215
Senior Citizen's Aide	478	501	524	547	570	593	622		
Transportation Coordinator	797	833	869	910	951	994	1041	1088	
Welfare Fraud Investigator	1215	1268	1326	1390	1454	1518	1588		
Welfare Fraud Unit Supvr.	1326	1390	1454	1518	1588	1657	1734		

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

C. Clerical

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	539	558	579	600	621	642	663	686	712
Clerical Supervisor	686	712	739	766	795	826	858	890	924
Clerk I	474	491	507	523	539	558	579	600	621
Clerk II	539	558	579	600	621	642	663	686	712
Clerk III	621	642	663	686	712	739	766	795	826
Clerk-Typist I (1)	491	507	523	539	558	579	600	621	642
Clerk-Typist II	539	558	579	600	621	642	663	686	712
Clerk-Typist III	621	642	663	686	712	739	766	795	826
Clerk Specialist	712	739	766	795	826	858	890	924	961
Clerk-Steno I	523	539	558	579	600	621	642	663	686
Clerk-Steno II	579	600	621	642	663	686	712	739	766
Clerk-Steno III	642	663	686	712	739	766	795	826	858
Information System Specialist	663	686	712	739	766	795	826	858	890
Keypunch Operator	523	539	558	579	600	621	642	663	686
Swbd. Operator I	507	523	539	558	579	600	621	642	663
Swbd. Operator II	539	558	579	600	621	642	663	686	712

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

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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	558	579	600	621	642	663	686	712	739
Clerical Supervisor	712	739	766	795	826	858	890	924	961
Clerk I	491	507	523	539	558	579	600	621	642
Clerk II	558	579	600	621	642	663	686	712	739
Clerk III	642	663	686	712	739	766	795	826	858
Clerk-Typist I (1)	507	523	539	558	579	600	621	642	663
Clerk-Typist II	558	579	600	621	642	663	686	712	739
Clerk-Typist III	642	663	686	712	739	766	795	826	858
Clerk Specialist	739	766	795	826	858	890	924	961	998
Clerk-Steno I	539	558	579	600	621	642	663	686	712
Clerk-Steno II	600	621	642	663	686	712	739	766	795
Clerk-Steno III	663	686	712	739	766	795	826	858	890
Information System Specialist	686	712	739	766	795	826	858	890	924
Keypunch Operator	539	558	579	600	621	642	663	686	712
Swbd. Operator I	523	539	558	579	600	621	642	663	686
Swbd. Operator II	558	579	600	621	642	663	686	712	739

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

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

C. Clerical

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	579	600	621	642	663	686	712	739	766
Clerical Supervisor	739	766	795	826	858	890	924	961	998
Clerk I	507	523	539	558	579	600	621	642	663
Clerk II	579	600	621	642	663	686	712	739	766
Clerk III	663	686	712	739	766	795	826	858	890
Clerk-Typist I (1)	523	539	558	579	600	621	642	663	686
Clerk-Typist II	579	600	621	642	663	686	712	739	766
Clerk-Typist III	663	686	712	739	766	795	826	858	890
Clerk Specialist	766	795	826	858	890	924	961	998	1037
Clerk-Steno I	558	579	600	621	642	663	686	712	739
Clerk-Steno II	621	642	663	686	712	739	766	795	826
Clerk-Steno III	686	712	739	766	795	826	858	890	924
Information System Specialist	712	739	766	795	826	858	890	924	961
Keypunch Operator	558	579	600	621	642	663	686	712	739
Swbd. Operator I	539	558	579	600	621	642	663	686	712
Swbd. Operator II	579	600	621	642	663	686	712	739	766

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

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

4. Plan D*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	600	621	642	663	686	712	739	766	795
Clerical Supervisor	766	795	826	858	890	924	961	998	1037
Clerk I	523	539	558	579	600	621	642	663	686
Clerk II	600	621	642	663	686	712	739	766	795
Clerk III	686	712	739	766	795	826	858	890	924
Clerk-Typist I (1)	539	558	579	600	621	642	663	686	712
Clerk-Typist II	600	621	642	663	686	712	739	766	795
Clerk-Typist III	686	712	739	766	795	826	858	890	924
Clerk Specialist	795	826	858	890	924	961	998	1037	1079
Clerk-Steno I	579	600	621	642	663	686	712	739	766
Clerk-Steno II	642	663	686	712	739	766	795	826	858
Clerk-Steno III	712	739	766	795	826	858	890	924	961
Information System Specialist	739	766	795	826	858	890	924	961	998
Keypunch Operator	579	600	621	642	663	686	712	739	766
Swbd. Operator I	558	579	600	621	642	663	686	712	739
Swbd. Operator II	600	621	642	663	686	712	739	766	795

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

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

C. Clerical

5. Plan E*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	642	663	686	712	739	766	795	826
Clerical Supervisor	826	858	890	924	961	998	1037	1079
Clerk I	558	579	600	621	642	663	686	712
Clerk II	642	663	686	712	739	766	795	826
Clerk III	739	766	795	826	858	890	924	961
Clerk-Typist 1 (1)	579	600	621	642	663	686	712	739
Clerk-Typist II	642	663	686	712	739	766	795	826
Clerk-Typist III	739	766	795	826	858	890	924	961
Clerk Specialist	858	890	924	961	998	1037	1079	1122
Clerk-Steno I	621	642	663	686	712	739	766	795
Clerk-Steno II	686	712	739	766	795	826	858	890
Clerk-Steno III	766	795	826	858	890	924	961	998
Information System Specialist	795	826	858	890	924	961	998	1037
Keypunch Operator	621	642	663	686	712	739	766	795
Swbd. Operator I	600	621	642	663	686	712	739	766
Swbd. Operator II	642	663	686	712	739	766	795	826

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

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

6. Plan F*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	663	686	712	739	766	795	826	858
Clerical Supervisor	858	890	924	961	998	1037	1079	1122
Clerk I	600	621	642	663	686	712	739	766
Clerk II	663	686	712	739	766	795	826	858
Clerk III	766	795	826	858	890	924	961	998
Clerk-Typist I (1)	621	642	663	686	712	739	766	795
Clerk-Typist II	663	686	712	739	766	795	826	858
Clerk-Typist III	766	795	826	858	890	924	961	998
Clerk Specialist	890	924	961	998	1037	1079	1122	1167
Clerk-Steno I	642	663	686	712	739	766	795	826
Clerk-Steno II	712	739	766	795	826	858	890	924
Clerk-Steno III	795	826	858	890	924	961	998	1037
Information System Specialist	826	858	890	924	961	998	1037	1079
Keypunch Operator	663	686	712	739	766	795	826	858
Swbd. Operator I	621	642	663	686	712	739	766	795
Swbd. Operator II	663	686	712	739	766	795	826	858

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	585	607	631	658	687	715	746
Bus Driver	631	658	687	715	746	778	812
Janitor (1)	631	658	687	715	746	778	812
Laborer	$3.63/hour						
Maintenance Worker	658	687	715	746	778	812	845

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	746	778	812	845	881	920	959
Bus Driver	778	812	845	881	920	959	1000
Janitor (1)	746	778	812	845	881	920	959
Laborer	$4.47/hour						
Maintenance Worker	812	845	881	920	959	1000	1044

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

(DEPARTMENT OF PUBLIC WELFARE-1979)

SALARY CONVERSION TABLE FOR PROFESSIONAL AND SUPPORT

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$437	$2.51	$21.85	$20.81	$19.86	$19.00	$20.08	$200.80	$401.60
445	2.56	22.25	21.19	20.23	19.35	20.48	204.80	409.60
455	2.61	22.75	21.67	20.68	19.78	20.88	208.80	417.60
466	2.68	23.30	22.19	21.18	20.26	21.44	214.40	428.80
478	2.75	23.90	22.76	21.73	20.78	22.00	220.00	440.00
489	2.81	24.45	23.29	22.23	21.26	22.48	224.80	449.60
501	2.88	25.05	23.86	22.77	21.78	23.04	230.40	460.80
512	2.94	25.60	24.38	23.27	22.26	23.52	235.20	470.40
524	3.01	26.20	24.95	23.82	22.78	24.08	240.80	481.60
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
547	3.14	27.35	26.05	24.86	23.78	25.12	251.20	502.40
559	3.21	27.95	26.62	25.41	24.30	25.68	256.80	513.60
570	3.28	28.50	27.14	25.91	24.78	26.24	262.40	524.80
582	3.34	29.10	27.71	26.45	25.30	26.72	267.20	534.40
593	3.41	29.65	28.24	26.95	25.78	27.28	272.80	545.60
608	3.49	30.40	28.95	27.64	26.43	27.92	279.20	558.40
622	3.57	31.10	29.62	28.27	27.04	28.56	285.60	571.20
636	3.66	31.80	30.29	28.91	27.65	29.28	292.80	585.60
651	3.74	32.55	31.00	29.59	28.30	29.92	299.20	598.40
666	3.83	33.30	31.71	30.27	28.96	30.64	306.40	612.80
680	3.91	34.00	32.38	30.91	29.59	31.28	312.80	625.60
696	4.00	34.80	33.14	31.64	30.26	32.00	320.00	640.00
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
728	4.18	36.40	34.67	33.09	31.65	33.44	334.40	668.80
744	4.28	37.20	35.43	33.82	32.35	34.24	342.40	684.80
762	4.38	38.10	36.29	34.64	33.13	35.04	350.40	700.80
779	4.48	38.95	37.10	35.41	33.87	35.84	358.40	716.80
797	4.58	39.85	37.95	36.23	34.65	36.64	366.40	732.80
815	4.68	40.75	38.81	37.05	35.43	37.44	374.40	748.80
833	4.79	41.65	39.67	37.86	36.22	38.32	383.20	766.40
851	4.89	42.55	40.52	38.68	37.00	39.12	391.20	782.40
869	4.99	43.45	41.38	39.50	37.78	39.92	399.20	798.40

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$889	$5.11	$44.45	$42.33	$40.41	$38.65	$40.88	$408.80	$817.60
910	5.23	45.50	43.33	41.36	39.56	41.84	418.40	836.80
930	5.34	46.50	44.29	42.27	40.43	42.72	427.20	854.40
951	5.47	47.55	45.29	43.23	41.35	43.76	437.60	875.20
971	5.58	48.55	46.24	44.14	42.22	44.64	446.40	892.80
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1017	5.84	50.85	48.43	46.23	44.22	46.72	467.20	934.40
1041	5.98	52.05	49.57	47.32	45.26	47.84	478.40	956.80
1064	6.11	53.20	50.67	48.36	46.26	48.88	488.80	977.60
1088	6.25	54.40	51.81	49.45	47.30	50.00	500.00	1000.00
1111	6.39	55.55	52.90	50.50	48.30	51.12	511.20	1022.40
1138	6.54	56.90	54.19	51.73	49.48	52.32	523.20	1046.40
1163	6.68	58.15	55.38	52.86	50.57	53.44	534.40	1068.80
1190	6.84	59.50	56.67	54.09	51.74	54.72	547.20	1094.40
1215	6.98	60.75	57.86	55.23	52.83	55.84	558.40	1116.80
1241	7.13	62.05	59.10	56.41	53.96	57.04	570.40	1140.80
1268	7.29	63.40	60.38	57.64	55.13	58.32	583.20	1166.40
1298	7.46	64.90	61.81	59.00	56.43	59.68	596.80	1193.60
1326	7.62	66.30	63.14	60.27	57.65	60.96	609.60	1219.20
1359	7.81	67.95	64.71	61.77	59.09	62.48	624.80	1249.60
1390	7.99	69.50	66.19	63.18	60.43	63.92	639.20	1278.40
1423	8.18	71.15	67.76	64.68	61.87	65.44	654.40	1308.80
1454	8.36	72.70	69.24	66.09	63.22	66.88	668.80	1337.60
1486	8.54	74.30	70.76	67.55	64.61	68.32	683.20	1366.40
1518	8.72	75.90	72.29	69.00	66.00	69.76	697.60	1395.20
1553	8.93	77.65	73.95	70.59	67.52	71.44	714.40	1428.80
1588	9.13	79.40	75.62	72.18	69.04	73.04	730.40	1460.80
1623	9.33	81.15	77.29	73.77	70.57	74.64	746.40	1492.80
1657	9.52	82.85	78.90	75.32	72.04	76.16	761.60	1523.20
1696	9.74	84.80	80.76	77.09	73.74	77.92	779.20	1558.40
1734	9.97	86.70	82.57	78.82	75.39	79.76	797.60	1595.20
1773	10.19	88.65	84.43	80.59	77.09	81.52	815.20	1630.40
1814	10.43	90.70	86.38	82.45	78.87	83.44	834.40	1668.80
1855	10.66	92.75	88.33	84.32	80.65	85.28	852.80	1705.60

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$1896	$10.90	$94.80	$90.29	$86.18	$82.43	$87.20	$872.00	$1740.00
1940	11.15	97.00	92.38	88.18	84.35	89.20	892.00	1784.00
1983	11.40	99.15	94.43	90.14	86.22	91.20	912.00	1824.00
2028	11.66	101.40	96.57	92.18	88.17	93.28	932.80	1865.60
2071	11.90	103.55	98.62	94.14	90.04	95.20	952.00	1904.00
2120	12.18	106.00	100.95	96.36	92.17	97.44	977.40	1948.80
2169	12.47	108.45	103.29	98.59	94.30	99.76	997.60	1995.20
2220	12.76	111.00	105.71	100.91	96.52	102.08	1020.80	2041.60
2268	13.03	113.40	108.00	103.09	98.61	104.24	1042.40	2084.80
2321	13.34	116.05	110.52	105.50	100.91	106.72	1067.20	2134.40
2373	13.64	118.65	113.00	107.86	103.17	109.12	1091.20	2182.40
2426	13.94	121.30	115.52	110.27	105.48	111.52	1115.20	2230.40
2477	14.24	123.85	117.95	112.59	107.70	113.92	1139.20	2278.40
2533	14.56	126.65	120.62	115.14	110.13	116.48	1164.80	2329.60
2587	14.87	129.35	123.19	117.59	112.48	118.96	1189.60	2379.20
2644	15.20	132.20	125.90	120.18	114.96	121.60	1216.00	2432.00
2699	15.51	134.95	128.52	122.68	117.35	124.08	1240.80	2481.60
2759	15.86	137.95	131.38	125.41	119.96	126.88	1268.80	2537.60
2820	16.21	141.00	134.29	128.18	122.61	129.68	1296.80	2593.60
2884	16.57	144.20	137.33	131.09	125.39	132.56	1325.60	2651.20
2948	16.94	147.40	140.38	134.00	128.17	135.52	1355.20	2710.40
3015	17.33	150.75	143.57	137.05	131.09	138.64	1386.40	2772.80
3081	17.71	154.05	146.71	140.05	133.96	141.68	1416.80	2833.60
3150	18.10	157.50	150.00	143.18	136.96	144.80	1448.00	2896.00
3219	18.50	160.95	153.29	146.32	139.96	148.00	1480.00	2960.00
3292	18.92	164.60	156.76	149.64	143.13	151.36	1513.60	3027.20
3364	19.33	168.20	160.19	152.91	146.26	154.64	1546.40	3092.80
3447	19.81	172.35	164.14	156.68	149.87	158.48	1584.80	3169.60
3514	20.20	175.70	167.33	159.73	152.78	161.60	1616.00	3232.00
3594	20.66	179.70	171.14	163.36	156.26	165.28	1652.80	3305.60
3675	21.12	183.75	175.00	167.05	159.78	168.96	1689.60	3379.20
3757	21.59	187.85	178.90	170.77	163.35	172.72	1727.20	3454.40
3842	22.08	192.10	182.95	174.64	167.04	176.64	1766.40	3532.80

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

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

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

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

(DEPARTMENT OF PUBLIC WELFARE-1979)

SALARY CONVERSION TABLE FOR CLERICAL

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$466	$2.68	$23.30	$22.19	$21.18	$20.26	$21.44	$214.40	$428.80
474	2.72	23.70	22.57	21.55	20.61	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
491	2.82	24.55	23.38	22.32	21.35	22.56	225.60	451.20
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60
523	3.01	26.15	24.90	23.77	22.74	24.08	240.80	481.60
531	3.05	26.55	25.29	24.14	23.09	24.40	244.00	488.00
539	3.10	26.95	25.67	24.50	23.43	24.80	248.00	496.00
547	3.14	27.35	26.05	24.86	23.78	25.12	251.20	502.40
558	3.21	27.90	26.57	25.36	24.26	25.68	256.80	513.60
568	3.26	28.40	27.05	25.82	24.70	26.08	260.80	521.60
579	3.33	28.95	27.57	26.32	25.17	26.64	266.40	532.80
589	3.39	29.45	28.05	26.77	25.61	27.12	271.20	542.40
600	3.45	30.00	28.57	27.27	26.09	27.60	276.00	552.00
610	3.51	30.50	29.05	27.73	26.52	28.08	280.80	561.60
621	3.57	31.05	29.57	28.23	27.00	28.56	285.60	571.20
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
642	3.69	32.10	30.57	29.18	27.91	29.52	295.20	590.40
652	3.75	32.60	31.05	29.64	28.35	30.00	300.00	600.00
663	3.81	33.15	31.57	30.14	28.83	30.48	304.80	609.60
673	3.87	33.65	32.05	30.59	29.26	30.96	309.60	619.20
686	3.94	34.30	32.67	31.18	29.83	31.52	315.20	630.40
699	4.02	34.95	33.29	31.77	30.39	32.16	321.60	643.20
712	4.09	35.60	33.90	32.36	30.96	32.72	327.20	654.40
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
752	4.32	37.60	35.81	34.18	32.70	34.56	345.60	691.20
766	4.40	38.30	36.48	34.82	33.30	35.20	352.00	704.00
779	4.48	38.95	37.10	35.41	33.87	35.84	358.40	716.80
795	4.57	39.75	37.86	36.14	34.57	36.56	365.60	731.20

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$810	$4.66	$40.50	$38.57	$36.82	$35.22	$37.28	$372.80	$745.60
826	4.75	41.30	39.33	37.55	35.91	38.00	380.00	760.00
842	4.84	42.10	40.10	38.27	36.61	38.72	387.20	774.40
858	4.93	42.90	40.86	39.00	37.30	39.44	394.40	788.80
874	5.02	43.70	41.62	39.73	38.00	40.16	401.60	803.20
890	5.11	44.50	42.38	40.45	38.70	40.88	408.80	817.60
906	5.21	45.30	43.14	41.18	39.39	41.68	416.80	833.60
924	5.31	46.20	44.00	42.00	40.17	42.48	424.80	849.60
942	5.41	47.10	44.86	42.82	40.96	43.28	432.80	865.60
961	5.52	48.05	45.76	43.68	41.78	44.16	441.60	883.20
979	5.63	48.95	46.62	44.50	42.56	45.04	450.40	900.80
998	5.74	49.90	47.52	45.36	43.39	45.92	459.20	918.40
1016	5.84	50.80	48.38	46.18	44.17	46.72	467.20	934.40
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1079	6.20	53.95	51.38	49.05	46.91	49.60	496.00	992.00
1100	6.32	55.00	52.38	50.00	47.83	50.56	505.60	1011.20
1122	6.45	56.10	53.43	51.00	48.78	51.60	516.00	1032.00
1143	6.57	57.15	54.43	51.95	49.70	52.56	525.60	1051.20
1167	6.71	58.35	55.57	53.05	50.74	53.68	536.80	1073.60
1191	6.84	59.55	56.71	54.14	51.78	54.72	547.20	1094.40
1216	6.99	60.80	57.90	55.27	52.87	55.92	559.20	1118.40
1241	7.13	62.05	59.10	56.41	53.96	57.04	570.40	1140.80
1267	7.28	63.35	60.33	57.59	55.09	58.24	582.40	1164.80
1294	7.44	64.70	61.62	58.82	56.26	59.52	595.20	1190.40
1321	7.59	66.05	62.90	60.05	57.43	60.72	607.20	1214.40
1349	7.75	67.45	64.24	61.32	58.65	62.00	620.00	1240.00
1377	7.91	68.85	65.57	62.59	59.87	63.28	632.80	1265.60
1406	8.08	70.30	66.95	63.91	61.13	64.64	646.40	1292.80

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

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

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

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

(DEPARTMENT OF PUBLIC WELFARE-1979)

SALARY CONVERSION TABLE FOR MAINTENANCE & TRADES

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$435	$2.50	$21.75	$20.71	$19.77	$18.91	$20.00	$200.00	$400.00
443	2.55	22.15	21.10	20.14	19.26	20.40	204.00	408.00
452	2.60	22.60	21.52	20.55	19.65	20.80	208.00	416.00
460	2.64	23.00	21.90	20.91	20.00	21.12	211.20	422.40
468	2.69	23.40	22.29	21.27	20.35	21.52	215.20	430.40
477	2.74	23.85	22.71	21.68	20.74	21.92	219.20	438.40
485	2.79	24.25	23.10	22.05	21.09	22.32	223.20	446.40
497	2.86	24.85	23.67	22.59	21.61	22.88	228.80	457.60
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
519	2.98	25.95	24.71	23.59	22.56	23.84	238.40	476.80
529	3.04	26.45	25.19	24.05	23.00	24.32	243.20	486.40
541	3.11	27.05	25.76	24.59	23.52	24.88	248.80	497.60
551	3.17	27.55	26.24	25.05	23.96	25.36	253.60	507.20
563	3.24	28.15	26.81	25.59	24.48	25.92	259.20	518.40
573	3.29	28.65	27.29	26.05	24.91	26.32	263.20	526.40
585	3.36	29.25	27.86	26.59	25.43	26.88	268.80	537.60
595	3.42	29.75	28.33	27.05	25.87	27.36	273.60	547.20
607	3.49	30.35	28.90	27.59	26.39	27.92	279.20	558.40
617	3.55	30.85	29.38	28.05	26.83	28.40	284.00	568.00
631	3.63	31.55	30.05	28.68	27.43	29.04	290.40	580.80
645	3.71	32.25	30.71	29.32	28.04	29.68	296.80	593.60
658	3.78	32.90	31.33	29.91	28.61	30.24	302.40	604.80
672	3.86	33.60	32.00	30.55	29.22	30.88	308.80	617.60
687	3.95	34.35	32.71	31.23	29.87	31.60	316.00	632.00
700	4.02	35.00	33.33	31.82	30.43	32.16	321.60	643.20
715	4.11	35.75	34.05	32.50	31.09	32.88	328.80	657.60
729	4.19	36.45	34.71	33.14	31.70	33.52	335.20	670.40
746	4.29	37.30	35.52	33.91	32.43	34.32	343.20	686.40
761	4.37	38.05	36.24	34.59	33.09	34.96	349.60	699.20
778	4.47	38.90	37.05	35.36	33.83	35.76	357.60	715.20
795	4.57	39.75	37.86	36.14	34.57	36.56	365.60	731.20

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$ 812	$4.67	$40.60	$38.67	$36.91	$35.30	$37.36	$373.60	$747.20
828	4.76	41.40	39.43	37.64	36.00	38.08	380.80	761.60
845	4.86	42.25	40.24	38.41	36.74	38.88	388.80	777.60
862	4.95	43.10	41.05	39.18	37.48	39.60	396.00	792.00
881	5.06	44.05	41.95	40.05	38.30	40.48	404.80	809.60
900	5.17	45.00	42.86	40.91	39.13	41.36	413.60	827.20
920	5.29	46.00	43.81	41.82	40.00	42.32	423.20	846.40
939	5.40	46.95	44.71	42.68	40.83	43.20	432.00	864.00
959	5.51	47.95	45.67	43.59	41.70	44.08	440.80	881.60
978	5.62	48.90	46.57	44.45	42.52	44.96	449.60	899.20
1000	5.75	50.00	47.62	45.45	43.48	46.00	460.00	920.00
1022	5.87	51.10	48.67	46.45	44.43	46.96	469.60	939.20
1044	6.00	52.50	49.71	47.45	45.39	48.00	480.00	960.00
1066	6.13	53.30	50.76	48.45	46.35	49.04	490.40	980.80
1089	6.26	54.45	51.86	49.50	47.35	50.08	500.80	1001.60
1111	6.39	55.55	52.90	50.50	48.30	51.12	511.20	1022.40
1136	6.53	56.80	54.10	51.64	49.39	52.24	522.40	1044.80
1161	6.67	58.05	55.29	52.77	50.48	53.36	533.60	1067.20
1188	6.83	59.40	56.57	54.00	51.65	54.64	546.40	1092.80
1214	6.98	60.70	57.81	55.18	52.78	55.84	558.40	1116.80
1241	7.13	62.05	59.10	56.41	53.96	57.04	570.40	1140.80
1269	7.29	63.45	60.43	57.68	55.17	58.32	583.20	1166.40
1298	7.46	64.90	61.81	59.00	56.43	59.68	596.80	1193.60
1327	7.63	66.35	63.19	60.32	57.70	61.04	610.40	1220.80
1357	7.80	67.85	64.62	61.68	59.00	62.40	624.00	1248.00
1387	7.97	69.35	66.05	63.05	60.30	63.76	637.60	1275.20
1419	8.16	70.95	67.57	64.50	61.70	65.28	652.80	1305.60
1450	8.33	72.50	69.05	65.91	63.04	66.64	666.40	1332.80

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

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

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

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

12 MCAR § 2.841 ~~Public Welfare Salary Schedule~~ Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

The existing rule is being deleted in its entirety.

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 12 MCAR § 2.840. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 12 MCAR § 2.516 B. 1. c. or in 12 MCAR § 2.517 B. 2.

DPW-79-004-SM

Rules as Adopted Set Forth in Exhibit G hereto JEH

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence.

REPORT OF THE CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 16, 1978, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. Sec. 15.0412, subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. Sec. 15.052, subd. 3, was issued to the Department of Public Welfare on November 14, 1978; and

WHEREAS, the Department of Public Welfare has now determined to adopt rules pursuant to Minn. Stat. Sec. 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. Sec. 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. Sec. 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. Sec. 15.0412, subd. 4.

Dated: December 7th, 1978.

DUANE R. HARVES
Chief Hearing Examiner

1978 Public Hearing File

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence

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 sixteenth day of October, 1978, at 9:30 a.m. in the Auditorium of the State Office Building, St. Paul, Minnesota, after proper notice required by Minn. Stat. § 15.0412, subd. 4 (1976) as amended by Laws 1977, Chapter 443, were 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. Mr. Ralph Corey, Merit System Supervisor, and Ms. Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation at the hearing. Nineteen 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 14, 1978, 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 the recommendation of the Merit System Council made on November 21, 1978, 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 the proposed amendments to the above-captioned rules with the following changes made to correct certain errors in the original proposals as listed in attached Exhibit C hereto and to reflect changes in the original proposals recommended by persons in attendance at the public hearing and referred to in the Report of Hearing Examiner, Findings Nos. 16 and 17, and agreed to by the Department as listed in attached Exhibit D hereto. None of these changes are considered to be substantial in nature.

2) adopts and incorporates herein the Report of Hearing Examiner, dated November 14, 1978, with the exception of Finding No. 15 in which he recommends a general adjustment of at least six percent or one of six to seven percent for all groups of Merit System employees except for Welfare professional classes. This recommendation has been seriously reconsidered but I am of the opinion that the original proposed general salary increases of five percent for Professional, Support, and Maintenance and Trades employees and $40 per month for Clerical employees proposed by the Merit System are reasonable.

Under the provisions of 12 MCAR § 2.494 D. 3., it is required that general salary increases be based on changes in salary rates for similar and/or competing employment and, specifically, that teacher salaries be considered in proposing rates for professional employees. Traditionally, the minimum salary for the entry-level professional class Social Worker I on the Merit System B Salary Schedule has been linked to the median minimum BA teacher salary. The median minimum BA teacher salary for the 1978-79 school year is $980 per month while the recommended 5% increase places the minimum salary for Social Worker I on the B Salary Schedule at $994 per month. Average starting monthly salaries for 1978 liberal arts college graduates in two studies contained in the July 31, 1978, Salary Survey, attached as Exhibit H, hereto, are $950 per month and $838 per month. Likewise, the recommended 5% increase in minimum salaries for entry-level welfare professionals exceeds the 3.2 - 3.6% increase in average starting salaries for college liberal arts graduates over the past year.

Finding No. 12 in the report indicates that recommended increases approaching 10% were proposed for several welfare supervisory and administrative classifications. While this is correct, it should be noted that the recommended salary adjustment for

incumbents of these classes was 5% rather than the 10% recommended for the class salary range themselves. As pointed out by the Hearing Examiner in Finding No. 15, there is no requirement that Consumer Price Index (CPI) increases be related to proposed general salary adjustments although they have always been considered by the Merit System as one of the factors in recommending general salary increases for employees. Public jurisdictions that do provide for general salary adjustments based on national and/or local increases in the Consumer Price Index invariably use a formula in which the percentage salary increase awarded to employees does not equal the percentage increase in the CPI itself. As an example, the State of Minnesota utilizes a formula in which employee salaries are increased by one cent per hour for every 0.4% increase in the Twin City Consumer Price Index over the base period provided in the formula.

In accordance with Finding No. 14 of the Hearing Examiner, the Merit System has reconsidered its salary proposals for Registered Nurses and Public Health Nurses. The recently signed contract between the Minnesota Nurses Association and the Twin City hospitals pertains only to Registered Nurses rather than Public Health Nurses. The new contract provides for the following minimum and maximum monthly rates of pay for entry-level Registered Nurses effective June 1, 1978:

	Minimum	Maximum
Registered Nurse (A.A. and diploma)	$1052	$1342
Registered Nurse (B.S.)	$1082	$1342

For comparison purposes, the proposed 1979 Merit System C plan salary range for Registered Nurse is $1064-1326 per month. It should be noted that the Twin City contract salary range encompasses a ten year period of time while the Merit System range anticipates that, with merit increases, a nurse may progress to the maximum salary for her/his classification in four and one-half years.

Salary comparisons also were made between Merit System median salaries for Registered Nurse (B.S.), Public Health Nurse and Senior Public Health Nurse classifications on the B salary plan with salaries for comparable positions within 55 county public health departments in Minnesota as of June 1, 1978. The results of that comparison showed the Merit System B plan median salary to be currently 7.69% above the public health departments' median salary for Registered Nurse (B.S.);

11.03% above the median salary for Public Health Nurse and 5.50% above the median salary for Senior Public Health Nurse. Based on the results of those comparisons, the proposed 5% general adjustment for these classes is reasonable.

Minimum and maximum salaries for several of the largest Merit System support classifications compared to salaries for similar classes in other public jurisdictions has been provided in attached Exhibit E hereto. Those figures in brackets represent situations where the present Merit System salary exceeds that of the comparable jurisdiction. It should be noted that the Merit System recommended adjustments of 9.5% in the minimum and maximum salaries for Accountant I and II and an adjustment of 7.3% in the minimum and maximum salary for Accountant III. In view of these comparisons it is my position that the proposed general increase of 5% in the salary ranges and 5% for incumbents of support classes is reasonable. It is important to note that employees of the State of Minnesota will receive no increase in salary on January 1, 1979, nor will state salary ranges be increased in January, 1979; that Ramsey County employees are sheduled to receive a 4% gneral salary increase in January, 1979, and that Hennepin County employees are scheduled to receive a 6% general increase in January, 1979, with a possibility of a greater percentage increase based on the increase in the Consumer Price Index.

The Merit System recommended a flat $40 per month increase in salaries for clerical classifications effective January 1, 1979, plus on the F plan an additional step worth approximately 4% was added to the maximum salary in view of Twin City salaries for clerical classes as shown on the July 31, 1978, Salary Survey. Converting these recommended increases to a percentage figure results in the increases shown in attached Exhibit F hereto. Plan A is the lowest clerical compensation plan while plan F is the highest plan and considered the Twin City rate. Average percentage increases in minimum salaries on the six clerical salary plans range from 6.01% to 7.61% and approach or exceed the recommendation of the Hearing Examiner. Average percentage increases in maximum salaries range from 4.83% to 8.85%. Again, it is my position that the recommended increase for clerical classifications is reasonable.

The 6% levy limitation in effect in the counties relates to salary increases proposed for employees engaged in the income maintenance function which are employed in both support and clerical classifications. Virtually all Merit System agencies follow a policy of awarding merit increases to deserving employees. Obviously, the closer the recommended general salary increase for such employees approximates 6%,

the less flexibility remains for the agency to implement an already existing merit increase policy.

Similarly, a general salary adjustment in the neighborhood of that recommended by the Hearing Examiner could cause problems for those agencies which may wish to adhere to President Carter's voluntary wage restraint program. The program calls for average wage increases to be held to 7% or less. General wage adjustments, merit increases and increased costs of fringe benefits are included in computing the average wage increase. Again, the closer the recommended general increase approximates 7%, the less flexibility agencies will have to grant merit increases or to improve fringe benefit packages. It also should be noted that costs of fringe benefits such as medical, hospital and life insurance normally increase each year. Employees whose salary increases exceed the 7% average increase could be negatively affected by being ineligible for a possible future tax rebate provided for under certain circumstances in the program.

Some additional comments are appropriate to the report and recommendations of the Hearing Examiner in this matter. 12 MCAR § 2.516 B. 1. c. gives appointing authorities the flexibility of adopting a general salary adjustment within existing minimum and maximum salaries for their employees that differ from that recommended by the Merit System if they determine the general adjustment proposed to be inappropriate for their particular agency. Such action does not require approval of the Merit System. In addition, 12 MCAR § 2.494 C. 1. gives appointing authorities the right to amend their official compensation plan by selecting a different salary schedule from among those available through the Merit System. This allows for higher or lower rates for county classifications to become effective when the appointing authority feels that current rates are no longer appropriate by comparison to other competing employers for similar kinds of jobs.

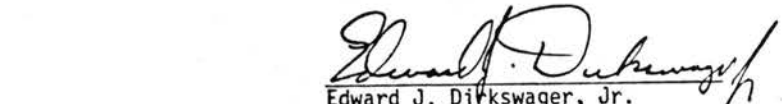
In Finding No. 14, the Hearing Examiner refers to several employee comments protesting the amount of the general increase recommended by the Merit System. I believe it is significant that, of the 23 negative comments received by the Hearing Examiner regarding the recommended increases, 14 came from employees of one county. That county happens to be a unionized county in which the employees and management are free to negotiate on salaries without regard to Merit System recommendations.

Finally, accepting the Hearing Examiner's recommendation, in my opinion, would represent a substantial change from the Merit System recommendation thereby necessitating another public hearing and delaying the implementation of employee salary increases beyond the proposed January 1, 1979, implementation date. The last time such a delay was incurred there was no retroactivity involved and employees simply lost wages for the period of time between January 1 and the settlement date. Attorney General Opinion No. 270-d dated August 12, 1977, a copy of which is attached as Exhibit I, hereto, has ruled that employees may only receive retroactive increases if the county welfare board has taken action prior to any retroactive date to approve an increase. Many county welfare boards would not take such an action, as shown by the last time the salary schedules were not filed by January 1. In summary, the recommendation of the Hearing Examiner for a larger increase is not supported by the data shown in the July 31, 1978 Salary Survey.

The facts upon which the salary recommendations were based and subsequent reconsideration by the Merit System Council resulting in their recommendation to me that the original salary proposals of the Merit System be adopted as well as my own reconsideration of this matter lead me to the conclusion that I must differ with Finding No. 15 of the report of the Hearing Examiner concerning proposed wage and salary adjustments for Merit System employees. Several letters received by the Merit System Council in response to the report of the Hearing Examiner are submitted in the attached Exhibit J, hereto.

IT IS FURTHER ORDERED THAT the above-captioned rules from and after this day of December 4, 1978 shall read in their entirety as set forth in the attached Exhibit G, 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

PROPOSED RULES

Pursuant to Minn. Stat. § 15.0412, subd. 4, agencies must hold public hearings on proposed new rules and/or proposed amendment of existing rules. Notice of intent to hold a hearing must be published in the *State Register* at least 30 days prior to the date set for the hearing, along with the full text of the proposed new or amended rule. The agency shall make at least one free copy of a proposed rule available to any person requesting it.

Pursuant to Minn. Stat. § 15.0412, subd. 5, when a statute, federal law or court order to adopt, suspend or repeal a rule does not allow time for the usual rulemaking process, temporary rules may be proposed. Proposed temporary rules are published in the *State Register*, and for at least 20 days thereafter, interested persons may submit data and views in writing to the proposing agency.



Gertrude Brown was first director of the Phyllis Wheatley Community Center, known as Phyllis Wheatley House when founded by the Women's Christian Association in 1924. Today the center provides recreational, referral and counseling services, and community organization and advocacy, for citizens of North Minneapolis. It also operates a day care center and a youth summer camping program. (Drawing by Ann Rauvola.)

Department of Public Welfare, Department of Health, and Department of Public Safety Minnesota Merit System

Proposed Rules Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure and Reinstatement; and Leaves of Absence

Department of Public Welfare Merit System Renumeration

Previously, all Merit System Rules have been referred to as "Minn. Rules DPW____." Effective with this publication in the *State Register*, these rules are being changed to the MCAR numbering system. With this change, the class specifications which were previously grouped together under 11 rule numbers are each being assigned a separate MCAR rule number. A complete list of Merit System Rules, converted to their MCAR numbers, follows:

DPW 90 Definitions. is now **12 MCAR § 2.490 Definitions.**

DPW 91 Statement of policy and means of effecting policy. is now **12 MCAR § 2.491 Statement of policy and means of effecting policy.**

DPW 92 Organization. is now **12 MCAR § 2.492 Organization.**

DPW 93 Classification plan. is now **12 MCAR § 2.493 Classification plan.**

DPW 94 Compensation Plan. is now **12 MCAR § 2.494 Compensation plan.**

DPW 95 Recruitment. is now **12 MCAR § 2.495 Recruitment.**

DPW 96 Examinations. is now **12 MCAR § 2.496 Examinations.**

DPW 97 Registers. is now **12 MCAR § 2.497 Registers.**

DPW 98 Certification of eligibles. is now **12 MCAR § 2.498 Certification of eligibles.**

DPW 99 Appointments. is now **12 MCAR § 2.499 Appointments.**

DPW 100 Probationary period. is now **12 MCAR § 2.500 Probationary period.**

DPW 101 Promotions. is now **12 MCAR § 2.501 Promotions.**

DPW 102 Transfers and demotions. is now **12 MCAR § 2.502 Transfers and demotions.**

DPW 103 Separation, tenure, and reinstatement. is now **12 MCAR § 2.503 Separation, tenure, and reinstatement.**

DPW 104 Leave of absence. is now **12 MCAR § 2.504 Leave of absence.**

DPW 105 Service rating. is now **12 MCAR § 2.505 Service rating.**

DPW 106 Employee training. is now **12 MCAR § 2.506 Employee training.**

DPW 107 Other employment. is now **12 MCAR § 2.507 Other employment.**

DPW 108 Appeals. is now **12 MCAR § 2.508 Appeals.**

DPW 109 Inter-agency operations. is now **12 MCAR § 2.509 Inter-agency operations.**

DPW 110 Miscellaneous. is now **12 MCAR § 2.510 Miscellaneous.**

DPW 116 Salary adjustments and increases. is now **12 MCAR § 2.516 Salary adjustments and increases.**

DPW 117 Salary computation provisions for full and part-time employment, terminal vacation and sick leave pay, partial pay periods, overtime and part payment from another source. is now **12 MCAR § 2.517 Salary computation provisions for full and part-time employment, terminal vacation and sick leave pay, partial pay periods, overtime and part payment from another source.**

DPW 118 Appointments, promotions, demotions, transfers, and reinstatements. is now **12 MCAR § 2.518 Appointments, promotions, demotions, transfers, and reinstatement.**

DPW 119 County regulations. is now **12 MCAR § 2.519 County regulations.**

DPW 125 Welfare administrative group.

A. Welfare Director I. is now **12 MCAR § 2.530 Welfare Director I.**

B. Welfare Director II. is now **12 MCAR § 2.531 Welfare Director II.**

C. Welfare Director III. is now **12 MCAR § 2.532 Welfare Director III.**

D. Welfare Director IV. is now **12 MCAR § 2.534 Welfare Director IV.**

E. Welfare Director V. is now **12 MCAR § 2.534 Welfare Director V.**

F. Assistant Welfare Director. is now **12 MCAR § 2.535 Assistant Welfare Director.**

G. Director of Planning. is now **12 MCAR § 2.536 Director of Planning.**

H. Director of Social Services. is now **12 MCAR § 2.537 Director of Social Services.**

I. Director of Financial Assistance. is now **12 MCAR § 2.538 Director of Financial Assistance.**

J. Director of Support Services. is now **12 MCAR § 2.539 Director of Support Services.**

K. Administrative-Services Director. is now **12 MCAR § 2.540 Administrative-Services Director.**

L. Administrative Assistant I. is now **12 MCAR § 2.541 Administrative Assistant I.**

M. Administrative Assistant II. is now **12 MCAR § 2.542 Administrative Assistant II.**

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

N. Administrative Assistant III. is now **12 MCAR § 2.543 Administrative Assistant III.**

O. Director of Assessment Systems. is now **12 MCAR § 2.544 Director of Assessment Systems.**

P. Medical Services Administrator. is now **12 MCAR § 2.545 Medical Services Administrator.**

Q. Personnel Officer I. is now **12 MCAR § 2.546 Personnel Officer I.**

R. Personnel Director. is now **12 MCAR § 2.547 Personnel Director.**

S. Human Services Director I. is now **12 MCAR § 2.548 Human Services Director I.**

T. Human Services Director II. is now **12 MCAR § 2.549 Human Services Director II.**

U. Human Services Director III. is now **12 MCAR § 2.550 Human Services Director III.**

V. Assistant Human Services Director. is now **12 MCAR § 2.551 Assistant Human Services Director.**

W. Policy/Program Analyst. is now **12 MCAR § 2.552 Policy/Program Analyst.**

DPW 126 Welfare supervisory group.

A. Social Welfare Supervisor Trainee. is now **12 MCAR § 2.570 Social Welfare Supervisor Trainee.**

B. Social Service Supervisor I. is now **12 MCAR § 2.571 Social Service Supervisor I.**

C. Social Service Supervisor II. is now **12 MCAR § 2.572 Social Service Supervisor II.**

D. Social Welfare Supervisor III. is now **12 MCAR § 2.573 Social Welfare Supervisor III.**

E. Community Health Services Supervisor (Human Services). is now **12 MCAR § 2.574 Community Health Services Supervisor (Human Services).**

F. Staff-Training Supervisor I. is now **12 MCAR § 2.575 Staff-Training Supervisor I.**

G. Staff-Training Supervisor II. is now **12 MCAR § 2.576 Staff-Training Supervisor II.**

H. Human Services Supervisor I. is now **12 MCAR § 2.577 Human Services Supervisor II.**

I. Financial Assistance Supervisor I. is now **12 MCAR § 2.578 Financial Assistance Supervisor I.**

J. Financial Assistance Supervisor II. is now **12 MCAR § 2.579 Financial Assistance Supervisor II.**

K. Collection Services Supervisor I. is now **12 MCAR § 2.580 Collection Services Supervisor I.**

L. Collection Services Supervisor II. is now **12 MCAR § 2.581 Collection Services Supervisor II.**

M. Day-Care Center Supervisor. is now **12 MCAR § 2.582 Day-Care Center Supervisor.**

N. Developmental Achievement Center Director. is now **12 MCAR § 2.583 Developmental Achievement Center Director.**

P. Education Supervisor. is now **12 MCAR § 2.584 Education Supervisor.**

Q. Home-Maker Supervisor. is now **12 MCAR § 2.585 Home-Maker Supervisor.**

R. Homemaker Coordinator II. is now **12 MCAR § 2.586 Homemaker Coordinator II.**

S. Office Manager. is now **12 MCAR § 2.587 Office Manager.**

T. Homemaker Coordinator I. is now **12 MCAR § 2.588 Homemaker Coordinator I.**

U. Transportation Coordinator. is now **12 MCAR § 2.589 Transportation Coordinator.**

DPW 127 Welfare social-work group.

A. Student Social Worker. is now **12 MCAR § 2.600 Student Social Worker.**

B. Social-Worker Trainee. is now **12 MCAR § 2.601 Social-Worker Trainee.**

C. Social Worker I. is now **12 MCAR § 2.602 Social Worker I.**

D. Social Worker II. is now **12 MCAR § 2.603 Social Worker II.**

E. Social Worker III. is now **12 MCAR § 2.604 Social Worker III.**

G. Marriage Counselor. is now **12 MCAR § 2.605 Marriage Counselor.**

DPW 128 Auxiliary services group.

A. Community-Service Aide. is now **12 MCAR § 2.620 Community-Service Aide.**

B. Financial Worker I. is now **12 MCAR § 2.621 Financial Worker I.**

C. Financial Worker II. is now **12 MCAR § 2.622 Financial Worker II.**

D. Financial Assistance Specialist. is now **12 MCAR § 2.623 Financial Assistance Specialist.**

E. Home Maker I. is now **12 MCAR § 2.624 Home Maker I.**

F. Home Maker II. is now **12 MCAR § 2.625 Home Maker II.**

G. Coordinator of Aging. is now **12 MCAR § 2.626 Coordinator of Aging.**

H. Chemical Dependency Counselor. is now **12 MCAR § 2.627 Chemical Dependency Counselor.**

I. Residential Facility Operator(s). is now **12 MCAR § 2.628 Residential Facility Operator(s).**

J. Resources Examiner I. is now **12 MCAR § 2.629 Resources Examiner I.**

K. Resources Examiner II. is now **12 MCAR § 2.630 Resources Examiner II.**

L. Resources Examiner III. is now **12 MCAR § 2.631 Resources Examiner III.**

M. Community-Relations Specialist. is now **12 MCAR § 2.632 Community-Relations Specialist.**

N. Volunteer Services Coordinator I. is now **12 MCAR § 2.633 Volunteer Services Coordinator I.**

O. Volunteer Services Coordinator II. is now **12 MCAR § 2.634 Volunteer Services Coordinator II.**

P. Psychologist I. is now **12 MCAR § 2.635 Psychologist I.**

Q. Psychologist II. is now **12 MCAR § 2.636 Psychologist II.**

R. Assistant Residential Facility Operator(s). is now **12 MCAR § 2.637 Assistant Residential Facility Operator(s).**

S. Trainee. is now **12 MCAR § 2.638 Trainee.**

T. Case Aid. is now **12 MCAR § 2.639 Case Aid.**

U. Senior Case Aid. is now **12 MCAR § 2.640 Senior Case Aid.**

V. Housekeeper. is now **12 MCAR § 2.641 Housekeeper.**

W. Psychologist III. is now **12 MCAR § 2.642 Psychologist III.**

X. Psychologist IV. is now **12 MCAR § 2.643 Psychologist IV.**

Y. Senior Citizen's Aide. is now **12 MCAR § 2.644 Senior Citizen's Aid.**

Z. Chemical Dependency Coordinator. is now **12 MCAR § 2.645 Chemical Dependency Coordinator.**

AA. Developmental Achievement Center Teacher. is now **12 MCAR § 2.646 Developmental Achievement Center Teacher.**

BB. Developmental Achievement Center Instructor. is now **12 MCAR § 2.647 Developmental Achievement Center Instructor.**

CC. Developmental Disabilities Coordinator. is now **12 MCAR § 2.648 Developmental Disabilities Coordinator.**

DD. Mental Health Worker. is now **12 MCAR § 2.649 Mental Health Worker.**

DPW 129 Work-and-training group.

B. Employment-Guidance Counselor I. is now **12 MCAR § 2.670 Employment-Guidance Counselor I.**

C. Employment-Guidance Counselor II. is now **12 MCAR § 2.671 Employment-Guidance Counselor II.**

D. Employment-Guidance Counselor III. is now

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12 MCAR § 2.672 Employment-Guidance Counselor III.

E. Occupational Supervisor-Instructor I. is now **12 MCAR § 2.673 Occupational Supervisor-Instructor I.**

F. Occupational Supervisor-Instructor II. is now **12 MCAR § 2.674 Occupational Supervisor-Instructor II.**

G. Work-Experience-and-Training Specialist. is now **12 MCAR § 2.675 Work-Experience-and-training Specialist.**

DPW 130 Medical-nursing services group.

A. Physical Therapist. is now **12 MCAR § 2.690 Physical Therapist.**

B. Nursing-Care Advisor. is now **12 MCAR § 2.691 Nursing-Care Advisor.**

C. Medical-Care Advisor. is now **12 MCAR § 2.692 Medical-Care Advisor.**

D. Homemaker/Home Health Aide. is now **12 MCAR § 2.693 Homemaker/Home Health Aide.**

F. Home Health Aide. is now **12 MCAR § 2.695 Home Health Aide.**

G. Home-Health-Aide-Coordinator. is now **12 MCAR § 2.696 Home-Health-Aide-Coordinator.**

H. Home-Care Coordinator. is now **12 MCAR § 2.697 Home-Care Coordinator.**

J. Licensed Practical Nurse. is now **12 MCAR § 2.698 Licensed Practical Nurse.**

K. Registered Nurse. is now **12 MCAR § 2.699 Registered Nurse.**

L. Public-Health Nurse. is now **12 MCAR § 2.700 Public-Health Nurse.**

M. Public-Health Nurse (Team Leader) (Specialized Assignment). is now **12 MCAR § 2.701 Public-Health Nurse (Team Leader) (Specialized Assignment).**

N. Senior Public-Health Nurse. is now **12 MCAR § 2.702 Senior Public-Health Nurse.**

O. Director of Public-Health Nursing I. is now **12 MCAR § 2.703 Director of Public-Health Nursing I.**

DPW 131 Fiscal group.

A. Accounting Officer I. is now **12 MCAR § 2.720 Accounting Officer I.**

B. Accounting Officer II. is now **12 MCAR § 2.721 Accounting Officer II.**

C. Accounting Officer III. is now **12 MCAR § 2.722 Accounting Officer III.**

D. Accountant I. is now **12 MCAR § 2.723 Accountant I.**

E. Accountant II. is now **12 MCAR § 2.724 Accountant II.**

G. Auditor. is now **12 MCAR § 2.725 Auditor.**

H. Director of Business Management II. is now **12 MCAR § 2.726 Director of Business Management II.**

I. Director of Business Management I. is now **12 MCAR § 2.727 Director of Business Management I.**

J. Account Clerk. is now **12 MCAR § 2.728 Account Clerk.**

DPW 132 Clerical group.

A. Clerk I. is now **12 MCAR § 2.740 Clerk I.**

B. Clerk II. is now **12 MCAR § 2.741 Clerk II.**

C. Clerk III. is now **12 MCAR § 2.742 Clerk III.**

D. Clerk-Typist I. is now **12 MCAR § 2.743 Clerk-Typist I.**

E. Clerk-Typist II. is now **12 MCAR § 2.744 Clerk-Typist II.**

F. Clerk-Typist III. is now **12 MCAR § 2.745 Clerk-Typist III.**

G. Clerk-Stenographer I. is now **12 MCAR § 2.746 Clerk-Stenographer I.**

H. Clerk-Stenographer II. is now **12 MCAR § 2.747 Clerk-Stenographer II.**

I. Clerk-Stenographer III. is now **12 MCAR § 2.748 Clerk-Stenographer III.**

K. Clerk-Supervisor. is now **12 MCAR § 2.749 Clerk-Supervisor.**

M. Clerk-Specialist. is now **12 MCAR § 2.750 Clerk-Specialist.**

N. Information System Specialist. is now **12 MCAR § 2.751 Information System Specialist.**

DPW 133 Electronic-data-processing-and-analyst group.

A. Associate Methods-and-Procedures Analyst. is now **12 MCAR § 2.761 Associate Methods-and-Procedures Analyst.**

B. Methods-and-Procedures Analyst. is now **12 MCAR § 2.762 Methods-and-Procedures Analyst.**

C. Methods-and-Procedures Supervisor. is now **12 MCAR § 2.763 Methods-and-Procedures Supervisor.**

D. Computer Programmer. is now **12 MCAR § 2.764 Computer Programmer.**

E. Programmer Analyst. is now **12 MCAR § 2.765 Programmer Analyst.**

F. Systems Programmer-Analyst. is now **12 MCAR § 2.766 Systems Programmer-Analyst.**

DPW 134 Mechanical-machine group.

A. Key-Punch Operator. is now **12 MCAR § 2.780 Key-Punch Operator.**

K. Book-keeping Machine Operator. is now **12 MCAR § 2.781 Book-keeping Machine Operator.**

N. Switchboard Operator I. is now **12 MCAR § 2.782 Switchboard Operator I.**

O. Switchboard Operator II. is now **12 MCAR § 2.783 Switchboard Operator II.**

DPW 135 Maintenance and trades group.

A. Laborer. is now **12 MCAR § 2.800 Laborer.**

B. Janitor. is now **12 MCAR § 2.801 Janitor.**

D. Maintenance Worker. is now **12 MCAR § 2.802 Maintenance Worker.**

F. Automobile Driver. is now **12 MCAR § 2.803 Automobile Driver.**

G. Bus Driver. is now **12 MCAR § 2.804 Bus Driver.**

DPW 140 Compensation plan. is now **12 MCAR § 2.840 Compensation plan.**

DPW 141 Standard table. is now **12 MCAR § 2.841 Standard table.**

August 23, 1978

Edward J. Dirkswager, Jr.
Commissioner

Department of Public Welfare Notice of Hearing

Notice is hereby given that a public hearing in the above-entitled matter will be held in the Auditorium, State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota, on October 16, 1978 commencing at 9:30 a.m. and continuing until all persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. At the hearing, statements may be made orally and written materials may be submitted. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Hearing Examiner, Room 300, 1745 University Avenue, St. Paul, Minnesota 55104, (612) 296-8112, either before the hearing or within 5 working days after the public hearing ends, or for a longer period not to exceed 20 calendar days if ordered by the Hearing Examiner. Written material submitted within the above time limits will be recorded in the hearing record.

It is expected that about 100 people will attend the hearing. The agency presentation at the hearing will take approximately 3 hours.

A summary of proposed rules that affect the Compensation Plan and Salary Schedule follows:

Proposed revisions to 12 MCAR § 2.840 amend the Merit System Compensation Plan for positions in county welfare and human service agencies which are under the Minnesota Merit System. (Those agencies with a negotiated

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contract with a bargaining unit's exclusive representative which provides for different salaries are not covered by 12 MCAR § 2.840.) Proposed revisions to the 1978 Compensation Plan establish salaries for the new classifications and retitled classifications listed elsewhere in this notice. As a result of the 1978 Minnesota Merit System Salary Survey, conducted in accord with 12 MCAR § 2.494 D., a new Compensation Plan is proposed for 1979. It is recommended that: Professional Compensation Plans A, B, and C be adjusted 5% at minimum, maximum, and intervening steps, with some exceptions; Support Compensation Plans A, B, and C be adjusted 5% at minimum, maximum, and intervening steps, with some exceptions; Clerical Compensation Plans A, B, C, D, and E be adjusted $40 at minimum, maximum, and intervening steps; Clerical Compensation Plan F be adjusted $40 at minimum and intervening steps, and an eighth step be added to the maximum for all classes; and, Maintenance and Trades Compensation Plans A and B be adjusted 5% at minimum, maximum, and intervening steps. The effective date of the adjustments as a result of the 1978 Salary Survey is January 1, 1979. (See proposed 12 MCAR § 2.494 D.)

Proposed revisions to 12 MCAR § 2.516 B. 2. recommend a general adjustment of 5% for incumbents on the Professional, Support, and Maintenance and Trades Compensation Plans, and a general adjustment of $40 for incumbents on the Clerical Compensation Plans. The effective date of these recommended adjustments is January 1, 1979. (See proposed 12 MCAR § 2.494 D.)

Proposed revisions to 12 MCAR § 2.494 D. 5. allow the effective date of an amended compensation plan to be delayed to the beginning date of the first payroll period following January 1, for those agencies on a bi-weekly or four-week payroll period.

Proposed revisions to 12 MCAR § 2.841 include the deletion of the entire existing rule. This rule was based on the monthly salaries established in 12 MCAR § 2.840, and is in table form for computing hourly, daily, and payroll period salary rates. The proposed new rule gives the Merit System Supervisor the authority to prepare and publish a Salary Conversion Table in accordance with the formula provided in the new rule. Additionally, agencies using salary rates other than those established by the Merit System are required to submit a Salary Conversion Table similar in format and computation to the one prepared by the Merit System Supervisor to the Supervisor.

Proposed revisions to 12 MCAR §§ 2.516 B. 1. c. and 2.517 B., C., and E. 1. reflect corresponding changes in 12 MCAR § 2.841. These changes delete reference to the schedule in 12 MCAR § 2.841, and instead refer to the tables prepared in accordance with the proposed new rule.

A summary of other proposed rules follows:

Proposed revisions to 12 MCAR § 2.493 D. 1. allow an incumbent of a reallocated position under certain circumstances to take an examination for the reallocated position and require that any transfer, promotion, demotion or layoff necessary because of a position reallocation must be completed within 60 days of the notice of reallocation.

Proposed revisions to 12 MCAR § 2.498 C. 1., 2., 3., 5. increase the number of eligibles certified from an open-competitive register from 3 to 7 names and provide for the certification of all eligibles with the same examination score as the seventh name on a competitive certification or the third name on a promotional certification.

Proposed revisions to 12 MCAR § 2.503 H. change the age at which the appointing authority has the option of retiring employees from 65 to 70. The effective date of this proposed revision is January 1, 1979.

Proposed revisions to 12 MCAR § 2.504 A. 3. give the appointing authority the option of requiring or not requiring an employee to turn over to the agency any per diem payment received as a result of serving on a jury or as a witness in certain court actions.

Proposed rules creating new classifications are 12 MCAR § 2.553 for Planner (Human Services); 12 MCAR §§ 2.590 and 2.591 for Financial Assistance Supervisor III and IV; 12 MCAR §§ 2.650 and 2.651 for Sanitarian I and II; 12 MCAR § 2.652 for Child Support Worker II; 12 MCAR § 2.653 for Dietitian; 12 MCAR § 2.694 for Public Health Aide and 12 MCAR §§ 2.704 and 2.705 for Public Health Educator I and II. These new classifications are being proposed in response to an expressed need for each such class from one or more county welfare or human service agencies.

Proposed revisions to current rules which alter and in some cases retitle existing position classification specifications are 12 MCAR § 2.629 for Child Support Worker I, (presently Resources Examiner I); 12 MCAR § 2.630 for Welfare Fraud Investigator (presently Resources Examiner II); 12 MCAR § 2.631 for Welfare Fraud Unit Supervisor (presently Resources Examiner III); and 12 MCAR §§ 2.720, 2.721 and 2.722 for Accounting Officer I, II and III. Such amendments are proposed to reflect more descriptive class titles and to update current classification specifications including minimum qualifications for such classifications.

Due to the requirements of 12 MCAR § 2.516 B. 1. a., proposed changes to 12 MCAR § 2.840 will result in a reasonably estimated increase of $58,182 in county expenditures for a 1 year period. No other rule changes will result in increased county expenditures.

Copies of the proposed rules are now available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 393.07, subd. 5. This hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Safety. Some similar amendments to administrative rules of these agencies will be considered. A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Safety are attached for your information.

Notice is hereby given that 25 days prior to the hearing a statement of need and reasonableness will be available for review at the agency and at the Office of Hearing Examiners. This statement of need and reasonableness will include a summary of all of the evidence which will be presented by the agency at the hearing justifying both the need for and the reasonableness of the proposed rules. Copies of the statement of need and reasonableness may be obtained from the Office of Hearing Examiners at a minimal charge.

Any person may request notification of the date on which the Hearing Examiner's Report will be available, after which date the agency may not take any final action on the rules for a period of five working days. Any person may request notification of the date on which the hearing record has been submitted (or resubmitted) to the Attorney General by the agency. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Hearing Examiner (in the case of the Hearing Examiner's Report), or to the agency (in the case of the agency's submission or resubmission to the Attorney General).

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

August 23, 1978

Edward J. Dirkswager, Jr.
Commissioner

Rules as Proposed

12 MCAR § 2.493 Classification plan.

A. Preparation and adoption.

1. The Commissioner of Public Welfare shall formally adopt and make effective a comprehensive classification plan for all positions~~, under the County Welfare Merit System program~~. The plan shall be based on investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, the classification plan shall include for each class of positions an appropriate class title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

2. The proposed classification plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation and upon formal adoption by the Commissioner of Public Welfare, the classification plan shall be the official plan for all positions~~, in the County Welfare Merit System program~~. Class titles established by the adoption of the classification plan shall be used in all personnel and financial records of the Department of Public Welfare and the County Welfare or Human Service Boards, as well as in all examination procedures.

B. Allocation of positions.

1. Every position under the County Welfare or Human Service Boards shall be allocated by the supervisor to one of the appropriate classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the supervisor to new or existing classes as is necessitated thereby.

C. Revision of plan.

1. Existing classes may be abolished or changed, or new classes added, in the same manner as the classification plan is originally adopted.

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2. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months after the date of approval by the Merit System Council.

D. Incumbents of reallocated positions.

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position except as provided in 12 MCAR § 2.493 D.2. or unless he would have been eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, providing that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take the examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about ~~separations~~ layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

2. If a position is reallocated as a direct result of the change in size of the employing agency without change in duties and functions, an incumbent with permanent or probationary status in the lower class shall be permitted to take a noncompetitive qualifying examination without regard to the qualifications for the class. An incumbent whose name is on a competitive promotional register for the higher class may be certified to the position regardless of the relative ranks of other candidates on the eligible register.

12 MCAR § 2. 494 Compensation plan.

A. Preparation and adoption.

1. The Commissioner shall formally adopt and make effective a comprehensive compensation plan (12 MCAR § 2.840) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 12 MCAR § 2.516 C. have been satisfied. The plan shall include salary schedules for the various classes, with the salary of each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change in duty, in the recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other county departments, and other relevant factors shall be taken into consideration in arriving at such salary schedules.

2. The proposed compensation plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendation. Upon such review and recommendation and upon formal adoption by the Commissioner, the compensation plan shall be the official salary schedule of the Minnesota Merit System, effective the date specified.

3. Salary ranges for all classes of positions on the official salary schedule of the Minnesota Merit System shall be amended in the same manner as originally adopted.

B. Selection of salary ranges by appointing authority.

1. The appointing authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative, and 2) except as provided in 12 MCAR § 2.494 B.6. Such plan shall be selected from each of the following salary schedules provided under 12 MCAR § 2.840:

Professional — A, B, and C;

Support Personnel — A, B, and C;

Clerical — A, B, C, D, E, and F;

Maintenance and Trades — A and B.

2. Such rates shall be identified by alphabetical designation, and adjustment of the plan as provided in 12 MCAR § 2.494 D. shall not serve to amend the alphabetically designed rates selected as the appointing authority's plan.

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

4. The alphabetically designated rates selected by the appointing authority shall become the official plan for the county until amended by the appointing authority as provided in 12 MCAR § 2.494 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of 12 MCAR § 2.516 B.1. and 12 MCAR § 2.516 B.2. on the basis of the plan adopted by the appointing authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative, who are in the same class as employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 12 MCAR § 2.494 E.1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of salary ranges selected by ~~County Welfare Boards~~ appointing authority.

1. The ~~county welfare board~~ appointing authority may amend the official plan for the ~~county~~ agency by selection of a different salary schedule as provided in 12 MCAR § 2.494 B.

2. Supervisor shall be notified of the official action of the ~~county welfare board~~ appointing authority to amend the plan for the county at least 30 days in advance of the date on which such amended county plan becomes effective unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the official salary schedule of the Minnesota Merit System.

1. The compensation plan provided in 12 MCAR § 2.840 shall be adjusted for changes in the level of salary rates in business and government and similar and competing types of employment.

2. The supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Welfare on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment (particularly with the teaching profession, for professional rates) of four percent or more, the Commissioner of Public Welfare shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are of less than four percent or differ significantly for various types of employment, the Commissioner may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the county agencies and employee organizations shall include the proposed compensation plan, an explanation of the adjustments proposed and a summary of the findings of the survey upon which the proposed adjustment is based.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the Commissioner shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The County Welfare Board may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a salary schedule.

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as

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negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the plan.

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate, or

b. such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment, and

c. such appointment under a. or b. above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under a. above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under a. or b. above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

12 MCAR § 2.498 Certification of eligibles.

A. Vacancies.

1. Vacancies in the classified service shall be filled by reemployment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for certification.

1. If a vacancy in any position under a country welfare or human service board is to be filled other than by reinstatement, noncompetitive examination, promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class, together with the class title and other appropraite information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualification requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Merit System Council, has determined that there is reason for a certification of an eligible with special qualifications.

C. Certification methods.

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the ~~three~~ seven highest available names together with any additonal names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify ~~in like manner~~ the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination scores as that of the third name certified, from the appropriate promotional register and re-employment register if such registers exist and are requested.

3. If more than one vacancy exists, ~~he~~ the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified on a competitive certification or as that of the third person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than ~~three~~ seven available candidates ~~on the original certification~~ on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than ~~three~~ seven on a competitive certification or three on a promotional certification, ~~or~~ and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 12 MCAR § 2.499 B.

D. County-option certification.

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 12 MCAR § 2.497 A.5. The Supervisor, upon receipt of such requisition, shall refer names of eligibles from the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

12 MCAR § 2.503 Separation, tenure, and reinstatement.

A. Resignations.

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals.

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first 30 calendar days of a probationary period following a transfer. Employees serving the first 30 calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 12 MCAR § 2.508 E.2. (See 12 MCAR § 2.508 E.4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in obtaining his eligibility or appointment, shall upon discovery and proof thereof, be removed and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension.

1. After written notice, the appointing authority may suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of force.

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated ~~from a county welfare staff~~ while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions ~~on the county welfare staff~~. The order of separations due to reduction of force shall be based upon seniority, except in an instance in which seniority is less than one month (30 calen-

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dar days), in which case, order of separation shall be based upon service ratings and seniority, under a formula established by the Merit System Supervisor.

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

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a reemployment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the reemployment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a reemployment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the reemployment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of office.

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with these rules.

F. Reinstatement to previous class of positions.

1. Upon written request of an appointing authority to and with the approval of the Merit System Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in the same class in the Merit System program at any time within two years after the date of his resignation. Under the same conditions, a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1940, in a county welfare agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Merit System Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy ~~on the county welfare staff~~. The Supervisor may require such employee to pass a qualifying examination.

G. Reinstatement of probationer.

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement.

1. Any employee in the Merit System who attains the age of ~~65~~ 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

12 MCAR § 2.504 Leaves of absence.

A. In general.

1. Leave policies stated in this rule are minimum standards and shall apply to all county welfare or human service personnel except when raised by adoption of an optional vacation and sick leave policy by the County Welfare or Human Service Board of unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the board, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority, any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee ~~shall~~ may be rquired to turn over to the ~~welfare department~~ agency any per diem payment received as a result of serving on a jury or as a witness in the above-listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in a response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of absence without pay.

1. Any person holding a permanent or probationary position in the classified service of the Minnesota Merit System shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate reemployment register provided for in 12 MCAR § 2.503 F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/her position subject to any eligibility for layoff, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 12 MCAR § 2.504 B. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments and may be granted salary increases at the time such increases would have been received if the employee had continued in regular employment with the agency.

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

C. Vacation leave (see also 12 MCAR § 504 A.1.).

1. Each employee in the classified service, except emergency, hourly, or per-diem employees, shall earn vacation with pay at the rate of one working day for each full month of service. The county agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

2. Vacation leave shall not accumulate to an employee while in a nonpay status, except to employees on military leave.

3. A permanent employee who is transferred or promoted from one county welfare or human service board to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first county.

4. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick leave (also see 12 MCAR § 2.504 A.1.).

1. Each permanent, probationary, and provisional employee in the classified service shall earn sick leave at the rate of one working day for each completed month of serv-

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ice, and such accrued sick leave may be used at the discretion of the appointing authority under the conditions hereinafter prescribed:

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

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

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

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

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

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

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

E. Funeral leave.

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military leave.

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minn. Stat. § 192.261.

G. Record of leave.

1. Each ~~county welfare board~~ appointing authority shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays.

1. Permanent, probationary, provisional, limited-term, and full-time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for that day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day — January 1

Lincoln's and Washington's Birthday — the third Monday in February

Memorial Day — the last Monday in May

Independence Day — July 4

Labor Day — the first Monday in September

Christopher Columbus Day — the second Monday in October

Veteran's Day — November 11

Thanksgiving Day — the fourth Thursday in November

Christmas Day — December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following

Monday shall be a nonwork day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday.

3. The ~~county welfare board~~ appointing authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the county government.

12 MCAR § 2.516 Salary adjustments and increases.

A. Availability of funds.

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the ~~county welfare board~~ appointing authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

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

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 12 MCAR § 2.494 B.1. and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 12 MCAR § 2.494 D.6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a ~~facsimile of~~ Salary Conversion Table as provided for in 12 MCAR § 2.841. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional, ~~and~~ Support ~~Salary Schedule~~, and Maintenance and Trades Salary Schedules and forty ~~five~~ dollars for employees on the Clerical Salary Schedules. ~~Employees on the Maintenance and Trades Schedules are recommended to receive a eight percent adjustment.~~

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be made in accordance with negotiated salary schedules.

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1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit increases.

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 12 MCAR § 2.516 B. 1.c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 12 MCAR § 2.516 B.1.f. result in employees no longer being on a salary step as published in 12 MCAR § 2.840 for their class, any subsequent merit increase shall be to an appropriate step on 12 MCAR § 2.840 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the county welfare or human service board and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary decreases.

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2.508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 12 MCAR § 2.516 E. 1. above.

12 MCAR § 2.517 Salary computation provisions for full and part-time employment, ~~Terminal~~ vacation and sick leave pay upon termination, partial pay periods, overtime pay and part payment from another source.

A. Pay periods.

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-time and part-time employment.

1. All rates prescribed in 12 MCAR §§ 2.840 and 2.841 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 12 MCAR § 2.516 B.1.c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 12 MCAR § 2.840 shall use the ~~schedules shown in~~ table prepared in accordance with 12 MCAR § 2.841 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 12 MCAR § 2.840 under the provisions of 12 MCAR § 2.517 B.1. above or those agencies operating under the provisions of 12 MCAR § 2.516 B.1.c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. ~~along with a facsimile of 12 MCAR § 2.841 showing method of payment for full time and part time employment.~~ Attached thereto shall be a table similar in format, computation, and information to the table provided for in 12 MCAR § 2.841. ~~Such facsimile~~ The table shall show monthly rates with appropriate conversion to hourly

rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for less than a full payroll period.

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 12 MCAR § 2.841 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 12 MCAR § 2.516 B.1.c. shall use their ~~facsimile of~~ table prepared in accordance with 12 MCAR § 2.841 in computing this salary.

D. Part payment from another source.

1. When part of the compensation of a county welfare or human service employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the ~~county welfare board~~ appointing authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for vacation and/or sick leave upon separation.

1. An employee, who has permanent status in the county agency in some class who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C.4. on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 12 MCAR § 2.841 ~~or the applicable facsimile of 12 MCAR § 2.841~~. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a biweekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 × 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) × 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 12 MCAR § 2.517 E.2.

F. Overtime compensation.

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the ~~county welfare board~~ appointing authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the ~~county welfare board~~ appointing authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the ~~county welfare board~~ appointing authority and it shall be discretionary with the ~~board~~ appointing authority, whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

12 MCAR § 2.553 Planner (Human Services).

A. Kind of work.

Under general administrative supervision, gathers and analyzes data, designs and evaluates complex planning strategies, develops human service-related plans, and performs related work as assigned.

B. Examples of work (illustrative only).

Works with community and professional groups in developing specific planning philosophies, strategies and goals. Consults with state, regional, and local officials, staff

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members and organizational leaders to gain information related to specific plans and programs. Confers with local officials and agency staff on specific planning projects, techniques and goals. Assists in implementing and evaluating new programs and services related to planning efforts. Prepares grant applications, where appropriate, and writes instructions concerning state and federal procedures. Assists ongoing community efforts and collects data as required.

C. Knowledges and abilities required.

Knowledge of local, state and federal regulations pertaining to specific human service-related fields. Knowledge of community planning techniques and procedures. Knowledge of the principles and practices of collecting data and preparing reports. Knowledge of data processing techniques.

Ability to conceptualize broad planning programs and goals. Ability to interpret laws, rules and regulations. Ability to establish and maintain effective working relationships with local public officials and planning groups. Ability to speak and write effectively and clearly. Ability to specify and critically evaluate goals and objectives.

D. Minimum qualifications of education and experience.

College graduation with a master's degree in planning, social work, public administration or related field, and one year community planning experience; or

bachelor's degree in a human service field and three years of related community planning experience; or

bachelor's degree in a human service field and three years of administrative experience in a human service field.

12 MCAR § 2.590 Financial Assistance Supervisor III.

A. Kind of work.

Under the direction of the Welfare Director, Division Director, or Financial Assistance Supervisor IV, does professional work in the administration and supervision of financial programs involving the interpretation and assessment of policies and the supervision of income maintenance personnel; assumes responsibility for a designated area of the program; and performs related work as assigned.

B. Examples of work (illustrative only).

Supervises and assigns work to staff. Holds individual conferences with assigned personnel and interprets agency policies. Reviews case records to see that agency policies and regulations are adhered to and that proper procedures are being followed. Analyzes, evaluates, and suggests modification procedures involved in the management of income maintenance cases. Develops and directs an orientation program for new staff and carries on a program of staff development. Interviews clients when special problems arise, listens to grievances, and recommends appropriate action. Performs program analysis and need assessment. Directs activities of clerical staff assigned to the division. Evaluates staff performance and recommends appropriate action. Assists in selecting adequate personnel for the division. Provides management information for board and agency administration. Assists in planning, developing and/or coordinating agency programs. Assists in facilitating referrals to social services. Represents the agency at meetings and conferences with other agencies and/or individuals about areas of joint administration or concern. Performs consultative services for other agency staff. Makes special studies and surveys as occasion demands.

C. Knowledges and abilities required.

Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. Minimum qualifications of education and experience.

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and four years of experience as a Financial Assistance Supervisor I or equivalent level of experience; or

graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and two years of experience as a Financial Assistance Supervisor II, or equivalent level of experience; or

when taking a promotional examination for this position, an employee may substitute one year of Financial As-

sistance Supervisor II experience for one year of college for up to two years of the required college education; or

when taking a promotional examination for this position, completion of any four-year degree from an accredited college will substitute for the bachelor's degree requirement.

12 MCAR § 2.591 Financial Assistance Supervisor IV.

A. Kind of work.

Under the direction of the Welfare Director or a Division Director, administers designated income maintenance units within a large county welfare or human services agency; establishes procedures for the accomplishment of work and for following the progress of work; and assumes responsibility for the maintenance of standards within the units toward the agency's total objective; and performs related work as assigned.

B. Examples of work (illustrative only).

Supervises financial assistance supervisor(s) and other income maintenance staff as designated. Analyzes, evaluates, modifies, and coordinates procedures involved in the administration of the unit. Interprets and develops policies through conferences, staff meetings, and/or division director, as well as representatives of the Department of Public Welfare. Fosters the professional development of the staff through orientation programs, in-service training, and planned use of supervisory and consultative services. Evaluates staff performance through an established system of service ratings and recommends assignment of personnel and additions to staff. Explains the work of the department to the community. Performs program analysis and need assessment. Plans, develops, and/or coordinates agency programs. Assists in the development of the budget and the procurement of funding. Provides management information for board and agency administration. Selects adequate personnel for the division. Represents the agency at meetings and conferences with other agencies and/or individuals about areas of joint administration or concern. Makes special studies and surveys as occasion demands.

C. Knowledges and abilities required.

Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. Minimum qualifications of education and experience.

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and two years of experience as a Financial Assistance Supervisor III, or equivalent level of experience; or

graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and four years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

Master's degree level work in social work, psychology, sociology, human services administration, business administration, public administration or related fields may be substituted for the Financial Assistance Supervisor II level experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.629 Child Support Worker 1. ~~Resources Examiner 1.~~

A. Kind of work

Under supervision, encourages the collection of court support orders; explains responsibility to persons who are delinquent in paying support orders; counsels public assistance applicants in the correct procedures to follow in

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obtaining court orders for the support of their children; counsels parents in the management of their financial affairs; and performs related work as assigned.

B. Examples of work (illustrative only).

Establishes paternity. Communicates with persons who have ~~delinquent in paying~~ support ~~orders~~ obligations. Compiles information on whereabouts, earnings, and assets of persons ~~delinquent~~ with support obligations in paying support orders and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records or payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support for their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. ~~Communicates with other counties to collect overdue reimbursements on general relief cases.~~ Speaks to church groups, civic groups, etc., for purposes of informing community of IV-D program. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social service unit, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businessess in community in order to obtain information on persons with support obligations.

C. Knowledges and abilities required

Knowledge of human behavior. ~~Some knowledge of laws as they pertain to collections. Some knowledge of court procedures. Some knowledge of welfare rules and regulations. Some knowledge of investigative techniques and procedures.~~ Ability to compile evidence, to analyze facts, and to make sound recommendations. ~~Ability to obtain information through an interview. Ability to prepare clear, concise, and comprehensive reports.~~ Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express ~~ideas clearly~~ oneself clearly verbally and in writing. Ability to interpret written materials. Ability to be objective. Interviewing skills. Math skills.

D. Minimum qualifications of education and experience.

High school graduation and two years of experience in work related to the collection of child support; or

high school graduation and three years of experience as a case aide or financial worker or equivalent in a public welfare agency; or

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

three years of college with an emphasis in sociology, psychology, social work, business administration, criminology, criminal law, or related fields; or

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

12 MCAR § 2.630 Welfare fraud investigator. ~~RESOURCES EXAMINER II~~

A. Kind of work.

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

B. Examples of work (illustrative only).

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

C. Knowledges and abilities required.

~~Considerable~~ Knowledge of investigative techniques and procedures. Knowledge of federal, state, and local laws, especially as they relate to fraud and child support. Knowledge of rules and evidence and court procedures. Knowledge of human behavior. ~~Some knowledge of welfare rules and regulation.~~ Ability to compile and analyze facts

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

D. Minimum qualifications of education and experience.

High school graduation and four years of criminal investigative experience, or experience as a Child Support Worker II, or equivalent level experience in a county welfare or human services agency; or

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

~~OR~~

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

~~OR~~

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

12 MCAR § 2.631 ~~RESOURCES EXAMINER~~ Welfare Fraud Unit Supervisor.

A. Kind of work.

Under general administrative direction, coordinates and supervises the activities of ~~the~~ a fraud ~~Prevention~~ unit in a county welfare ~~department~~ or human service agency; participates in investigation of suspected fraud cases; gathers evidence and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. Examples of work (illustrative only).

Assigns duties to other investigators attached to the unit and supervises activities. Reviews investigations in process and prior to submittal to the county attorney. Coordinates submittal of reports on fraud ~~Prevention~~ unit activities to the county attorney or to appropriate welfare ~~department~~ or human services agency personnel. Receives and processes complaints from the public about alleged fraud and interviews complainant. Conducts complete investigation of referrals when there are indications of possible fraud in public assistance cases. Gathers, preserves, and analyzes facts and evidence relating to cases and presents findings to the county attorney for possible prosecution. Contacts prospective witnesses and other sources of information to obtain facts on welfare cases. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination of possible fraud. Prepares memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Maintains files and records relating to cases under investigation. Conducts training sessions for social workers in the welfare department to acquaint them with the purposes and procedures relating to the investigation and prevention of possible fraud.

C. Knowledges and abilities required.

~~Thorough~~ Knowledge of investigative techniques and procedures. ~~Considerable~~ Knowledge of federal, state, and local laws, especially as they relate to fraud. Knowledge of rules of evidence and court procedures. Knowledge of welfare rules and regulations. Knowledge of human behavior. Knowledge of effective supervisory techniques. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview ~~and interrogation~~. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to supervise the work of others. Ability to express ideas clearly. Ability to be objective.

D. Minimum qualifications of education and experience.

High school graduation and five years of investigative experience as a detective or equivalent in a law-enforcement agency; or

a candidate may substitute investigative experience with satisfactory college work on a year-for-year basis not to exceed two years; or

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one year of experience as an ~~Investigator~~ ~~II~~ welfare fraud investigator, or the equivalent, in a public welfare or human services agency.

12 MCAR § 2.650 Sanitarian I.

A. Kind of work. Under supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules and regulations; may supervise inspectors; and performs related duties as assigned.

B. Examples of work (illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of noncompliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities concerning compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement.

C. Knowledges and abilities required. Knowledge of the approved methods used in the various fields of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the nature and scope of environmental health. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to understand oral and written instructions. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to write reports. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in the physical and/or biological sciences, sanitary science, or other fields closely related to environmental health.

12 MCAR § 2.651 Sanitarian II.

A. Kind of work. Under general supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules, and regulations; may supervise subordinate personnel, and performs related duties as assigned.

B. Examples of work (illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of noncompliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities regarding compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement. Works with local governing bodies and agencies on matters related to environmental health.

C. Knowledges and abilities required. Considerable knowledge of the approved methods and equipment used in the various fields of environmental health. Considerable knowledge of the nature and scope of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the principles and practices as related to the recognition, elimination and control of environmental health hazards. Ability to communicate effectively both orally and in writing. Ability to understand oral and written instructions. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to analyze potential environmental health hazards. Ability to write reports and develop recommendations. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Three years of full-time paid experience as a Sanitarian I or its equivalent; or

a master's degree in public health or in a health related field from an accredited graduate school and two years of full-time paid experience as a Sanitarian I or its equivalent.

12 MCAR § 2.652 Child Support Worker II.

A. Kind of work. Under supervision, encourages the col-

lection of court support orders; explains responsibility to persons who are delinquent in paying support orders; counsels public assistance applicants in the correct procedures to follow in obtaining court orders for the support of their children; counsels parents in the management of their financial affairs; spends a portion of time in the investigation of suspected fraud cases and gathers and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. Examples of work (illustrative only). Establishes paternity. Communicates with persons who have support obligations. Compiles information on whereabouts, earnings, and assets of persons with support obligations, and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records of payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requring parents to support children and counsels parents in the correct procedure necessary to obtain support of their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social services units, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations. Speaks to church groups and civic groups, etc., for purposes of informing community of IV-D program. Receives and processes complaints from the public about alleged fraud. Interviews complainants in suspected fraud cases. Interviews witnesses in possible fraud cases. Consults with the county attorney and assists in making a determination of possible fraud.

C. Knowledges and abilities required. Knowledge of human behavior. Knowledge of investigative techniques and procedures. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express oneself clearly verbally and in writing. Ability to interpret written material. Ability to be objective. Interviewing skills. Math skills.

D. Minimum qualifications of education and experience. High school diploma, or the equivalent, and two years of experience as a Child Support Worker I, or the equivalent; or

high school diploma, or the equivalent, and three years of experience as a financial worker performing work related to the collection of child support, or related experience in collections work in a loan company, bank, or credit union, and one year of insurance or law enforcement investigative experience; or

college coursework with emphasis in sociology, psychology, social work, business administration, criminology, criminal law, or related fields may be substituted for the relevant experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.653 Dietitian.

A. Kind of work. Under supervision, serves as principal advisor in the selection of suitable meal service arrangements, and in the on-going administration and evaluation of a meal service program, assists in the development of an on-going food service and nutrition education plan for training of staff and volunteers, and performs related work as assigned.

B. Examples of work (illustrative only). Plans and approves low cost menus to meet Title VII nutrition requirements, physiological and psychological needs of consumer. Serves as principal advisor in the development of an on-going food service and nutrition education plan for training of staff, and volunteers. Arranges for individual and therapeutic nutrition counseling to meal participants. Supervises the implementation of diet prescriptions and reviews these prescriptions periodically for need and appropriateness with respective physicians. May coordinate a home delivered meal program. Gives consultation on nutrition adequacy of diets for group feeding. Serves on, or assists in recruiting nutrition or food service people for the Nutrition Task Force of the Area Agency on Aging. May serve as nutrition resources person to other agencies. Instructs and directs cooks, kitchen and dining room helpers in the preparation, cooking and serving of food. Conducts reviews of dining facilities and meal service program for adequate sanitation, appropriate menu planning and good management practices. Inspects and issues food supplies and supervises the storage of food. Keeps inventories and production records, and makes requisitions for supplies and

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repairs. Prepares detailed analytical and general reports such as per capita cost and analyses.

C. Knowledges, skills and abilities required. Knowledge of the principles and practices of dietetics and diet therapy, including food values, costs and accounting. Knowledge of modern methods, materials and appliances used in larger scale food preparation and service. Knowledge of health and safety requirements and precautionary measures applicable. Ability to plan menus and to direct quantity cooking, with economy and efficiency. Ability to judge food materials and to determine conformity to requirements. Ability to keep records and make reports. Ability to train and instruct food service workers. Ability to establish and maintain effective working relationships with professional workers and lay groups in the development of the program.

D. Minimum qualifications of education and experience. Graduation from college with a specialization in dietetics or nutrition.

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

12 MCAR § 2.694 Public Health Aide.

A. Kind of work. Under supervision of a licensed nurse, performs a wide variety of basic tasks that meet the needs of families and health problems. Participates in a variety of learning opportunities afforded through pre- and in-service training, employment experience, and formal classroom studies.

B. Examples of work (illustrative only).

Locates and makes contacts with families to identify nursing needs. Makes selected follow-up home visits regarding professional recommendations. Explains nursing services and other available health resources to individuals or groups. Participates in surveys to determine health status of individuals in community, i.e., immunization. Arranges transportation or transports clients to health facilities. Serves as a liaison between individuals and/or groups and the primary service staff. Helps primary service staff gain insight into the values, goals, attitudes and problems of individuals and groups. Assists with housekeeping, purchase and preparation of food during family crisis. Baby-sits to relieve family members to obtain health care. Conducts selected screening measures (vision and hearing). Interprets and demonstrates personal hygiene and good nutrition. Assists in group clinic programs such as serving as receptionist, care of children, physical arrangements, care of equipment, weighing and measuring, taking temperatures. Provides selected personal care services to maintain aged and disabled persons at home.

C. Knowledges and abilities required. Knowledge of needs of aged and disabled cared for at home in the area being served. Knowledge of services and programs offered by the nursing service. Ability to establish and maintain good working relationships with individuals, groups, and co-workers. Ability to organize work efficiently. Ability to use good judgment in working with individuals and groups. Ability to maintain personal relationships with individuals and groups. Ability to express ideas clearly. Ability to follow instructions. Ability to learn agency procedures and community resources.

D. Minimum qualifications of education and experience. Individuals must be residents of the area and/or indigenous to the group being served.

Note: Some positions in this class may require specific abilities, skills, or qualifications not listed. Absence of these may disqualify candidates from consideration. (See Rule 1321.03.).

Note: No provisional appointments will be made to this position.

12 MCAR § 2.704 Public Health Educator I.

A. Kind of work. Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. Examples of work (illustrative only). Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school faculties on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. Knowledges and abilities required. Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

D. Minimum qualifications of education and experience. Graduation from an accredited college or university with a bachelor's degree in Public health education, community health education or related field.

12 MCAR § 2.705 Public Health Educator II.

A. Kind of work. Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. Examples of work (illustrative only). Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civic organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. Knowledges and abilities required. Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the program. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. Minimum qualifications of education and experience. Graduation from an accredited college or university with a master's degree in public health education and three years of full-time paid experience in health education.

12 MCAR § 2.720 Accounting Officer I.

A. Kind of work. Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a small county welfare or human services agency or carries similar responsibility in the maintenance of a major part of a large county welfare or human services agency; and performs related work as assigned.

B. Examples of work (illustrative only). Maintains ledgers. ~~Maintains all bookkeeping records and accounts. Prepares vouchers and abstracts.~~ Processes and/or approves processing of bills, requisitions, and receipts. ~~Issues warrants. Compiles statistical reports. Maintains ledgers~~ Prepares financial reports. Assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May orders supplies and maintains an inventory of supplies. Prepares payrolls.

~~Verifies signatures of warrant checks issued to clients.~~ Assigns and supervises ~~reviews~~ work of ~~clerical assistants~~ account clerks and/or clerical employees assigned to the accounting unit. ~~Gives information on non technical financial matters. Supervises assigned staff.~~ Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. ~~Considerable~~ Knowledge of ~~bookkeeping~~ accounting practices and procedures. ~~Considerable~~ Knowledge of business arithmetic. Knowledge of the principles of budgeting and accounting. ~~Knowledge of clerical practices and methods.~~ Knowledge of the principles of supervision. ~~Some~~ kKnowledge of the principles of office management. ~~Some knowledge of administrative procedures in a county welfare program. Some~~ kKnowledge of office procedures and practices and of uses of standard office equipment. Ability to accept responsibili-

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ty. ~~Ability to organize work effectively and to systematize procedures.~~ Ability to plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work ~~with care and accuracy~~ rapidly and accurately. ~~Ability to supervise clerical workers in simple bookkeeping operations.~~ Ability to maintain satisfactory working relationships with ~~the~~ professional and clerical staff and with the public. Ability to maintain confidentiality.

D. Minimum ~~DESIRABLE~~ qualifications of education and experience. ~~Graduation from high school and two years of training, including courses in bookkeeping or accounting, in a business school, college, or university. Persons appointed to positions in this class on a provisional basis must possess the qualifications specified in the statement of desirable qualifications of education and experience.~~

~~Some positions in this class may require the ability to type. Absence of this skill may disqualify candidates from consideration for such positions.~~

High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college or university and one year of experience as an account clerk; or

one year of experience as an account clerk may be substituted for each year of college coursework; or

any combination of the above experience and education.

12 MCAR § 2.721 Accounting Officer II.

A. Kind of work. Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a medium-sized county welfare or human services agency or supervises five or more employees in the maintenance of financial records and reports in a large urban county welfare or human services agency ~~department~~; and performs related work as assigned.

B. Examples of work (illustrative only). Maintains ledgers. ~~Maintains all bookkeeping records and accounts. Prepares vouchers and abstracts.~~ Processes and/or approves processing of bills, requisitions, and receipts. ~~Issues warrants. Compiles statistical reports. Maintains ledgers.~~ Prepares financial reports. Prepares or assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May orders office supplies and maintains an inventory of supplies. Prepares payrolls. ~~Verifies signatures on warrant checks issued to clients.~~ Assigns and supervises ~~the~~ work of ~~clerical employees~~ account clerks and/or clerical employees assigned to the accounting staff. ~~Gives information on non-technical financial matters. Supervises assigned staff.~~ Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. ~~Thorough~~ Knowledge of ~~bookkeeping~~ accounting practices and procedures. ~~Considerable Thorough~~ Knowledge of business arithmetic. ~~Considerable~~ Knowledge of the principals of budgeting and accounting. ~~Considerable knowledge of clerical practices and methods.~~ Knowledge of the principles of office management. Knowledge of the principles of supervision. ~~Knowledge of the administrative procedures in a county welfare program.~~ Knowledge of office procedures and practices and uses of standard office equipment. Ability to accept responsibility. ~~Ability to effectively organize and assign work and to systematize procedures.~~ Ability to analyze work-flow problems and to design procedures. Ability to plan, organize, and assign work. Ability to perform detailed work rapidly and accurately. Ability to supervise clerical workers in simple bookkeeping operations. Ability to maintain satisfactory working relationships with professional and clerical staff and with the public. Ability to maintain confidentiality.

D. Minimum ~~DESIRABLE~~ qualifications of education and experience. ~~Graduation from high school and satisfactory completion of a two-year course in accounting in a business school and one year of experience as a bookkeeper or account clerk.~~

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

~~Some positions in this class may require the ability to type. Absence of this skill may disqualify candidates from consideration for such positions.~~

High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and two years of experience as an account clerk; or

one year of experience as an account clerk may be substituted for each year of college coursework; or

any combination of the above experience and education.

12 MCAR § 2.722 Accounting Officer III.

A. Kind of work. Under general administrative supervi-

sion, directs the maintenance of all financial records and accounts in a large county welfare or human services agency, supervises the preparation of periodic financial and statistical reports; prepares agency budget estimates and expenditures reports; and performs related work as assigned.

B. Examples of work (illustrative only). Maintains ledgers. Compiles difficult and complex financial and statistical reports. ~~Assigns and reviews work of assistants.~~ Processes and/or approves processing of bills, requisitions, and receipts. Projects program costs for the agency and prepares or assists in the preparation of the agency budget ~~and reports~~. Prepares payrolls. May order office supplies and maintain an inventory of supplies. Develops ~~proposed implementation~~ new procedures when changes in ~~agency~~ state or county policies or programs occur affecting fiscal matters. ~~Installs work procedures in accounting and clerical departments. Performs a variety of accounting and bookkeeping duties. Develops information on financial problems and prepares reports.~~ Prepares Merit System forms and maintains personnel records. ~~Evaluates performance of assigned staff.~~ Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting staff. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. ~~Comprehensive~~ Knowledge of ~~bookkeeping~~ accounting practices and procedures. ~~Comprehensive~~ Knowledge of business arithmetic. ~~Thorough~~ Knowledge of principles of budgeting and accounting. ~~Considerable~~ Knowledge of principles of office management. ~~Considerable~~ Knowledge of the principles of supervision. ~~Considerable knowledge of administrative procedures in a county welfare program. Considerable~~ Knowledge of office procedures and practices and of use of standard office equipment. Ability to accept responsibility. Ability to effectively plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work rapidly and accurately. ~~Ability to supervise an accounting unit.~~ Ability to maintain satisfactory working relationships with professional and clerical staff and the public. Ability to maintain confidentiality.

D. Minimum ~~DESIRABLE~~ qualifications of education and experience. ~~Graduation from high school and satisfactory completion of a two-year course in accounting in a business school and three years of experience as a bookkeeper or account clerk or graduation from an accredited four-year college, with a major in accounting.~~

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

High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and three years of experience as either an Accounting Officer I or II, or the equivalent; or

one year of experience as an Accounting Officer I or II may be substituted for each year of college coursework, up to a maximum of two years.

12 MCAR § 2.840 Compensation Plan - 1978

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Adm. Asst. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889

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Adm. Asst. III	1479	1546	1615	1689	1767	1848	1931	2019	2114	
Adm. Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Human Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	947	991	1036	1084						
Auditor	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Chemical Dependency Coord.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Collection Services Supvr. II	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Community Health Serv. Supvr.	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Community-Rela. Spec.	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Computer Programmer	947	991	1036	1084	1133	1182	1236	1294		
Day-Care Center Supvr.	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Dev. Achievement Center Dir.	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Dev. Disabilities Coord.	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Dietitian	906	947	991	1036	1084	1133	1182	1236	1294	
Dir. of Assessment Systems	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Dir. of Business Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Business Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Assist.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Planning	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Pub. Hlth, Nurs. I	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Dir. of Soc. Serv.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Support Services	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Education Supervisor	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Emp. Guid. Cous. I	906	947	991	1036	1084	1133	1182	1236	1294	
Emp. Guid. Couns. II	947	991	1036	1084	1133	1182	1236	1294	1355	
Emp. Guid. Couns. III	991	1036	1084	1133	1182	1236	1294	1355	1415	
Finan. Asst. Supvr. III	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728

Finan. Asst. Supvr. IV	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Home Care Coordinator	1036	1084	1133	1182	1236	1294	1355	1415		
Homemaker Coordinator II	1036	1084	1133	1182	1236	1294	1355	1415		
Homemaker Supervisor	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Marriage Counselor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Med.-Care Advisor	991	1036	1084	1133	1182	1236	1294	1355	1415	
Med.-Serv. Adm.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Mental Health Worker	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Meth.-&-Proc. Analyst	1108	1157	1208	1263	1324	1385	1446	1512	1578	
Meth.-&-Proc. Supvr.	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Nursing Care Advisor	991	1036	1084	1133	1182	1236	1294	1355	1415	
Occupa. Supvr.-Inst. I	867	906	947	991	1036	1084	1133	1182	1236	1294
Occupa. Supvr.-Inst. II	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Office Manager	906	947	991	1036	1084	1133	1182	1236	1294	
Personnel Officer	906	947	991	1036	1084	1133	1182	1236	1294	1355
Personnel Director	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Physical Therapist	906	947	991	1036	1084	1133	1182			
Planner (Human Services)	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Policy/Program Analyst	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Programmer Analyst	1133	1182	1236	1294	1355	1415	1479	1546		
Psychologist I	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Psychologist II	1294	1355	1415	1479	1546	1615	1689	1767	1848	

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Psychologist III	1512	1578	1651	1728	1806	1889	1972	2066
Psychologist IV	1651	1728	1806	1889	1972	2066	2160	2260
Public Health Educator I	947	991	1036	1084	1133	1182	1236	1294
Public Educator II	1182	1236	1294	1355	1415	1479	1546	1615
Public Health Nurse	947	991	1036	1084	1133	1182	1236	
Pub.-Hlth, Nurse (Team Leader)	991	1036	1084	1133	1182	1236	1294	
Registered Nurse								
A.A. Degree or 3 yr. Dip.	867	906	947	991	1036	1084	1133	
B.S. Degree	906	947	991	1036	1084	1133		
Sanitarian I	947	991	1036	1084				
Sanitarian II	1036	1084	1133	1182	1236	1294	1355	1415
Senior Public Health Nurse	1036	1084	1133	1182	1236	1294	1355	
Social Worker I	906	947	991	1036				
Social Worker II	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Social Worker III	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Soc.-Serv. Supvr. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Soc.-Serv. Supvr. III	1479	1546	1615	1689	1767	1848	1931	2019	2114	
Soc.-Serv. Supvr. Trainee	1108	1157	1208	1263	1324	1385				
Staff-Trng. Supvr. I	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Staff-Trng. Supvr. II	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst Trainee	1294	1355	1415	1479	1546	1615	1689	1767		

Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.

Vol.-Serv. Coord. I	906	947	991	1036	1084	1133	1182	1236	1294	
Vol.-Serv. Coord. II	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	
Work-Exp. & Trng. Spec.	1133	1182	1236	1294	1355	1415	1479	1546	1615	

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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Adm. Asst. II	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Adm. Asst. III	1546	1615	1689	1767	1848	1931	2019	2114	2210	
Adm. Services Director	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Asst. Human Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	991	1036	1084	1133						
Auditor	1236	1294	1355	1415	1479	1546	1615	1689	1767	1848
Chemical Dependency Coord.	1133	1182	1236	1294	1355	1415	1479	1546	1615	1689
Collection Services Supvr. II	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Community Health Serv. Supvr.	1182	1236	1294	1355	1415	1479	1546	1615	1689	

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Community-Rela. Spec.	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Computer Programmer	991	1036	1084	1133	1182	1236	1294	1355		
Day-Care Center Supvr.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Dev. Achievement Center Dir.	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Dev. Disabilities Coord.	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Dietitian	947	991	1036	1084	1133	1182	1236	1294	1355	
Dir. of Assessment Systems	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Dir. of Business Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Business Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Assist.	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Dir. of Planning	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Dir. of Pub.-Hlth. Nurs. I	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Dir. of Soc. Serv.	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Dir. of Support Services	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Education Supervisor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Emp. Guid. Couns. I	947	991	1036	1084	1133	1182	1236	1294	1355	
Emp. Guid. Couns. II	991	1036	1084	1133	1182	1236	1294	1355	1415	
Emp. Guid. Couns. III	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Finan. Asst. Supvr. III	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Finan. Asst. Supvr. IV	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Home Care Coordinator	1084	1133	1182	1236	1294	1355	1415	1479		
Homemaker Coordinator II	1084	1133	1182	1236	1294	1355	1415	1479		
Homemaker Supervisor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Marriage Counselor	1236	1294	1355	1415	1479	1546	1615	1689	1767	

Med.-Care Advisor	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Med.-Serv. Adm.	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Mental Health Worker	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Meth.-&-Proc. Analyst	1157	1208	1263	1324	1385	1446	1512	1578	1651	
Meth.-&-Proc. Supvr.	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Nursing Care Advisor	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Occupa. Supvr.-Inst. I	906	947	991	1036	1084	1133	1182	1236	1294	1355
Occupa. Supvr.-Inst. II	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Office Manager	947	991	1036	1084	1133	1182	1236	1294	1355	
Personnel Officer	947	991	1036	1084	1133	1182	1236	1294	1355	1415
Personnel Director	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Physical Therapist	947	991	1036	1084	1133	1182	1236			
Planner (Human Services)	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Policy/Program Analyst	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Programmer Analyst	1182	1236	1294	1355	1415	1479	1546	1615		
Psychologist I	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Psychologist II	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Psychologist III	1578	1651	1728	1806	1889	1972	2066	2160		
Psychologist IV	1728	1806	1889	1972	2066	2160	2260	2359		
Public Health Educator I	991	1036	1084	1133	1182	1236	1294	1355		
Public Health Educator II	1236	1294	1355	1415	1479	1546	1615	1689		
Public Health Nurse	991	1036	1084	1133	1182	1236	1294			
Pub.-Hlth. Nurse (Team Leader)	1036	1084	1133	1182	1236	1294	1355			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	906	947	991	1036	1084	1133	1182			
B.S. Degree	947	991	1036	1084	1133	1182				

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Sanitarian I	991	1036	1084	1133						
Sanitarian II	1084	1133	1182	1236	1294	1355	1415	1479		
Senior Public Health Nurse	1084	1133	1182	1236	1294	1355	1415			
Social Worker I	947	991	1036	1084						
Social Worker II	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Social Worker III	1133	1182	1236	1294	1355	1415	1479	1546	1615	1689
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Soc.-Serv. Supvr. II	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Soc.-Serv. Supvr. III	1546	1615	1689	1767	1848	1931	2019	2114	2210	
Soc.-Serv. Supvr. Traniee	1157	1208	1263	1324	1385	1446				
Staff-Trng. Supvr. I	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Staff-Trng. Supvr. II	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst	1355	1415	1479	1546	1615	1689	1767	1848		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	947	991	1036	1084	1133	1182	1236	1294	1355	
Vol.-Serv. Coord. II	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	

Work-Exp. & Trng. Spec.	1182	1236	1294	1355	1415	1479	1546	1615	1689

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

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Adm. Asst. II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Adm. Asst. III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Adm. Services Director	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Asst. Human Services Dir.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	1036	1084	1133	1182						
Auditor	1294	1355	1415	1479	1546	1615	1689	1767	1848	1931
Chemical Dependency Coord.	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Collection Services Supvr. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Community Health Serv. Supvr.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Community-Rela. Spec.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Computer Programmer	1036	1084	1133	1182	1236	1294	1355	1415		
Day-Care Center Supvr.	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Dev. Achievement Center Dir.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dietitian	991	1036	1084	1133	1182	1236	1294	1355	1415	
Dev. Disabilities Coord.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dir. of Assessment Systems	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066

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Dir. of Bus. Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Bus. Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Asst.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir of Planning	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Pub.-Hlth. Nurs. I	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Dir. of Soc. Serv.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Support Services	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Education Supervisor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Emp. Guid. Couns. I	991	1036	1084	1133	1182	1236	1294	1355	1415	
Emp. Guid. Couns. II	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Emp. Guid. Couns. III	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Finan. Asst. Supvr. III	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Finan. Asst. Supvr. IV	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Home Care Coordinator	1133	1182	1236	1294	1355	1415	1479	1546		
Homemaker Coordinator II	1133	1182	1236	1294	1355	1415	1479	1546		
Homemaker Supervisor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Marriage Counselor	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Med.-Care Advisor	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Med.-Serv. Adm.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Mental Health Worker	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Meth.-&-Proc. Analyst	1208	1263	1324	1385	1446	1512	1578	1651	1728	
Meth.-&-Proc. Supvr.	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Nursing Care Advisor	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Occupa. Supvr. Inst. I	947	991	1036	1084	1133	1182	1236	1294	1355	1415

Occupa. Supvr. Inst. II	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Office Manager	991	1036	1084	1133	1182	1236	1294	1355	1415	
Personnel Officer	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Personnel Director	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Physical Therapist	1013	1058	1108	1157	1208	1263	1324			
Planner (Human Services)	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Policy/Program Analyst	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Programmer Analyst	1236	1294	1355	1415	1479	1546	1615	1689		
Psychologist I	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Psychologist II	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Psychologist III	1651	1728	1806	1889	1972	2066	2160	2260		
Psychologist IV	1806	1889	1972	2066	2160	2260	2359	2464		
Public Health Educator I	1036	1084	1133	1182	1236	1294	1355	1415		
Public Health Educator II	1236	1294	1355	1415	1479	1546	1615	1689		
Public Health Nurse	1058	1108	1157	1208	1263	1324	1385			
Pub.-Hlth. Nurse (Team Leader)	1108	1157	1208	1263	1324	1385	1446			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	969	1013	1058	1108	1157	1208	1263			
B.S. Degree	1013	1058	1108	1157	1208	1263				
Sanitarian I	1036	1084	1133	1182						
Sanitarian II	1133	1182	1236	1294	1355	1415	1479	1546		
Senior Public Health Nurse	1157	1208	1263	1324	1385	1446	1512			
Social Worker I	991	1036	1084	1133						
Social Worker II	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Social Worker III	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Social Worker Trainee	828									

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

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B. Support Personnel

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	663	693	726	759	793	828	867	906	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133

Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	543	565	592	620	648	676	709	742	
Case Aide	663	693	726	759	793	828			
Chemical Dependency Counselor	867	906	947	991	1036	1084			
Child Support Worker I	828	867	906	947	991	1036	1084	1133	1182
Child Support Worker II	925	969	1013	1058	1108	1157	1208	1263	
Collection Services Supvr. I	1058	1108	1157	1208	1263	1324	1385	1446	
Community-Service Aide	416	433	455	477	499	521	543		
Coordinator of Aging	676	709	742	776	810	847	886	925	969
Dev. Achievement Center Inst.	543	565	592	620	648	676			
Financial-Assistance Spec.	847	886	925	969	1013	1058	1108	1157	
Financial-Assistance Supvr. I	925	969	1013	1058	1108	1157	1208	1263	1324
Financial-Assistance Supvr. II	1058	1108	1157	1208	1263	1324	1385	1446	
Financial Worker I	663	693	726	759	793	828			
Financial Worker II	742	776	810	847	886	925	969	1013	1058
Home Health Aide	521	543	565	592	620	648	676		
Home Health Aide Coordinator	742	776	810	847	886	925	969		
Homemaker I	521	543	565	592	620	648	676		
Homemaker II	565	592	620	648	676	709	742	776	
Homemaker Coordinator I	742	776	810	847	886	925	969		
Homemaker/Home Health Aide	521	543	565	592	620	648	676		

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Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	676	709	742	776	810	847			
Public Health Aide	416	433	455	477	499	521	543		
Residential Facility Opr.(s)	565	592	620	648	676	709	742	776	
~~Resources-Examiner-I~~	~~828~~	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~
~~Resources-Examiner-II~~	~~1058~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~		
~~Resources-Examiner-III~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~		
Senior Case Aide	742	776	810	847	886	925	969	1013	1058
Senior Citizen's Aide	416	433	455	477	499	521	543		
Transportation Coordinator	693	726	759	793	828	867	906	947	
Welfare Fraud Investigator	1058	1108	1157	1208	1263	1324	1385		
Welfare Fraud Unit Supvr.	1157	1208	1263	1324	1385	1446	1512		

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

2. Plan B*

1. Class of Positions	1	2	3	4	6	7	8	9	
Account Clerk	693	726	759	793	828	867	906	947	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	565	592	620	648	676	709	742	776	
Case Aide	693	726	759	793	828	867			
Chemical Dependency Counselor	906	947	991	1036	1084	1133			
Collection Services Supvr. I	1108	1157	1208	1263	1324	1385	1446	1512	

Community-Service Aide	433	455	477	499	521	543	565		
Coordinator of Aging	709	742	776	810	847	886	925	969	1013
Dev. Achievement Center Inst.	565	592	620	648	676	709			
Child Support Worker I	867	906	947	991	1036	1084	1133	1182	1236
Child Support Worker II	969	1013	1058	1108	1157	1208	1263	1324	
Financial-Assistance Spec.	886	925	969	1013	1058	1108	1157	1208	
Financial-Assistance Supvr. I	969	1013	1058	1108	1157	1208	1263	1324	1385
Financial-Assistance Supvr. II	1108	1157	1208	1263	1324	1385	1446	1512	
Financial Worker I	693	726	759	793	828	867			
Financial Worker II	776	810	847	886	925	969	1013	1058	1108
Home Health Aide	543	565	592	620	648	676	709		
Home Health Aide Coordinator	776	810	847	886	925	969	1013		
Homemaker I	543	565	592	620	648	676	709		
Homemaker II	592	620	648	676	709	742	776	810	
Homemaker Coordinator I	776	810	847	886	925	969	1013		
Homemaker/Home Health Aide	543	565	592	620	648	676	709		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	709	742	776	810	847	886			
Public Health Aide	433	455	477	499	521	543	565		
Residential Facility Opr.(s)	592	620	648	676	709	742	776	810	
~~Resources-Examiner-I~~	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~
~~Resources-Examiner-II~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~		
~~Resources-Examiner-III~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~		

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Senior Case Aide	776	810	847	886	925	969	1013	1058	1108
Senior Citizen's Aide	433	455	477	499	521	543	565		
Transportation Coordinator	726	759	793	828	867	906	947	991	
Welfare Fraud Investigator	1108	1157	1208	1263	1324	1385	1446		
Welfare Unit Supvr.	1208	1263	1324	1385	1446	1512	1578		

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1. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	726	759	793	828	867	906	947	991	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	592	620	648	676	709	742	776	810	
Case Aide	726	759	793	828	867	906			
Chemical Dependency Counselor	947	991	1036	1084	1133	1182			
Child Support Worker I	906	947	991	1036	1084	1133	1182	1236	1294
Child Support Worker II	1013	1058	1108	1157	1208	1263	1324	1385	
Collection Services Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	
Community-Service Aide	455	477	499	521	543	565	592		
Coordinator of Aging	742	776	810	847	886	925	969	1013	1058
Dev. Achievement Center Inst.	592	620	648	676	709	742			
Financial-Assistance Spec.	925	969	1013	1058	1108	1157	1208	1263	
Financial-Assistance Supvr. I	1013	1058	1108	1157	1208	1263	1324	1385	1446
Financial-Assistance Supvr. II	1157	1208	1263	1324	1385	1446	1512	1578	
Financial Worker I	726	759	793	828	867	906			

Financial Worker II	810	847	886	925	969	1013	1058	1108	1157
Home Health Aide	565	592	620	648	676	709	742		
Home Health Aide Coordinator	810	847	886	925	969	1013	1058		
Homemaker I	565	592	620	648	676	709	742		
Homemaker II	620	648	676	709	742	776	810	847	
Homemaker Coordinator I	810	847	886	925	969	1013	1058		
Homemaker/Home Health Aide	565	592	620	648	676	709	742		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	742	776	810	847	886	925			
Public Health Aide	455	477	499	521	543	565	592		
Residential Facility Opr.(s)	620	648	676	709	742	776	810	847	
~~Resources Examiner I~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~
~~Resources Examiner II~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~		
~~Resources Examiner III~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~		
Senior Case Aide	810	847	886	925	969	1013	1058	1108	1157
Senior Citizen's Aide	455	477	499	521	543	565	592		
Transportation Coordinator	759	793	828	867	906	947	991	1036	
Welfare Fraud Investigator	1157	1208	1263	1324	1385	1446	1512		
Welfare Fraud Unit Supvr.	1263	1324	1385	1446	1512	1578	1651		

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C. Clerical

1. Plan A*

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

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

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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	518	539	560	581	602	623	646	672	699
Clerical Supervisor	672	699	726	755	786	818	850	884	921
Clerk I	451	467	483	499	518	539	560	581	602

Clerk II	518	539	560	581	602	623	646	672	699
Clerk III	602	623	646	672	699	726	755	786	818
Clerk-Typist I (1)	467	483	499	518	539	560	581	602	623
Clerk-Typist II	518	539	560	581	602	623	646	672	699
Clerk-Typist III	602	623	646	672	699	726	755	786	818
Clerk Specialist	699	726	755	786	818	850	884	921	958
Clerk-Steno I	499	518	539	560	581	602	623	646	672
Clerk-Steno II	560	581	602	623	646	672	699	726	755
Clerk-Steno III	623	646	672	699	726	755	786	818	850
Information System Specialist	646	672	699	726	755	786	818	850	884
Keypunch Operator	499	518	539	560	581	602	623	646	672
Swbd. Operator I	483	499	518	539	560	581	602	623	646
Swbd. Operator II	518	539	560	581	602	623	646	672	699

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

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

3. Plan C*

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

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Clerk-Typist I (1)	483	499	518	539	560	581	602	623	646
Clerk-Typist II	539	560	581	602	623	646	672	699	726
Clerk-Typist III	623	646	672	699	726	755	786	818	850
Clerk Specialist	726	755	786	818	850	884	921	958	997
Clerk-Steno I	518	539	560	581	602	623	646	672	699
Clerk-Steno II	581	602	623	646	672	699	726	755	786
Clerk-Steno III	646	672	699	726	755	786	818	850	884
Information System Specialist	672	699	726	755	786	818	850	884	921
Keypunch Operator	518	539	560	581	602	623	646	672	699
Swbd. Operator I	499	518	539	560	581	602	623	646	672
Swbd. Operator II	539	560	581	602	623	646	672	699	726

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

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

Clerk-Steno I	539	560	581	602	623	646	672	699	726
Clerk-Steno II	602	623	646	672	699	726	755	786	818
Clerk-Steno III	672	699	726	755	786	818	850	884	921
Information System Specialist	699	726	755	786	818	850	884	921	958
Keypunch Operator	539	560	581	602	623	646	672	699	726
Swbd. Operator I	518	539	560	581	602	623	646	672	699
Swbd. Operator II	560	581	602	623	646	672	699	726	755

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

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

5. Plan E*

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

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Clerk-Steno III	726	755	786	818	850	884	921	958
Information System Specialist	755	786	818	850	884	921	958	997
Keypunch Operator	581	602	623	646	672	699	726	755
Swbd. Operator I	560	581	602	623	646	672	699	726
Swbd. Operator II	602	623	646	672	699	726	755	786

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

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

6. Plan F*

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

Swbd. Operator II	623	646	672	699	726	755	786

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

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

D. Maintenance & Trades

1. Plan A*

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

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

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

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

2. Plan B*

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

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

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

12 MCAR § 2.840 Compensation Plan - ~~1978~~ 1979

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	~~1058~~ 1138	~~1108~~ 1190	~~1157~~ 1241	~~1208~~ 1298	~~1263~~ 1359	~~1324~~ 1423	~~1385~~ 1486	~~1446~~ 1553	1623	
Accountant II	~~1236~~ 1359	~~1294~~ 1423	~~1355~~ 1486	~~1415~~ 1553	~~1479~~ 1623	~~1546~~ 1696	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	
Adm. Asst. I	~~1157~~ 1268	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896
Adm. Asst. II	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Adm. Asst. III	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	
Adm. Services Director	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	

Asst. Human Services Director	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~	~~2210~~	~~2310~~	
	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	~~2019~~	~~2114~~	~~2210~~	~~2310~~	~~2412~~	~~2518~~	~~2628~~	~~2747~~	~~2871~~	
	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	~~947~~	~~991~~	~~1036~~	~~1084~~						
	994	1041	1088	1138						
Auditor	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~
	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Chemical Dependency Coord.	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~
	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Collection Services Supvr. II	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~
	1215	1268	1326	1390	1454	1518	1588	1657	1734	1814
Community Health Serv. Supvr.	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~
	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community-Rela. Spec.	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	
	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Computer Programmer	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~		
	994	1041	1088	1138	1190	1241	1298			
Day-Care Center Supvr.	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	
	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Dev. Achievement Center Dir.	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~
	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Achievement Center Teacher	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Dev. Disabilities Coord.	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~
	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dietitian	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	
	951	994	1041	1088	1138	1190	1241	1298	1359	
Dir. of Assessment Systems	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~
	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Dir. of Business Mgmt. I	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~	~~1972~~		
	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~	~~2210~~	~~2310~~	~~2412~~	~~2518~~	
	1855	1940	2028	2120	2220	2321	2426	2533	2644	

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Dir. of Finan. Assist.	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Dir. of Planning	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Dir. of Pub. Hlth. Nurs. I	~~1133~~ 1241	~~1182~~ 1298	~~1236~~ 1359	~~1294~~ 1423	~~1355~~ 1486	~~1415~~ 1553	~~1479~~ 1623	~~1546~~ 1696	~~1615~~ 1773	
Dir. of Soc. Serv.	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Dir. of Support Services	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Education Supervisor	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	
Emp. Guid. Couns. I	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	
Emp. Guid. Couns. II	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	
Emp. Guid. Couns. III	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	
Finan. Assist. Supvr. III	~~1157~~ 1268	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896
Finan. Assist. Supvr. IV	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Home Care Coordinator	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486		
Homemaker Coordinator II	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486		
Homemaker Supervisor	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	
Human Services Dir. I	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	~~2066~~ 2268
Human Services Dir. II	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	
Human Services Dir. III	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	~~2412~~ 2644	~~2518~~ 2759	
Human Services Suprv. I	~~1157~~ 1268	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896

Marriage Counselor	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	
	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Med.-Care Advisor	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	
	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Med.-Serv. Adm.	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~	~~2210~~	~~2310~~	
	1696	1773	1855	1940	2028	2120	2220	2321		
Mental Health Worker	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	
	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Meth.-&-Proc. Analyst	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	
	1163	1215	1268	1326	1390	1454	1518	1588	1657	
Meth.-&-Proc. Supvr.	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~	~~1848~~	
	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Nursing Care Advisor	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	
	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Occupa. Supvr.-Inst. I	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~
	910	951	994	1041	1088	1138	1190	1241	1298	1359
Occupa. Supvr.-Inst. II	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~
	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Office Manager	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	
	951	994	1041	1088	1138	1190	1241	1298	1359	
Personnel Officer	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~
	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Personnel Director	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~
	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Physical Therapist	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~			
	951	994	1041	1088	1138	1190	1241	1298		
Planner (Human Services)	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	
	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Policy/Program Analyst	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~
	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Programmer Analyst	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~		
	1190	1241	1298	1359	1423	1486	1553	1623		
Psychologist I	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	
	1138	1190	1241	1298	1359	1423	1486	1553	1623	

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Psychologist II	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940
Psychologist III	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169	
Psychologist IV	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169	~~2160~~ 2268	~~2260~~ 2373	
Public Health Educator I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	
Public Health Educator II	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	
Public Health Nurse	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298		
Pub.-Hlth, Nurse (Team Leader)	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359		
Registered Nurse ~~A.A. Degree or 3 yr. Dip.~~ ~~B.S. Degree~~ (A.A. Deg., 3 yr. Dip., or B.S. Degree)	~~867~~ ~~906~~ 951	~~906~~ ~~947~~ 994	~~947~~ ~~991~~ 1041	~~991~~ ~~1036~~ 1088	~~1036~~ ~~1084~~ 1138	~~1084~~ ~~1133~~ 1190	~~1133~~		
Sanitarian I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138					
Sanitarian II	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	
Senior Public Health Nurse	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423		
Social Worker I	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088					
Social Worker II	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Social Worker III	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Social Worker Trainee	~~828~~ 869								
Soc.-Serv. Supvr. I	~~1157~~ 1268	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896
Soc.-Serv. Supvr. II	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071

Soc.-Serv. Supvr. III	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220
Soc.-Serv. Supvr. Trainee	~~1108~~ 1215	~~1157~~ 1268	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518			
Staff-Trng. Supvr. I	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855
Staff-Trng. Supvr. II	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028
Student Soc. Worker (Intern)	Rate proposed by appointing authority.								
Student Soc. Worker (SWEP)	~~2-yrs.-college-$2.74/hour; 3-yrs.-college-$2.99/hour.~~ Rate proposed by appointing authority.								
Systems Prog.-Analyst	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773 .		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Vol.-Serv. Coord. I	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359
Vol.Serv. Coord. II	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Welfare Director I	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Welfare Director II	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	~~2066~~ 2268
Welfare Director III	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	
Welfare Director IV	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	~~2412~~ 2644	~~2518~~ 2759	
Welfare Director V	~~2412~~ 2644	~~2518~~ 2759	~~2628~~ 2884	~~2747~~ 3015	~~2871~~ 3150	~~3000~~ 3292	~~3135~~ 3447	~~3283~~ 3594	~~3423~~ 3750	
Work-Exp. & Trng. Spec.	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	

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

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2. Plan B*
a. Class of Positions

Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	~~1058~~ 1138	~~1108~~ 1190	~~1157~~ 1241	~~1208~~ 1298	~~1263~~ 1359	~~1324~~ 1423	~~1385~~ 1486	~~1446~~ 1553	1623	
Accountant II	~~1236~~ 1359	~~1294~~ 1423	~~1355~~ 1486	~~1415~~ 1553	~~1479~~ 1623	~~1546~~ 1696	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	
Adm. Asst. I	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983
Adm. Asst. II	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169
Adm. Asst. III	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	
Adm. Services Director	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	
Asst. Human Services Director	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Asst. Welfare Director	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	~~2628~~ 2759	~~2747~~ 2884	~~2871~~ 3015	
Assoc. M.-&-P. Analyst	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190						
Auditor	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940
Chemical Dependency Coord.	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Collection Services Supvr. II	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896
Community Health Serv. Supvr.	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983
Community-Rela. Spec.	~~1182~~ 1359	~~1236~~ 1423	~~1294~~ 1486	~~1355~~ 1553	~~1415~~ 1623	~~1479~~ 1696	~~1546~~ 1773	~~1615~~ 1855	~~1689~~ 1940	
Computer Programmer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~		
Day-Care Center Supvr.	~~1236~~ 1326	~~1294~~ 1390	~~1355~~ 1454	~~1415~~ 1518	~~1479~~ 1588	~~1546~~ 1657	~~1615~~ 1734	~~1689~~ 1814	~~1767~~ 1896	
Dev. Achievement Center Dir.	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623

Dev. Achievement Center Teacher	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Dev. Disabilities Coord.	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623
Dietitian	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	
Dir. of Assessment Systems	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071
Dir. of Business Mgmt. I	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071		
Dir. of Business Mgmt. II	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	
Dir. of Finan. Assist.	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	
Dir. of Planning	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	
Dir. of Pub.-Hlth, Nurs. I	~~1182~~ 1298	~~1236~~ 1359	~~1294~~ 1423	~~1355~~ 1486	~~1415~~ 1553	~~1479~~ 1623	~~1546~~ 1696	~~1615~~ 1773	~~1689~~ 1855	
Dir. of Soc. Serv.	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	
Dir. of Support Services	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	
Education Supervisor	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	
Emp. Guid. Couns. I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	
Emp. Guid. Couns. II	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	
Emp. Guid. Couns. III	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	
Finan. Assist. Supvr. III	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983
Finan. Assist. Supvr. IV	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Home Care Coordinator	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553		
Homemaker Coordinator II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553		
Homemaker Supervisor	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	
Human Services Dir. I	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	~~2066~~ 2268
Human Services Dir. II	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	
Human Services Dir. III	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	~~2412~~ 2644	~~2518~~ 2759	
Human Services Supvr. I	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983
Marriage Counselor	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	
Med.-Care Advisor	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	
Med.-Serv. Adm.	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~	
Mental Health Worker	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	
Meth.-&-Proc. Analyst	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	
Meth.-&-Proc. Supvr.	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	
Nursing Care Advisor	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	
Occupa. Supvr.-Inst. I	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423
Occupa. Supvr.-Inst. II	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623
Office Manager	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	
Personnel Officer	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486

Personnel Director	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071
Physical Therapist	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	1359		
Planner (Human Services)	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	
Policy-Program Analyst	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071
Programmer Analyst	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696		
Psychologist I	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	
Psychologist II	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	
Psychologist III	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169	~~2160~~ 2268		
Psychologist IV	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169	~~2160~~ 2268	~~2260~~ 2373	~~2359~~ 2477		
Public Health Educator I	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423		
Public Health Educator II	~~1236~~ 1298	~~1274~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773		
Public Health Nurse	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359			
Pub.-Hlth. Nurse (Team Leader)	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423			
Registered Nurse ~~A.A. Degree or 3 yr. Dip.~~ ~~B.S. Degree~~ (A.A. Deg., 3yr. Dip., or B.S. Degree)	906 947 994	~~947~~ ~~991~~ 1041	~~991~~ ~~1036~~ 1088	~~1036~~ ~~1084~~ 1138	~~1084~~ ~~1133~~ 1190	~~1133~~ ~~1182~~ 1241	~~1182~~			
Sanitarian I	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190						

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Sanitarian II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553		
Senior Public Health Nurse	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486			
Social Worker I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138						
Social Worker II	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623
Social Worker III	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773
Social Worker Trainee	~~828~~ 869									
Soc.-Serv. Supvr. I	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983
Soc.-Serv. Supvr. II	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169
Soc.-Serv. Supvr. III	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	
Soc.-Serv. Supvr. Trainee	~~1157~~ 1268	~~1208~~ 1326	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588				
Staff-Trng. Supvr. I	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	
Staff-Trng. Supvr. II	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	
Student Soc. Worker (Intern)	Rate proposed by appointing authority									
Student Soc. Worker (SWEP)	~~2-yrs.-college-$2.74/hour; 3-yrs.-college-$2.99/hour.~~ Rate proposed by appointing authority									
Systems Prog.-Analyst	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	
Vol.-Serv. Coord. II	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	

Welfare Director I	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Welfare Director II	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	~~2066~~ 2268
Welfare Director III	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	
Welfare Director IV	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	~~2412~~ 2644	~~2518~~ 2759	
Welfare Director V	~~2412~~ 2644	~~2518~~ 2759	~~2628~~ 2884	~~2747~~ 3015	~~2871~~ 3150	~~3000~~ 3292	~~3135~~ 3447	~~3283~~ 3594	~~3423~~ 3750	
Work-Exp. & Trng. Spec.	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	

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

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	~~1058~~ 1138	~~1108~~ 1190	~~1157~~ 1241	~~1208~~ 1298	~~1263~~ 1359	~~1324~~ 1423	~~1385~~ 1486	~~1446~~ 1553	1623	
Accountant II	~~1236~~ 1359	~~1294~~ 1423	~~1355~~ 1486	~~1415~~ 1553	~~1479~~ 1623	~~1546~~ 1696	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	
Adm. Asst. I	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Adm. Asst. II	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	~~2066~~ 2268
Adm. Asst. III	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Adm. Services Director	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	
Asst. Human Services Dir.	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	
Asst. Welfare Director	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	~~2628~~ 2759	~~2747~~ 2884	~~2871~~ 3015	

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Assoc. M.-&-P. Analyst	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241						
Auditor	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028
Chemical Dependency Coord.	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855
Collection Services Supvr. II	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983
Community Health Serv. Supvr.	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Community-Rela. Spec.	~~1236~~ 1423	~~1294~~ 1486	~~1355~~ 1553	~~1415~~ 1623	~~1479~~ 1696	~~1546~~ 1773	~~1615~~ 1855	~~1689~~ 1940	~~1767~~ 2028	
Computer Programmer	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~		
Day-Care Center Supvr.	~~1294~~ 1390	~~1355~~ 1454	~~1415~~ 1518	~~1479~~ 1588	~~1546~~ 1657	~~1615~~ 1734	~~1689~~ 1814	~~1767~~ 1896	~~1848~~ 1983	
Dev. Achievement Center Dir.	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Dev. Achievement Center Teacher	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1192~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Dev. Disabilities Coord.	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Dietitian	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	
Dir. of Assessment Systems	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	2066 2169
Dir. of Bus. Mgmt. I	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071		
Dir. of Bus. Mgmt. II	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	
Dir. of Finan. Asst.	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	
Dir. of Planning	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	
Dir. of Pub.-Hlth. Nurs. I	~~1236~~ 1359	~~1294~~ 1423	~~1355~~ 1486	~~1415~~ 1553	~~1479~~ 1623	~~1546~~ 1696	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	

Dir. of Soc. Serv.	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2412~~ 2426	~~2518~~ 2533	2644	
Dir. of Support Services	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~ 2644	
Education Supervisor	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	
Emp. Guid. Couns. I	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	
Emp. Guid. Couns. II	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	
Emp. Guid. Couns. IIII	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	
Finan. Assist. Supvr. III	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Finan. Assist. Supvr. IV	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	~~2066~~ 2268
Home Care Coordinator	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623		
Homemaker Coordinator II	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623		
Homemaker Supervisor	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	
Human Services Dir. I	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071	~~1972~~ 2169	2066 2268
Human Services Dir. II	~~1615~~ 1773	~~1689~~ 1855	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	
Human Services Dir. III	~~1767~~ 1940	~~1848~~ 2028	~~1931~~ 2120	~~2019~~ 2220	~~2114~~ 2321	~~2210~~ 2426	~~2310~~ 2533	~~2412~~ 2644	~~2518~~ 2759	
Human Services Supvr. I	~~1263~~ 1390	~~1324~~ 1454	~~1385~~ 1518	~~1446~~ 1588	~~1512~~ 1657	~~1578~~ 1734	~~1651~~ 1814	~~1728~~ 1896	~~1806~~ 1983	~~1889~~ 2071
Marriage Counselor	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	
Med.-Care Advisor	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Med.-Serv. Adm.	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	~~2114~~ 2220	~~2210~~ 2321	~~2310~~ 2426	~~2412~~ 2533	~~2518~~	
Mental Health Worker	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	
Meth.-&-Proc. Analyst	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	
Meth.-&-Proc. Supvr.	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	
Nursing Care Advisor	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	
Occupa. Supvr. Inst. I	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486
Occupa. Supvr. Inst. II	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696
Office Manager	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	
Personnel Officer	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553
Personnel Director	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169
Physical Therapist	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	1454		
Planner (Human Services)	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	
Policy/Program Analyst	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2060~~ 2169
Programmer Analyst	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773		
Psychologist I	~~1182~~ 1241	~~1236~~ 1298	~~1294~~ 1359	~~1355~~ 1423	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	
Psychologist II	~~1415~~ 1486	~~1479~~ 1553	~~1546~~ 1623	~~1615~~ 1696	~~1689~~ 1773	~~1767~~ 1855	~~1848~~ 1940	~~1931~~ 2028	~~2019~~ 2120	
Psychologist III	~~1651~~ 1734	~~1728~~ 1814	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169	~~2160~~ 2268	~~2260~~ 2373		
Psychologist IV	~~1806~~ 1896	~~1889~~ 1983	~~1972~~ 2071	~~2066~~ 2169	~~2160~~ 2268	~~2260~~ 2373	~~2359~~ 2477	~~2464~~ 2587		

Public Health Educator I	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~		
	1088	1138	1190	1241	1298	1359	1423	1486		
Public Health Educator II	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~		
	1359	1423	1486	1553	1623	1696	1773	1855		
Public Health Nurse	~~1058~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~			
	1111	1163	1215	1268	1326	1390	1454			
Pub.-Hlth. Nurse (Team Leader)	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~			
	1163	1215	1268	1326	1390	1454	1518			
Registered Nurse										
~~A.A. Degree or 3 yr. Dip.~~	~~969~~	~~1013~~	~~1058~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~			
~~B.S. Degree~~	~~1013~~	~~1058~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~				
A.A. Deg., 3yr. Dip., or B.S. Deg.	1064	1111	1163	1215	1268	1326				
Sanitarian I	~~1036~~	~~1084~~	~~1133~~	~~1182~~						
	1088	1138	1190	1241						
Sanitarian II	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~		
	1190	1241	1298	1359	1423	1486	1553	1623		
Senior Public Health Nurse	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~			
	1215	1268	1326	1390	1454	1518	1588			
Social Worker I	~~991~~	~~1036~~	~~1084~~	~~1133~~						
	1041	1088	1138	1190						
Social Worker II	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~
	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker III	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~
	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Social Worker Trainee	~~828~~									
	869									
Soc.-Serv. Supvr. I	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~
	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. II	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~	~~1972~~	~~2066~~
	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Soc.-Serv. Supvr. III	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~	~~2210~~	~~2310~~	
	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Soc.-Serv. Supvr. Trainee	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~				
	1326	1390	1454	1518	1588	1657				

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Staff-Trng. Supvr. I	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~
	1423	1486	1553	1623	1696	1773	1855	1940	2028
Staff-Trng. Supvr. II	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~
	1553	1623	1696	1773	1855	1940	2028	2120	2220
Student Soc. Worker (Intern)	Rate proposed by appointing authority								
Student Soc. Worker (SWEP)	~~2-yrs.-college-$2.74/hour;-3-yrs.-college-$2.99/hour.~~ Rate proposed by appointing authority.								
Systems Prog.-Analyst	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~	
	1486	1553	1623	1696	1773	1855	1940		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Vol.-Serv. Coord. I	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1041	1088	1138	1190	1241	1298	1359	1423	1486
Vol.-Serv. Coord II	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~
	1298	1359	1423	1486	1553	1623	1696	1773	1855
Welfare Director I	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~
	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	~~1385~~	~~1446~~	~~1512~~	~~1578~~	~~1651~~	~~1728~~	~~1806~~	~~1889~~	~~1972~~	~~2066~~
	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	~~1615~~	~~1689~~	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~	~~2210~~	~~2310~~	
	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	~~1767~~	~~1848~~	~~1931~~	~~2019~~	~~2114~~	~~2210~~	~~2310~~	~~2412~~	~~2518~~	
	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	~~2421~~	~~2518~~	~~2628~~	~~2747~~	~~2871~~	~~3000~~	~~3135~~	~~3283~~	~~3423~~	
	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	~~1236~~	~~1294~~	~~1355~~	~~1415~~	~~1479~~	~~1546~~	~~1615~~	~~1689~~	~~1767~~	
	1298	1359	1423	1486	1553	1623	1696	1773	1855	

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

B. Support Personnel

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	~~663~~	~~693~~	~~726~~	~~759~~	~~793~~	~~828~~	~~867~~	~~906~~	
	696	728	762	797	833	869	910	951	
Accounting Officer I	~~793~~	~~828~~	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~
	869	910	951	994	1041	1088	1138	1190	1241

Accounting Officer II	~~867~~ 951	~~906~~ 994	~~947~~ 1041	~~991~~ 1088	~~1036~~ 1138	~~1084~~ 1190	~~1133~~ 1241	~~1182~~ 1298	~~1236~~ 1359
Accounting Officer III	~~991~~ 1064	~~1036~~ 1111	~~1084~~ 1163	~~1133~~ 1215	~~1182~~ 1268	~~1236~~ 1326	~~1294~~ 1390	~~1355~~ 1454	~~1415~~ 1518
Asst. Residential Facility Opr.(s)	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	
Case Aide	~~663~~ 696	~~693~~ 728	~~759~~ 762	~~793~~ 797	~~828~~ 833	869			
Chemical Dependency Counselor	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	1190		
Child Support Worker I	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241
Child Support Worker II	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	
Collection Services Supvr. I	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	
Community-Service Aide	~~416~~ 437	~~433~~ 455	~~455~~ 478	~~477~~ 501	499 524	~~521~~ 547	~~543~~ 570		
Coordinator of Aging	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	969 1017
Dev. Achievement Center Inst.	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710			
Financial-Assistance Spec.	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	
Financial-Assistance Supvr. I	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390
Financial-Assistance Supvr. II	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	
Financial Worker I	~~663~~ 696	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869			
Financial Worker II	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	969 1017	~~1013~~ 1064	~~1058~~ 1111

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Home Health Aide	~~521~~ 547	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710		
Home Health Aide Coordinator	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017		
Homemaker I	~~521~~ 547	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710		
Homemaker II	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	
Homemaker Coordinator I	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017		
Homemaker/Home Health Aide	~~521~~ 547	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710		

Housekeeper ~~Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare; and not less than $2.30/hour.~~ Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.

Licensed Practical Nurse	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889			
Public Health Aide	~~416~~ 437	~~433~~ 455	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570		
Residential Facility Operator(s)	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	
Senior Case Aide	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111
Senior Citizen's Aide	~~416~~ 437	~~433~~ 455	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570		
Transportation Coordinator	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	
Welfare Fraud Investigator	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1203~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454		
Welfare Fraud Unit Supvr.	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588		

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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	
Accounting Officer I	~~793~~ 869	~~828~~ 910	~~867~~ 951	~~906~~ 994	~~947~~ 1041	~~991~~ 1088	~~1036~~ 1138	~~1084~~ 1190	~~1133~~ 1241
Accounting Officer II	~~867~~ 951	~~906~~ 994	~~947~~ 1041	~~991~~ 1088	~~1036~~ 1138	~~1084~~ 1190	~~1133~~ 1241	~~1182~~ 1298	~~1236~~ 1359
Accounting Officer III	~~991~~ 1064	~~1036~~ 1111	~~1084~~ 1163	~~1133~~ 1215	~~1182~~ 1268	~~1236~~ 1326	~~1294~~ 1390	~~1355~~ 1454	~~1415~~ 1518
Asst. Residential Facility Opr.(s)	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	
Case Aide	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910			
Chemical Dependency Counselor	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	1241		
Child Support Worker I	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088	~~1084~~ 1138	~~1133~~ 1190	~~1182~~ 1241	~~1236~~ 1298
Child Support Worker II	~~965~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	
Collection Services Supvr. I	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	
Community-Service Aide	~~433~~ 455	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570	~~565~~ 593		
Coordinator of Aging	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064
Dev. Achievement Center Inst.	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744			
Financial-Assistance Spec.	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	
Financial-Assistance Supvr. I	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454

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Financial-Assistance Supvr. II	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	
Financial Worker I	~~693~~ 728	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910			
Financial Worker II	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163
Home Health Aide	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744		
Home Health Aide Coordinator	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064		
Homemaker I	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744		
Homemaker II	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	
Homemaker Coordinator I	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064		
Homemaker/Home Health Aide	~~543~~ 570	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744		
Housekeeper	~~Rate-proposed-by-appointing-authority-and-approved by-the-Merit-System-Superviser-and-the-Commissioner of-Public-Welfare;-and-not-less-than-$2.30/hour.~~ Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930			
Public Health Aide	~~433~~ 455	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570	~~565~~ 593		
Residential Facility Operator(s)	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	
Senior Case Aide	~~776~~ 815	~~810~~ 851	~~847~~ 889	886 930	~~925~~ 971	969 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163
Senior Citizen's Aide	~~433~~ 455	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570	~~565~~ 593		
Transportation Coordinator	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	
Welfare Fraud Investigator	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518		

Welfare Fraud Unit Supvr.	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~		
	1268	1326	1390	1454	1518	1588	1657		

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

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	~~726~~	~~759~~	~~793~~	~~828~~	~~867~~	~~906~~	~~947~~	~~991~~	
	762	797	833	869	910	951	994	1041	
Accounting Officer I	~~793~~	~~828~~	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~
	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	~~867~~	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~
	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~	~~1355~~	~~1415~~
	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	~~592~~	~~620~~	~~648~~	~~676~~	~~709~~	~~742~~	~~776~~	~~810~~	
	622	651	680	710	744	779	815	851	
Case Aide	~~726~~	~~759~~	~~793~~	~~828~~	~~867~~	~~906~~			
	762	797	833	869	910	951			
Chemical Dependency Counselor	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~			
	994	1041	1088	1138	1190	1241	1298		
Child Support Worker I	~~906~~	~~947~~	~~991~~	~~1036~~	~~1084~~	~~1133~~	~~1182~~	~~1236~~	~~1294~~
	951	994	1041	1088	1138	1190	1241	1298	1359
Child Support Worker II	~~1013~~	~~1058~~	~~1108~~	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	
	1064	1111	1163	1215	1268	1326	1390	1454	
Collection Services Supvr. I	~~1157~~	~~1208~~	~~1263~~	~~1324~~	~~1385~~	~~1446~~	~~1512~~	~~1578~~	
	1215	1268	1326	1390	1454	1518	1588		
Community-Service Aide	~~455~~	~~477~~	~~499~~	~~521~~	~~543~~	~~565~~	~~592~~		
	478	501	524	547	570	593	622		
Coordinator of Aging	~~742~~	~~776~~	~~810~~	~~847~~	~~886~~	~~925~~	~~969~~	~~1013~~	~~1058~~
	779	815	851	889	930	971	1017	1064	1111
Dev. Achievement Center Inst.	~~592~~	~~620~~	~~648~~	~~676~~	~~709~~	~~742~~			
	622	651	680	710	744	779			

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Financial-Assistance Spec.	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326
Financial-Assistance Supvr. I	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518
Financial-Assistance Supvr. II	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657
Financial Worker I	~~726~~ 762	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951		
Financial Worker II	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215
Home Health Aide	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779		
Home Health Aide Coordinator	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111		
Homemaker I	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779		
Homemaker II	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889
Homemaker Coordinator I	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	
Homemaker/Home Health Aide	~~565~~ 593	~~592~~ 622	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	

Housekeeper

~~Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.~~
Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.

Licensed Practical Nurse	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971
Public Health Aide	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570	~~565~~ 593	~~592~~ 622
Residential Facility Operator(s)	~~620~~ 651	~~648~~ 680	~~676~~ 710	~~709~~ 744	~~742~~ 779	~~776~~ 815	~~810~~ 851	~~847~~ 889
Senior Case Aide	~~810~~ 851	~~847~~ 889	~~886~~ 930	~~925~~ 971	~~969~~ 1017	~~1013~~ 1064	~~1058~~ 1111	~~1108~~ 1163	~~1157~~ 1215
Senior Citizen's Aide	~~455~~ 478	~~477~~ 501	~~499~~ 524	~~521~~ 547	~~543~~ 570	~~565~~ 593	~~592~~ 622	

Transportation Coordinator	~~759~~ 797	~~793~~ 833	~~828~~ 869	~~867~~ 910	~~906~~ 951	~~947~~ 994	~~991~~ 1041	~~1036~~ 1088
Welfare Fraud Investigator	~~1157~~ 1215	~~1208~~ 1268	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	
Welfare Fraud Unit Supvr.	~~1263~~ 1326	~~1324~~ 1390	~~1385~~ 1454	~~1446~~ 1518	~~1512~~ 1588	~~1578~~ 1657	~~1651~~ 1734	

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

C. Clerical

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerical Supervisor	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Clerk I	~~434~~ 474	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621
Clerk II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist I (1)	~~451~~ 491	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk-Typist II	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Typist III	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk Specialist	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Steno I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Steno II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858

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Information System Specialist	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Keypunch Operator	~~483~~ 523	499 538	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Swbd. Operator I	~~467~~ 507	~~483~~ 523	499 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Swbd. Operator II	499 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712

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

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

2. Plan B*
a. Class of Positions

	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	699 739
Clerical Supervisor	~~672~~ 712	699 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk I	~~451~~ 491	~~467~~ 507	~~483~~ 523	499 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642
Clerk II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	699 739
Clerk III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	699 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Typist I (1)	~~467~~ 507	~~483~~ 523	499 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk-Typist II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	699 739
Clerk-Typist III	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	699 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk Specialist	699 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	958 998
Clerk-Steno I	499 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk-Steno II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795

Clerk-Steno III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Information System Specialist	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924
Keypunch Operator	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Swbd. Operator I	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Swbd. Operator II	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739

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

3. Plan C* a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerical Supervisor	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998
Clerk I	~~467~~ 507	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663
Clerk II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Typist I (1)	~~483~~ 523	~~499~~ 539	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686
Clerk-Typist II	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Typist III	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk Specialist	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037

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Clerk-Steno I	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~
	558	579	600	621	642	663	686	712	739
Clerk-Steno II	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~
	621	642	663	686	712	739	766	795	826
Clerk-Steno III	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~	~~850~~	~~884~~
	686	712	739	766	795	826	858	890	924
Information System Specialist	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~	~~850~~	~~884~~	~~921~~
	712	739	766	795	826	858	890	924	961
Keypunch Operator	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~
	558	579	600	621	642	663	686	712	739
Swbd. Operator I	~~499~~	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~
	539	558	579	600	621	642	663	686	712
Swbd. Operator II	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~
	579	600	621	642	663	686	712	739	766

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

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

4. Plan D*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~
	600	621	642	663	686	712	739	766	795
Clerical Supervisor	~~726~~	~~755~~	~~786~~	~~818~~	~~850~~	~~884~~	~~921~~	~~958~~	~~997~~
	766	795	826	858	890	924	961	998	1037
Clerk I	~~483~~	~~499~~	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~
	523	539	558	579	600	621	642	663	686
Clerk II	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~
	600	621	642	663	686	712	739	766	795
Clerk III	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~	~~850~~	~~884~~
	686	712	739	766	795	826	858	890	924
Clerk-Typist I (1)	~~499~~	~~518~~	~~539~~	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~
	539	558	579	600	621	642	663	686	712
Clerk-Typist II	~~560~~	~~581~~	~~602~~	~~623~~	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~
	600	621	642	663	686	712	739	766	795
Clerk-Typist III	~~646~~	~~672~~	~~699~~	~~726~~	~~755~~	~~786~~	~~818~~	~~850~~	~~884~~
	686	712	739	766	795	826	858	890	924

Clerk Specialist	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037	~~1039~~ 1079
Clerk-Steno I	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	646 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Clerk-Steno II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858
Clerk-Steno III	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Information System Specialist	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998
Keypunch Operator	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	646 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Swbd. Operator I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	646 686	~~672~~ 712	699 739
Swbd. Operator II	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	646 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795

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

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

5. Plan E* a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerical Supervisor	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037	~~1039~~ 1079
Clerk I	~~518~~ 558	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712
Clerk II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk-Typist I (1)	~~539~~ 579	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	646 686	~~672~~ 712	~~699~~ 739

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Clerk-Typist II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826
Clerk-Typist III	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961
Clerk Specialist	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037	~~1039~~ 1079	~~1082~~ 1122
Clerk-Steno I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Clerk-Steno II	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890
Clerk-Steno III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998
Information System Specialist	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037
Keypunch Operator	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795
Swbd. Operator I	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766
Swbd. Operator II	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826

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

6. Plan F* a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerical Supervisor	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037	1039 1079	1122
Clerk I	~~560~~ 600	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	766
Clerk II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998

Clerk-Typist I (1)	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	795
Clerk-Typist II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Clerk-Typist III	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	998
Clerk Specialist	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037	~~1039~~ 1079	~~1082~~ 1122	1167
Clerk-Steno I	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	826
Clerk-Steno II	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	924
Clerk-Steno III	~~755~~ 795	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	1037
Information System Specialist	~~786~~ 826	~~818~~ 858	~~850~~ 890	~~884~~ 924	~~921~~ 961	~~958~~ 998	~~997~~ 1037	1079
Keypunch Operator	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858
Swbd. Operator I	~~581~~ 621	~~602~~ 642	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	795
Swbd. Operator II	~~623~~ 663	~~646~~ 686	~~672~~ 712	~~699~~ 739	~~726~~ 766	~~755~~ 795	~~786~~ 826	858

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

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

D. Maintenance & Trades

1. Plan A*

a. Class of Positions

	1	2	3	4	5	6	7
Auto Driver	~~557~~ 585	~~578~~ 607	~~601~~ 631	~~627~~ 658	~~654~~ 687	~~681~~ 715	~~710~~ 746
Bus Driver	~~601~~ 631	~~627~~ 658	~~654~~ 687	~~681~~ 715	~~710~~ 746	~~741~~ 778	~~773~~ 812

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Janitor (1)	~~601~~ 631	~~627~~ 658	~~654~~ 687	~~681~~ 715	~~710~~ 746	~~741~~ 778	~~773~~ 812
Laborer	~~$3.45/hour~~ $3.63/hour						
Maintenance Worker	~~627~~ 658	~~654~~ 687	~~681~~ 715	~~710~~ 746	~~741~~ 778	~~773~~ 812	~~805~~ 845

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	~~710~~ 746	~~741~~ 778	~~773~~ 812	~~805~~ 845	~~839~~ 881	~~876~~ 920	~~913~~ 959
Bus Driver	~~741~~ 778	~~773~~ 812	~~805~~ 845	~~839~~ 881	~~876~~ 920	~~913~~ 959	~~952~~ 1000
Janitor (1)	~~710~~ 746	~~741~~ 778	~~773~~ 812	~~805~~ 845	~~839~~ 881	~~876~~ 920	~~913~~ 959
Laborer	~~$4.26/hour~~ $4.47/hour						
Maintenance Worker	~~773~~ 812	~~805~~ 845	~~839~~ 881	~~876~~ 920	~~913~~ 959	~~952~~ 1000	~~994~~ 1044

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

~~12 MCAR § 2.841~~ PUBLIC WELFARE SALARY SCHEDULE ~~FOR PROFESSIONAL AND SUPPORT CLASSES~~

STANDARD ~~TABLE FOR COMPUTING LESS-THAN-FULL-TIME SALARY~~, ~~BI-WEEKLY~~, ~~AND FOUR-WEEK SALARY RATES~~

~~Monthly Salary~~	~~Hourly Rate*~~	~~Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**~~				~~For Agencies Operating on a Two or Four-Week Payroll Period.~~		
		~~20 Days~~	~~21 Days~~	~~22 Days~~	~~23 Days~~	~~Daily Rate~~	~~Bi-Weekly Rate***~~	~~Four Weeks~~
~~$416~~	~~$2.39~~	~~$20.80~~	~~$19.81~~	~~$18.91~~	~~$18.09~~	~~$19.12~~	~~$191.20~~	~~$382.40~~
~~424~~	~~2.44~~	~~21.20~~	~~20.19~~	~~19.27~~	~~18.43~~	~~19.52~~	~~195.20~~	~~390.40~~
~~433~~	~~2.49~~	~~21.65~~	~~20.62~~	~~19.68~~	~~18.83~~	~~19.92~~	~~199.20~~	~~398.40~~
~~444~~	~~2.55~~	~~22.20~~	~~21.14~~	~~20.18~~	~~19.30~~	~~20.40~~	~~204.00~~	~~408.00~~
~~455~~	~~2.61~~	~~22.75~~	~~21.67~~	~~20.68~~	~~19.78~~	~~20.88~~	~~208.80~~	~~417.60~~
~~466~~	~~2.68~~	~~23.30~~	~~22.19~~	~~21.18~~	~~20.26~~	~~21.44~~	~~214.40~~	~~428.80~~
~~477~~	~~2.74~~	~~23.85~~	~~22.71~~	~~21.68~~	~~20.74~~	~~21.92~~	~~219.20~~	~~438.40~~
~~488~~	~~2.80~~	~~24.40~~	~~23.24~~	~~22.18~~	~~21.22~~	~~22.40~~	~~224.00~~	~~448.00~~
~~499~~	~~2.87~~	~~24.95~~	~~23.76~~	~~22.68~~	~~21.70~~	~~22.96~~	~~229.60~~	~~459.20~~
~~510~~	~~2.93~~	~~25.50~~	~~24.29~~	~~23.18~~	~~22.17~~	~~23.44~~	~~234.40~~	~~468.80~~
~~521~~	~~2.99~~	~~26.05~~	~~24.81~~	~~23.68~~	~~22.65~~	~~23.92~~	~~239.20~~	~~478.40~~
~~532~~	~~3.06~~	~~26.60~~	~~25.33~~	~~24.18~~	~~23.13~~	~~24.48~~	~~244.80~~	~~489.60~~
~~543~~	~~3.12~~	~~27.15~~	~~25.86~~	~~24.68~~	~~23.61~~	~~24.96~~	~~249.60~~	~~499.20~~
~~554~~	~~3.18~~	~~27.70~~	~~26.38~~	~~25.18~~	~~24.09~~	~~25.44~~	~~254.40~~	~~508.80~~
~~565~~	~~3.25~~	~~28.25~~	~~26.90~~	~~25.68~~	~~24.57~~	~~26.00~~	~~260.00~~	~~520.00~~
~~579~~	~~3.33~~	~~28.95~~	~~27.57~~	~~26.32~~	~~25.17~~	~~26.64~~	~~266.40~~	~~532.80~~
~~592~~	~~3.40~~	~~29.60~~	~~28.19~~	~~26.91~~	~~25.74~~	~~27.20~~	~~272.00~~	~~544.00~~
~~606~~	~~3.48~~	~~30.30~~	~~28.86~~	~~27.55~~	~~26.35~~	~~27.84~~	~~278.40~~	~~556.80~~
~~620~~	~~3.56~~	~~31.00~~	~~29.52~~	~~28.18~~	~~26.96~~	~~28.48~~	~~284.80~~	~~569.60~~
~~634~~	~~3.64~~	~~31.70~~	~~30.19~~	~~28.82~~	~~27.57~~	~~29.12~~	~~291.20~~	~~582.40~~
~~648~~	~~3.72~~	~~32.40~~	~~30.86~~	~~29.45~~	~~28.17~~	~~29.76~~	~~297.60~~	~~595.20~~
~~663~~	~~3.81~~	~~33.15~~	~~31.57~~	~~30.14~~	~~28.83~~	~~30.48~~	~~304.80~~	~~609.60~~
~~676~~	~~3.89~~	~~33.80~~	~~32.19~~	~~30.73~~	~~29.39~~	~~31.12~~	~~311.20~~	~~622.40~~
~~693~~	~~3.98~~	~~34.65~~	~~33.00~~	~~31.50~~	~~30.13~~	~~31.84~~	~~318.40~~	~~636.80~~
~~709~~	~~4.07~~	~~35.45~~	~~33.76~~	~~32.23~~	~~30.83~~	~~32.56~~	~~325.60~~	~~651.20~~
~~726~~	~~4.17~~	~~36.30~~	~~34.57~~	~~33.00~~	~~31.57~~	~~33.36~~	~~333.60~~	~~667.20~~
~~742~~	~~4.26~~	~~37.10~~	~~35.33~~	~~33.73~~	~~32.26~~	~~34.08~~	~~340.80~~	~~681.60~~
~~759~~	~~4.36~~	~~37.95~~	~~36.14~~	~~34.50~~	~~33.00~~	~~34.88~~	~~348.80~~	~~697.60~~
~~776~~	~~4.46~~	~~38.80~~	~~36.95~~	~~35.27~~	~~33.74~~	~~35.68~~	~~356.80~~	~~713.60~~
~~793~~	4.56	~~39.65~~	37.76	~~36.05~~	34.48	~~36.48~~	~~364.80~~	~~729.60~~

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$810	$4.66	$40.50	$38.57	$36.82	$35.22	$37.28	$372.80	$745.60
828	4.76	41.40	39.43	37.64	36.00	38.08	380.80	761.60
847	4.87	42.35	40.33	38.50	36.83	38.96	389.60	779.20
867	4.98	43.35	41.29	39.41	37.70	39.84	398.40	796.80
886	5.09	44.30	42.19	40.27	38.52	40.72	407.20	814.40
906	5.21	45.30	43.14	41.18	39.39	41.68	416.80	833.60
925	5.32	46.25	44.05	42.05	40.22	42.56	425.60	851.20
947	5.44	47.35	45.10	43.05	41.17	43.52	435.20	870.40
969	5.57	48.45	46.14	44.05	42.13	44.56	445.60	891.20
991	5.70	49.55	47.19	45.05	43.09	45.60	456.00	912.00
1013	5.82	50.65	48.24	46.05	44.04	46.56	465.60	931.20
1036	5.95	51.80	49.33	47.09	45.04	47.60	476.00	952.00
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1084	6.23	54.20	51.62	49.27	47.13	49.84	498.40	996.80
1108	6.37	55.40	52.76	50.36	48.17	50.96	509.60	1019.20
1133	6.51	56.65	53.95	51.50	49.26	52.08	520.80	1041.60
1157	6.65	57.85	55.10	52.59	50.30	53.20	532.00	1064.00
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1208	6.94	60.40	57.52	54.91	52.52	55.52	555.20	1110.40
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1263	7.26	63.15	60.14	57.41	54.91	58.08	580.80	1161.60
1294	7.44	64.70	61.62	58.82	56.26	59.52	595.20	1190.40
1324	7.61	66.20	63.05	60.18	57.57	60.88	608.80	1217.60
1355	7.79	67.75	64.52	61.59	58.91	62.32	623.20	1246.40
1385	7.96	69.25	65.95	62.95	60.22	63.68	636.80	1273.60
1415	8.13	70.75	67.38	64.32	61.52	65.04	650.40	1300.80
1446	8.31	72.30	68.86	65.73	62.87	66.48	664.80	1329.60
1479	8.50	73.95	70.43	67.23	64.30	68.00	680.00	1360.00
1512	8.69	75.60	72.00	68.73	65.74	69.52	695.20	1390.40
1546	8.89	77.30	73.62	70.27	67.22	71.12	711.20	1422.40
1578	9.07	78.90	75.14	71.73	68.61	72.56	725.60	1451.20
1615	9.28	80.75	76.90	73.41	70.22	74.24	742.40	1484.80
1651	9.49	82.55	78.62	75.05	71.78	75.92	759.20	1518.40
1689	9.71	84.45	80.43	76.77	73.43	77.68	776.80	1553.60
1728	9.93	86.40	82.29	78.55	75.13	79.44	794.40	1588.80
1767	10.16	88.35	84.14	80.32	76.83	81.28	812.80	1625.60

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$1806	$10.38	$90.30	$86.00	$82.09	$78.52	$83.04	$830.40	$1660.80
1848	10.62	92.40	88.00	84.00	80.35	84.96	849.60	1699.20
1889	10.86	94.45	89.95	85.86	82.13	86.88	868.80	1737.60
1931	11.10	96.55	91.95	87.77	83.96	88.80	888.00	1776.00
1972	11.33	98.60	93.90	89.64	85.74	90.64	906.40	1812.80
2019	11.60	100.95	96.14	91.77	87.78	92.80	928.00	1856.00
2066	11.87	103.30	98.38	93.91	89.83	94.96	949.60	1899.20
2114	12.15	105.70	100.67	96.09	91.91	97.20	972.00	1944.00
2160	12.41	108.00	102.86	98.18	93.91	99.28	992.80	1985.60
2210	12.70	110.50	105.24	100.45	96.09	101.60	1016.00	2032.00
2260	12.99	113.00	107.62	102.73	98.26	103.92	1039.20	2078.40
2310	13.28	115.50	110.00	105.00	100.43	106.24	1062.40	2124.80
2359	13.56	117.95	112.33	107.23	102.57	108.48	1084.80	2169.60
2412	13.86	120.60	114.86	109.64	104.87	110.88	1108.80	2217.60
2464	14.16	123.20	117.33	112.00	107.13	113.28	1132.80	2265.60
2518	14.47	125.90	119.90	114.45	109.48	115.76	1157.60	2315.20
2570	14.77	128.50	122.38	116.82	111.74	118.16	1181.60	2363.20
2628	15.10	131.40	125.14	119.45	114.26	120.80	1208.00	2416.00
2686	15.44	134.30	127.90	122.09	116.78	123.52	1235.20	2470.40
2747	15.79	137.35	130.81	124.86	119.43	126.32	1263.20	2526.40
2808	16.14	140.40	133.71	127.64	122.09	129.12	1291.20	2582.40
2871	16.50	143.55	136.71	130.50	124.83	132.00	1320.00	2640.00
2934	16.86	146.70	139.71	133.36	127.57	134.88	1348.80	2697.60
3000	17.24	150.00	142.86	136.36	130.43	137.92	1379.20	2758.40
3066	17.62	153.30	146.00	139.36	133.30	140.96	1409.60	2819.20
3135	18.02	156.75	149.29	142.50	136.30	144.16	1441.60	2883.20
3204	18.41	160.20	152.57	145.64	139.30	147.28	1472.80	2945.60
3283	18.87	164.15	156.33	149.23	142.74	150.96	1509.60	3019.20
3347	19.24	167.35	159.38	152.14	145.52	153.92	1539.20	3078.40
3423	19.67	171.15	163.00	155.59	148.83	157.36	1573.60	3147.20
3500	20.11	175.00	166.67	159.09	152.17	160.88	1608.80	3217.60
3578	20.56	178.90	170.38	162.64	155.57	164.48	1644.80	3289.60
3659	21.03	182.95	174.24	166.32	159.09	168.24	1682.40	3364.80

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

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

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

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

~~PUBLIC WELFARE SALARY SCHEDULE FOR CLERICAL CLASSES~~

~~STANDARD TABLE FOR COMPUTING LESS THAN FULL-TIME SALARY, BI-WEEKLY, AND FOUR-WEEK SALARY RATES~~

~~Monthly Salary~~	~~Hourly Rate*~~	~~Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**~~				~~For Agencies Operating on a Two or Four-Week Payroll Period.~~		
		~~20 Days~~	~~21 Days~~	~~22 Days~~	~~23 Days~~	~~Daily Rate~~	~~Bi-Weekly Rate***~~	~~Four Weeks~~
~~$426~~	~~$2.45~~	~~$21.30~~	~~$20.29~~	~~$19.36~~	~~$18.52~~	~~$19.60~~	~~$196.00~~	~~$392.00~~
~~434~~	~~2.49~~	~~21.70~~	~~20.67~~	~~19.73~~	~~18.87~~	~~19.92~~	~~199.20~~	~~398.40~~
~~443~~	~~2.55~~	~~22.15~~	~~21.10~~	~~20.14~~	~~19.26~~	~~20.40~~	~~204.00~~	~~408.00~~
~~451~~	~~2.59~~	~~22.55~~	~~21.48~~	~~20.50~~	~~19.61~~	~~20.72~~	~~207.20~~	~~414.40~~
~~459~~	~~2.64~~	~~22.95~~	~~21.86~~	~~20.86~~	~~19.96~~	~~21.12~~	~~211.20~~	~~422.40~~
~~467~~	~~2.68~~	~~23.35~~	~~22.24~~	~~21.23~~	~~20.30~~	~~21.44~~	~~214.40~~	~~428.80~~
~~475~~	~~2.73~~	~~23.75~~	~~22.62~~	~~21.59~~	~~20.65~~	~~21.84~~	~~218.40~~	~~436.80~~
~~483~~	~~2.78~~	~~24.15~~	~~23.00~~	~~21.95~~	~~21.00~~	~~22.24~~	~~222.40~~	~~444.80~~
~~491~~	~~2.82~~	~~24.55~~	~~23.38~~	~~22.32~~	~~21.35~~	~~22.56~~	~~225.60~~	~~451.20~~
~~499~~	~~2.87~~	~~24.95~~	~~23.76~~	~~22.68~~	~~21.70~~	~~22.96~~	~~229.60~~	~~459.20~~
~~507~~	~~2.91~~	~~25.35~~	~~24.14~~	~~23.05~~	~~22.04~~	~~23.28~~	~~232.80~~	~~465.60~~
~~518~~	~~2.98~~	~~25.90~~	~~24.67~~	~~23.55~~	~~22.52~~	~~23.84~~	~~238.40~~	~~476.80~~
~~528~~	~~3.03~~	~~26.40~~	~~25.14~~	~~24.00~~	~~22.96~~	~~24.24~~	~~242.40~~	~~484.80~~
~~539~~	~~3.10~~	~~26.95~~	~~25.67~~	~~24.50~~	~~23.43~~	~~24.80~~	~~248.00~~	~~496.00~~
~~549~~	~~3.16~~	~~27.45~~	~~26.14~~	~~24.95~~	~~23.87~~	~~25.28~~	~~252.80~~	~~505.60~~
~~560~~	~~3.22~~	~~28.00~~	~~26.67~~	~~25.45~~	~~24.35~~	~~25.76~~	~~257.60~~	~~515.20~~
~~570~~	~~3.28~~	~~28.50~~	~~27.14~~	~~25.91~~	~~24.78~~	~~26.24~~	~~262.40~~	~~524.80~~
~~581~~	~~3.34~~	~~29.05~~	~~27.67~~	~~26.41~~	~~25.26~~	~~26.72~~	~~267.20~~	~~534.40~~
~~591~~	~~3.40~~	~~29.55~~	~~28.14~~	~~26.86~~	~~25.70~~	~~27.20~~	~~272.00~~	~~544.00~~
~~602~~	~~3.46~~	~~30.10~~	~~28.67~~	~~27.36~~	~~26.17~~	~~27.68~~	~~276.80~~	~~553.60~~
~~612~~	~~3.52~~	~~30.60~~	~~29.14~~	~~27.82~~	~~26.61~~	~~28.16~~	~~281.60~~	~~563.20~~
~~623~~	~~3.58~~	~~31.15~~	~~29.67~~	~~28.32~~	~~27.09~~	~~28.64~~	~~286.40~~	~~572.80~~
~~633~~	~~3.64~~	~~31.65~~	~~30.14~~	~~28.77~~	~~27.52~~	~~29.12~~	~~291.20~~	~~582.40~~
~~646~~	~~3.71~~	~~32.30~~	~~30.76~~	~~29.36~~	~~28.09~~	~~29.68~~	~~296.80~~	~~593.60~~
~~659~~	~~3.79~~	~~32.95~~	~~31.38~~	~~29.95~~	~~28.65~~	~~30.32~~	~~303.20~~	~~606.40~~
~~672~~	~~3.86~~	~~33.60~~	~~32.00~~	~~30.55~~	~~29.22~~	~~30.88~~	~~308.80~~	~~617.60~~
~~685~~	~~3.94~~	~~34.25~~	~~32.62~~	~~31.14~~	~~29.78~~	~~31.52~~	~~315.20~~	~~630.40~~
~~699~~	~~4.02~~	~~34.95~~	~~33.29~~	~~31.77~~	~~30.39~~	~~32.16~~	~~321.60~~	~~643.20~~

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$712	4.09	35.60	33.90	32.36	30.96	32.72	327.20	654.40
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	776.20
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40
770	4.43	38.50	36.67	35.00	33.48	35.44	354.40	708.80
786	4.52	39.30	37.43	35.73	34.17	36.16	361.60	723.20
802	4.61	40.10	38.19	36.45	34.87	36.88	368.80	737.60
818	4.70	40.90	38.95	37.18	35.57	37.60	376.00	752.00
834	4.79	41.70	39.71	37.91	36.26	38.32	383.20	766.40
850	4.89	42.50	40.48	38.64	36.96	39.12	391.20	782.40
866	4.98	43.30	41.24	39.36	37.65	39.84	398.40	796.80
884	5.08	44.20	42.10	40.18	38.43	40.64	406.40	812.80
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
921	5.29	46.05	43.86	41.86	40.04	42.32	423.20	846.40
939	5.40	46.95	44.71	42.68	40.83	43.20	432.00	864.00
958	5.51	47.90	45.62	43.55	41.65	44.08	440.80	881.60
976	5.61	48.80	46.48	44.36	42.43	44.88	448.80	897.60
997	5.73	49.85	47.48	45.32	43.35	45.84	458.40	916.80
1018	5.85	50.90	48.48	46.27	44.26	46.80	468.00	936.00
1039	5.97	51.95	49.48	47.23	45.17	47.76	477.60	955.20
1060	6.09	53.00	50.48	48.18	46.09	48.72	487.20	974.40
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1103	6.34	55.15	52.52	50.14	47.96	50.72	507.20	1014.40
1127	6.48	56.35	53.67	51.23	49.00	51.84	518.40	1036.80
1151	6.61	57.55	54.81	52.32	50.04	52.88	528.80	1057.60
1176	6.76	58.80	56.00	53.45	51.13	54.08	540.80	1081.60
1201	6.90	60.05	57.19	54.59	52.22	55.20	552.00	1104.00
1227	7.05	61.35	58.43	55.77	53.35	56.40	564.00	1128.00
1254	7.21	62.70	59.71	57.00	54.52	57.68	576.80	1153.60
1281	7.36	64.05	61.00	58.23	55.70	58.88	588.80	1177.60
1309	7.52	65.45	62.33	59.50	56.91	60.16	601.60	1203.20
1337	7.68	66.85	63.67	60.77	58.13	61.44	614.40	1228.80
1366	7.85	68.30	65.05	62.09	59.39	62.80	628.00	1256.00

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

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

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

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

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PUBLIC WELFARE SALARY SCHEDULE FOR MAINTENANCE AND TRADES CLASSES

STANDARD TABLE FOR COMPUTING LESS-THAN-FULL-TIME SALARY, BI-WEEKLY, AND FOUR-WEEK SALARY RATES

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four-Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four-Weeks
$414	$2.38	$20.70	$19.71	$18.82	$18.00	$19.04	$190.40	$380.80
422	2.43	21.10	20.10	19.18	18.35	19.44	194.40	388.80
430	2.47	21.50	20.48	19.55	18.70	19.76	197.60	395.20
438	2.52	21.90	20.86	19.91	19.04	20.16	201.60	403.20
446	2.56	22.30	21.24	20.27	19.39	20.48	204.80	409.60
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
462	2.66	23.10	22.00	21.00	20.09	21.28	212.80	425.60
473	2.72	23.65	22.52	21.50	20.57	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
494	2.84	24.70	23.52	22.45	21.48	22.72	227.20	454.40
504	2.90	25.20	24.00	22.91	21.91	23.20	232.00	464.00
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60
525	3.02	26.25	25.00	23.86	22.83	24.16	241.60	483.20
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
546	3.14	27.30	26.00	24.82	23.74	25.12	251.20	502.40
557	3.20	27.85	26.52	25.32	24.22	25.60	256.00	512.00
567	3.26	28.35	27.00	25.77	24.65	26.08	260.80	521.60
578	3.32	28.90	27.52	26.27	25.13	26.56	265.60	531.20
588	3.38	29.40	28.00	26.73	25.57	27.04	270.40	540.80
601	3.45	30.05	28.62	27.32	26.13	27.60	276.00	552.00
614	3.53	30.70	29.24	27.91	26.70	28.24	282.40	564.80
627	3.60	31.35	29.86	28.50	27.26	28.80	288.00	576.00
640	3.68	32.00	30.48	29.09	27.83	29.44	294.40	588.80
654	3.76	32.70	31.14	29.73	28.43	30.08	300.80	601.60
667	3.83	33.35	31.76	30.32	29.00	30.64	306.40	612.80
681	3.91	34.05	32.43	30.95	29.61	31.28	312.80	625.60
694	3.99	34.70	33.05	31.55	30.17	31.92	319.20	638.40
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays. (For Agencies That Pay by the Month or Twice a Month.)**				For Agencies Operating on a Two or Four Week Payroll Period.		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
741	4.26	37.05	35.29	33.68	32.22	34.08	340.80	681.60
757	4.35	37.85	36.05	34.41	32.91	34.80	348.00	696.00
773	4.44	38.65	36.81	35.14	33.61	35.52	355.20	710.40
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
805	4.63	40.25	38.33	36.59	35.00	37.04	370.40	740.80
821	4.72	41.05	39.10	37.32	35.70	37.76	377.60	755.20
839	4.82	41.95	39.95	38.14	36.48	38.56	385.60	771.20
857	4.93	42.85	40.81	38.95	37.26	39.44	394.40	788.80
876	5.03	43.80	41.71	39.82	38.09	40.24	402.40	804.80
894	5.14	44.70	42.57	40.64	38.87	41.12	411.20	822.40
913	5.25	45.65	43.48	41.50	39.70	42.00	420.00	840.00
931	5.35	46.55	44.33	42.32	40.48	42.80	428.00	856.00
952	5.47	47.60	45.33	43.27	41.39	43.76	437.60	875.20
973	5.59	48.65	46.33	44.23	42.30	44.72	447.20	894.40
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1015	5.83	50.75	48.33	46.14	44.13	46.64	466.40	932.80
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1106	6.35	55.30	52.66	50.27	48.09	50.88	508.80	1017.60
1131	6.50	56.55	53.86	51.41	49.17	52.00	520.00	1040.00
1156	6.64	57.80	55.05	52.54	50.26	53.12	531.20	1062.40
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1209	6.95	60.45	57.57	54.95	52.57	55.60	556.00	1112.00
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1264	7.26	63.20	60.19	57.45	54.96	58.08	580.80	1161.60
1292	7.43	64.60	61.52	58.73	56.17	59.44	594.40	1188.80
1321	7.59	66.05	62.90	60.05	57.43	60.72	607.20	1214.40
1351	7.76	67.55	64.33	61.41	58.74	62.08	620.80	1241.60
1381	7.94	69.05	65.76	62.77	60.04	63.52	635.20	1270.40

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

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

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

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

12 MCAR § 2.841 Provisions for Computing Monthly, Hourly, Less-than-full-time, bi-weekly, and four-week salary rates.

Salary conversion tables. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 12 MCAR § 2.840. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided for in 12 MCAR § 2.516 B.1.c. or in 12 MCAR § 2.517 B.2.

Department of Health Merit System Renumeration

Previously, all Merit System Rules have been referred to as "Minn. Rules MHD____." Effective with this publication in the *State Register*, these rules are being changed to the MCAR numbering system. With this change, the class specifications which were previously grouped together under 4 rules are each being assigned a separate MCAR rule number. A complete list of Merit System Rules, converted to their MCAR numbers, follows:

MHD 264 Definitions. is now **7 MCAR § 1.235 Definitions.**

MHD 265 Statement of policy and means of effecting policy. is now **7 MCAR § 1.236 Statement of policy and means of effecting policy.**

MHD 266 Organization. is now **7 MCAR § 1.237 Organization.**

MHD 267 Classification Plan. is now **7 MCAR § 1.238 Classification Plan.**

MHD 268 Compensation plan. is now **7 MCAR § 1.239 Compensation.**

MHD 269 Recruitment and appointment. is now **7 MCAR § 1.240 Recruitment and Appointment.**

MHD 270 Applications. is now **7 MCAR § 1.241 Applications.**

MHD 271 Examinations. is now **7 MCAR § 1.242 Examinations.**

MHD 272 Registers. is now **7 MCAR § 1.243 Registers.**

MHD 273 Certification of Eligibles. is now **7 MCAR § 1.244 Certification of Eligibles.**

MHD 274 Appointments. is now **7 MCAR § 1.245 Appointments.**

MHD 275 Probationary Period. is now **7 MCAR § 1.246 Probationary Period.**

MHD 276 Promotions. is now **7 MCAR § 1.247 Promotions.**

MHD 277 Transfers and Demotions. is now **7 MCAR § 1.248 Transfers and Demotions.**

MHD 278 Separation, Tenure, and Reinstatement. is now **7 MCAR § 1.249 Separation, Tenure and Reinstatement.**

MHD 279 Leaves of absence. is now **7 MCAR § 1.250 Leaves of absence.**

MHD 280 Service ratings. is now **7 MCAR § 1.251 Service ratings.**

MHD 281 Employee training. is now **7 MCAR § 1.252 Employee training.**

MHD 282 Other employment. is now **7 MCAR § 1.253 Other employment.**

MHD 283 Appeals and hearing. is now **7 MCAR § 1.254 Appeals and hearing.**

MHD 284 Inter-agency operations. is now **7 MCAR § 1.255 Inter-agency operations.**

MHD 285 Miscellaneous. is now **7 MCAR § 1.256 Miscellaneous.**

MHD 294 Salary adjustments and increases. is now **7 MCAR § 1.260 Salary adjustment and increases.**

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STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

Exhibit B

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

In the Matter of the Proposed Adoption of Rules of the Minnesota Merit System Governing the Compensation Plan; Salary Adjustments and Increases; Salary Conversion Tables; Salary Computation Provisions; the Classification Plan; Certification of Eligibles; Separation, Tenure, and Reinstatement; and Leaves of Absence.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing on October 16, 1978, at the State Office Building, St. Paul, Minnesota 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 proposed rule amendments should be adopted.

Ralph Corey, Merit Systems Supervisor, and Barbara Sundquist, Department of Public Welfare Personnel Director, made the agency presentation. Nineteen persons attending the hearing signed the register. The hearing continued until all interested persons had had an opportunity to be heard.

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

Thereafter, the Agencies shall, if they propose to adopt the rules as originally proposed or amended, submit copies of the Order Adopting Rules, a copy of any additional agency findings, a copy of the rules as originally proposed, and a copy of the rules as adopted to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.052, subd. 4. The submission to the Chief Hearing Examiner shall precede review by the Attorney General. The Chief Hearing Examiner shall complete his review and submit his Report to the Agencies on the issues of substantial changes in the rules and compliance with Minn. Stat. § 15.0412, subd. 4, within ten calendar days. The Agencies will be responsible for filing the rules with the Attorney General and for notifying persons who have indicated that they wish to be notified of such filing.

Because the Minnesota Merit System (the System) administers the statewide merit systems for three separate agencies, these proposed rule amendments are a joint effort. The adopting agencies are the Department of Public Welfare, whose rules are published at 12 MCAR Part 2, the Department of Health, 7 MCAR Part 1, and the Department of Public Safety, 11 MCAR Part 1. Throughout this Report, these agencies will be referred to collectively as the "Agency" or "Agencies". Each has an essentially parallel set of rules except as to specific job classes. Ultimately, each agency must adopt its own amendments.

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

FINDINGS OF FACT

A. PROCEDURAL REQUIREMENTS

1. On August 28, 1978, the System filed the following documents with the Chief Hearing Examiner:

(a) Copies of the proposed rules;
(b) Proposed Orders for Hearing;
(c) Proposed Notices of Hearing; and
(d) A Statement of the estimated length and number of people attending the hearing.

2. On September 12, 1978, the System mailed the Agencies' Notices of Hearing to all persons and associations who had registered with the Secretary of State for the purpose of receiving such notice.

3. On September 11, 1978, copies of the Agencies' Notices of Hearing and their proposed rules were published in 3 State Register No. 10.

4. On September 20, 1978, the System filed the following documents:

(a) Order for Hearing for each agency.
(b) The Notice of Hearing as mailed for each Agency.
(c) Affidavit of Receipt of the Secretary of State's list for each agency.
(d) Affidavit of Mailing the Notice to all persons on the Secretary of State's list for each agency.
(e) A Statement of Need and Reasonableness (By the Minnesota Merit System Supervisor for all three Departments).
(f) A Statement of Evidence including the names of System personnel and witnesses.
(g) Copies of documents and reports listed in the Statement of Evidence.

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

6. The Notices of Hearing contained explanations of the proposed amendments and summaries of the reasons for changes as required by 12 MCAR § 2.494 D.4., 11 MCAR § 1.094 D.4. and 7 MCAR § 1.239 D.4.

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

(a) Public Welfare - $58,182.00 in county expenditures for a one-year period.
(b) Health - $1,860.00 in local and county public health agency expenditures
(c) Public Safety - $1,212.00 in local and county expenditures in a one-year period.

8. The record remained open through October 23, 1978, for the receipt of written comments and statements.

AUTHORITY, NEED AND REASONABLENESS

9. At the hearing, the System proposed three nonsubstantial changes to clarify the language of 12 MCAR § 2.498 C.3. and 7 MCAR § 1.244 C.3. (Exs. N-1 and N-2). They also noted some corrections to be made to rules that were erroneously printed. These changes should be adopted.

10. Except as found otherwise below, the Examiner adopts the attached Statement of Need and Reasonablenss as findings demonstrating the statutory authority, need for and reasonableness of, the proposed amendments. The Statement was read and expanded upon by Mr. Corey and Mrs. Sundquist at the hearing.

WAGE ADJUSTMENTS

11. The proposed rules reflect the System's general recommendation that incumbents covered by the professional, support, maintenance and trades, and building maintenance salary schedules receive a 5% increase and that incumbents on the clerical salary schedules receive a $40 per month increase. The recommendations are based on the System's 1978 Salary Survey (Ex. Q), and the particular items listed on pages 11-13 of the attached Statement of Need and Reasonableness. Included among those items are a 7.4% increase in the Consumer Price Index nationwide (6/77-6/78) and a 8.5% increase in the Twin Cities' CPI (4/77-4/78). Several general wage increases and surveys are listed, almost all of which exceed 5%. Only the following items showed annual increases of less than 5%.

(a) Average monthly salary offers to social service graduates increased 3.2% from 1977 to 1978.
(b) Average actual offers to "high quality" liberal arts graduates by leading companies increased 3.6% from 1977 to 1978.
(c) Data available at the time of the 1978 Salary Survey showed that the median minimum teachers' salary in Minnesota increased 3.92% over the prior school year.

12. There are a number of specified classes for which adjustments different from five percent are proposed. These adjustments are based upon comparisons made in the Salary survey and, in some cases, upon the difficulty of recruiting employees. Notable among these exceptions are upper level managers (e.g., Welfare Director series) for whom a ten percent increase is proposed.

13. Comments on the wage adjustments varied according to the writer's position. Two county welfare boards called the increase excessive when combined with employees' annual step increases. (No mention was made of employees at the top of their ranges.) (Exs. 2 and 6) Another board thought the five percent was "more realistic" than the larger increases in the management classes. It worried that the difference ". . . can easily become the incentive needed for bargaining unit organization." (Ex. 16) One welfare director supported the proposed adjustments as "equitable and fair." (Ex. 4)

14. Employee comments deplored the lack of equity in a five percent increase (Exs. 5, 9, 18, 21, 23, 24, 25 and 29), and also suggested other figures ranging from 7.5% to 10%. (Exs. 3, 10, 12, 13, 14, 15, 17, 19, 20, 22, 26, 27 and 30). Two comments were directed at specific classes (Exs. 8 and 11). The following are some excerpts from the employee comments:

"It is our feeling 5% is not an adequate reflection of the cost of living." (Ex. 5)

"I am BEGGING you to reconsider and at least settle for a 7½% proposal." (Ex. 10)

"It's disgusting to know of the 5% increase that is recommended for workers in the Welfare Offices. The rest of the Court House here will receive a 7.65% increase in pay for cost of living 1-1-79." (Ex. 12)

"It seems unfair for clients to be earning more than the workers. . . ." (Ex. 22)

"This 5% cost of living for 1979 presents a problem for everyone, but particularly those persons at the top of the Merit System Schedules. These people will be losing approximately 9% of their purchasing power." (Ex. 23)

"We all have to work for a living and it doesn't help if we don't get a fair cost of living increase." (Ex. 27)

14. At the hearing, Geraldine Wedel of the Minnesota Nurses Association (MNA) commented on the salary of nurses, particularly Public Health Nurses. Subsequent to the Salary Survey, but prior to the hearing, MNA had settled with the Twin Cities' hospitals. The average percentage increase under the contract is 7.32% in minimum salaries and 8.27% in maximum salaries. Mrs. Sundquist stated that the System would reconsider its proposal for nurses, especially recognizing the difficulty of recruiting Public Health Nurses. The Examiner notes that a number of the nursing classes are already proposed for larger than 5% adjustments, but the latest information should be considered in the System's final recommendation.

15. The Examiner finds that the System has failed to demonstrate that the general increase should be held down to five percent. The evidence presented would justify such a hold-down only for social workers, for recent liberal arts graduates, or, at the most, for the welfare professional classes. Outside of these persons, the evidence presented would require a general adjustment of at least six percent (or a parallel flat adjustment), which seems to be the typical increase in the metropolitan counties. That amount is still far below increases in the national and local price indices, but 12 MCAR s 2.494 D.3. and its parallel rules require general adjustments to be based upon comparable salaries, not upon the cost of living. (Of course, those setting the comparable salaries probably considered the cost of living increases.) Thus, the rule does not require a general adjustment to equal the increase in the cost of living. It is the Examiner's recommendation that the System consider a general increase in the six to seven percent range and that it consider a specific hold-down for social workers or welfare professional classes if it is possible to do so without restructuring all the compensation schedules.

12 MCAR §§ 2.590 and 2.591 - FINANCIAL ASSISTANCE SUPERVISOR III and IV.

16. At the hearing, Ruth Mundinger of Anoka County was concerned that the minimum qualifications of experience for these positions seemed excessive, especially when compared to Social Services Supervisor I and II, which have the same pay ranges. Mrs. Sundquist agreed and stated that the requirements would be reduced. Such would be a reasonable, non-substantial change to the proposed rules.

12 MCAR §§ 2.629 and 2.630 - CHILD SUPPORT WORKER I and II.

17. The proposed rules change the class name Resources Examiner I to Child Support Worker I and add the class of Child Support Worker II. While there was some comment on the upgrading of a Resource Examiner I to Child Support Worker II, most of the comments dealt with the name of the class (Exs. 7 and 25). Mr. Corey expressed the System's willingness to change the name and requested the Examiner's recommendation. It was generally felt that the title Child Support Worker [illegible] described the job nor lent the kind of "clout" that is necessary to perform the duties required. The two

choices preferred were Child Support Specialist and Child Support Officer. There was also some discussion of Child Support Enforcement Officer, but that appears to be too strong. Comments by Arlene Shrock of Morrison County were the most persuasive to the Examiner (Ex. 25). She pointed to other titles using "officer", such as Accounting Officer. Several polls were privately taken among those who occupy the position and the decision was generally split. "Officer" does connote a certain power and for this reason it is recommended that the title be Child Support Officer I and II. However, any of the titles would be reasonable.

12 MCAR § 2.694 - PUBLIC HEALTH AIDE

18. This classification is being created under the Welfare rules to parallel a classification in the Health rules. Its creation was necessitated by the Faribault, Martin, Watonwan Human Services Agency which currently has nine individuals employed at the Public Health Aide level. Some comment was raised at the hearing as to the wording of the first sentence of the class specification:

> "KIND OF WORK:"
>
> "Under supervision of a licensed nurse performs a wide variety of basic tasks that meet the needs of families and health problems".

The concern expressed by Ms. Wedel was the use of "licensed nurse" as opposed to the Health rule which uses the term "professional nurse"; a term synonymous with registered nurse. Ms. Wedel argued that a Licensed Practical Nurse supervising Public Health Aides would be acting beyond the scope of his license which does not allow for the delegation of duties. The wording of the rule is such that it does not require any delegation of nursing duties; it requires supervision of Public Health Aides. Minn. Stat. § 148.171(3), which defines the term Registered Nurse, provides in part:

> "The practice of professional nursing includes independent nursing functions . . . which may be performed in collaboration with other health team members or may be delegated by the professional nurse to other nursing personnel [or] . . . may also be performed autonomously."

The duties required of the Public Health Aide do not require delegation from any nurse. While some of the duties described are health-related, they are not "nursing." The duties are not "delegated" from a nurse and their performance need not be supervised by an R.N. So long as the duties are similar to those described in the rule, any person with appropriate supervisory skills in the field of human services, including an LPN, should be able to supervise them. Thus, the Examiner can see no need to change the word "licensed" to "professional", at this point. Further, while it may be a substantial change for this hearing, the System might consider deleting the requirement for supervision by any type of nurse at a future hearing.

12 MCAR § 2.704, 2.705; 7 MCAR §§ 1.283, 1.290 - PUBLIC HEALTH EDUCATOR I and II.

19. These classifications have been redefined and expanded due to the needs expressed by various health agencies and expansion of undergraduate programs within Minnesota colleges in this field as explained in the Statement of Need and Reasonableness.

Two comments were received on this matter. The first was a copy of a letter sent by Kay DeRoos of the Minnesota Chapter of the Society for Public Health Educators (Ex. 31). The letter was a response to the System's request for input on the proposed classifications. Ms. DeRoos sent a copy of guidelines for the Preparation and Practice of Professional Health Educator from the Spring, 1977 issue of Health Education Monographs. Those descriptions were adopted, almost in their entirety, the only changes being those which focus them somewhat towards the educational rather than community settings.

The second comment, from Robert W. Hiller, Assistant Commissioner, Community Health Services, Minnesota Department of Health, expressed some concern that the classifications had been made too narrow (Ex. 32). The System had attempted to broaden the classes, particularly the Public Health Educator II class, and has been responsive to the groups expressing concern in this area. The rules are reasonable as proposed.

20. Both comments questioned the wisdom and legal basis of putting these classifications under the Department of Welfare as well as the Department of Health. This was done to accommodate the Blue Earth County Human Services Agency whose board has adopted the System Rules as promulgated by the Commissioner of Public Welfare. The Human Service Boards (which combine health, welfare and other functions) are required by Minn. Stat. § 402.05, subd. 1 (Supp. 1977) to comply with federal standards for personnel administration. Minn. Stat. § 393.07, subd. 5, authorizes the Commissioner of Public Welfare to adopt merit system rules. Several counties simply adopt those rules as their own to meet the federal requirement. The welfare rules were previously expanded to provide a broad personnel plan for those counties adopting the Human Services Board option. (See Docket No. DPW-78-020-SM, November 23, 1977.)

C O N C L U S I O N S

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

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

3. Except as found in Finding No. 15, the Agencies have demonstrated the need for and reasonableness of the proposed rules by an affirmative presentation of facts.

R E C O M M E N D A T I O N S

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

The attached Statement of Need and Reasonablenss is a part of this Report.

Dated this 14th day of November, 1978.

STEVE M. MIHLAHICK
Hearing Examiner

Exhibit C

DEPARTMENT OF PUBLIC WELFARE

MINNESOTA MERIT SYSTEM

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN; SALARY ADJUSTMENTS AND INCREASES; SALARY CONVERSION TABLES; SALARY COMPUTATION PROVISIONS; THE CLASSIFICATION PLAN; CERTIFICATION OF ELIGIBLES; SEPRARATION, TENURE, AND REINSTATEMENT; AND LEAVES OF ABSENCE

ERROR LISTING

The following error has been noticed in the September 11, 1978 publication of the State Register:

12 MCAR § 2.631 ~~Resources Examiner~~ *should read:*
12 MCAR § 2.631 ~~Resources Examiner III~~ *(found at 3 S.R. 413)*

The following errors have been noticed in the copy of the proposed rules available for the Secretary of State list, and other interested parties:

12 MCAR § 2.631 ~~Resources Examiner~~ *should read:*
12 MCAR § 2.631 ~~Resources Examiner III~~

SUB-CHAPTER D - COMPENSATION PLAN

Approximate Monthly Salaries

12 MCAR § 2.140 Compensation Plan (Public Welfare) *should read:*
12 MCAR § 2.840 Compensation Plan - ~~1978~~ 1979

None of these errors have a substantial effect on the content of the proposed rules.

Ralph W. Corey
Merit System Supervisor

Exhibit D

Amendments in originally proposed rules as recommended by Hearing Examiner.

12 MCAR § 2.629 Child Support Worker I classification title amended as follows: Child Support ~~Worker~~ Officer I

12 MCAR § 2.652 Child Support Worker II classification title amended as follows: Child Support ~~Worker~~ Officer II

12 MCAR § 2.590 Financial Assistance Supervisor III minimum qualifications of education and experience amended as follows:

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and ~~four~~ three years of experience as a Financial Assistance Supervisor I or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute ~~two~~ one years of Financial Assistance Supervisor I experience for one year of college for up to two years of the required college education.

OR

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and ~~two~~ one years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute one year of Financial Assistance Supervisor II experience for one year of college for ~~up to two~~ each years of the required college education.

OR

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

12 MCAR § 2.591 Financial Assistance Supervisor IV minimum qualifications of education and experience amended as follows:

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and ~~two~~ one years of experience as a Financial Assistance Supervisor III, or equivalent level of experience.

OR

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and ~~four~~ three years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

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

OR

Master's degree level work in social work, psychology, sociology, human services administration, business administration, public administration or related fields may be substituted for the Financial Assistance Supervisor II level experience on a year-for-year basis, not to exceed two years.

DEPARTMENT OF PUBLIC WELFARE

AMENDMENT TO PROPOSED RULE CHANGES

12 MCAR § 2.498 C. 3. line 5 reads:
"names of persons having the same examination score as that of the seventh person"

This line should read:
"names of persons having the same examination score as that of the last person"

12 MCAR § 2.498 C. 3. line 6 reads:
"certified on a competitive certification or as that of the third person certified on"

This line should read:
"certified on a competitive certification or as that of the last person certified on"

Exhibit E

SUPPORT CLASSES

MERIT SYSTEM C PLAN MINIMUMS AND MAXIMUMS COMPARED TO OTHER JURISDICTIONS

Class	M.S. C Plan Min.	M.S. C Plan Max.	State of MN Min.	State of MN Max.	Hennepin Co. Min.	Hennepin Co. Max.	Ramsey Co. Min.	Ramsey Co. Max.	St. Louis Co. Min.	St. Louis Co. Max.	T.C. Hosp. Cont. Min.	T.C. Hosp. Cont. Max.	Iowa Min.	Iowa Max.	So. Dak. Min.	So. Dak. Max.	Michigan Min.	Michigan Max.	Kansas Min.	Kansas Max.	Indiana Min.	Indiana Max.	Nebraska Min.	Nebraska Max.	N. Dakota Min.	N. Dakota Max.	Ohio Min.	Ohio Max.	Wisconsin Min.	Wisconsin Max.
Case Aide*	726	906	746	917	838	1069	755	974	843	972			692	948			997	1159	707	887	496	645	490	900	641	859	666	735	542	698
% of Diff.			2.76	1.21	15.43	17.99	6.75	7.51	16.12	7.29			(4.68)	4.64			37.33	27.93	(2.62)	(2.10)	(31.68)	(28.81)	(32.51)	(.66)	(11.71)	(5.19)	(8.26)	(18.87)	(25.34)	(22.96)
Sr. Case Aid	810	115/					868	1094	905	1050							1014	1244			562	739	540	1134	779	1044	718	792	600	785
% of Diff.							7.16	(5.45)	11.73	(9.25)							25.19	7.52			(30.62)	(36.13)	(33.33)	(1.99)	(3.83)	(9.77)	(11.36)	(31.55)	(25.93)	(32.15)
Fin. Wkr. I*	726	906	816	1007	752	915	775	974	843	972			753	1037	795	1171**	997	1159	887	1115***	843	1098	490	900	707	947	792	962	525	683****
% of Diff.			12.40	11.15	3.58	.99	6.75	7.51	16.12	7.28			3.72	14.46	9.50	29.25	37.33	27.93	22.18	23.07	16.12	21.19	(32.51)	(.66)	(2.62)	4.53	9.09	6.18	(27.69)	(24.61)
Fin. Wkr. II	810	1157	917	1136	838	1069	868	1094	905	1050					864	1283	1014	1244			919	1199	515	1071	816	1096	874	1061	612	814
% of Diff.			13.21	(1.82)	3.46	(7.61)	7.16	(5.45)	11.73	(9.25)					6.67	10.89	25.19	7.52			13.46	3.63	(36.42)	(7.43)	.74	(5.27)	7.90	(8.30)	(24.44)	(29.65)
Chem. Dep. Couns.	947	1182	947	1171	873	1169	955	1208																						
% of Diff.			0	(.93)	(7.81)	(1.10)	.85	2.20																						
Acct. Clk.	726	991	746	917	729	929	836	1052	812	937																				
% of Diff.			2.75	(7.47)	.41	(6.26)	15.15	6.16	11.85	(5.45)																				
Res. Exam. I	906	1294	947	1246 *****	948	1152			972	1135																				
% of Diff.			4.53	(3.71)	4.64	(10.97			7.28	(12.29)																				
Res. Exam. II	1157	1512			1247	1592	1118	1413	1167	1556 ******																				
% of Diff.					7.78	5.29	(3.37)	(6.55)	.86	2.91																				
Fin. Asst.Supv.I	1013	1466			1063	1423	1181	1486					994	1355			1171	1422	1115	1607**	1010	1301			947	1269			1016	1342****
% of Diff.					4.94	(1.59)	16.58	2.77					(1.88)	(6.29)			15.60	(1.66)	10.07	(2.70)	(.30)	(10.03)			(6.52)	(12.24)			.30	(7.19)
Acct. Off. I	793	1133	947	1171																										
% of Diff.			19.42	3.35																										
Acct. Off. II	867	1236	1007	1246																										
% of Diff.			16.15	.81																										
Acct. Off. III	991	1415	1171	1573																										
% of Diff.			18.16	11.17																										
LPN	742	925	816	1007	737	939	754	898	843	972	975	930																		
% of Diff.			9.97	8.87	(.67)	1.51	1.62	(2.92)	13.61	5.08	7.14	.54																		

*The ranges for these classes are only six steps in length because they are part of a junior-senior plan of promotion to Senior Case Aide or Financial Worker II after three years of experience.

**South Dakota requires a B.A. degree for this class.

***Kansas requires an A.A. degree in Social Work plus one year of experience for this class.

****These are averages of the minimum and maximum salaries in each of the 50 counties in Wisconsin.

*****The minimum is the minimum salary for the class Reimbursement Officer and the maximum is the maximum salary for the class Senior Reinbursement Officer.

******These represent four unclassified positions in St. Louis County and are the actual lowest and highest salaries paid.

*******Kansas requires a B.A. degree for this class.

Exhibit F

Percentage Increases for Clerical Classes

The Merit System recommended flat dollar increases in the ranges for clerical classifications of $40 per month. Converting these increases to a percentage figure, the following increases result:

Average percentage increase in minimum salaries.

Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
7.61%	7.34%	7.07%	6.81%	6.32%	6.01%

Average percentage increase in maximum salaries.

Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
5.64%	5.43%	5.23%	5.03%	4.83%	8.85%

Adopted Rule

12 MCAR § 2.493 Classification Plan

A. Preparation and Adoption

1. The Commissioner of Public Welfare shall formally adopt and make effective a comprehensive classification plan for all positions. The plan shall be based on investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, the classification plan shall include for each class of positions an appropriate class title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

2. The proposed classification plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendations. Upon such review and recommendation and upon formal adoption by the Commissioner of Public Welfare, the classification plan shall be the official plan for all positions. Class titles established by the adoption of the classification plan shall be used in all personnel and financial records of the Department of Public Welfare and the County Welfare or Human Service Boards, as well as in all examination procedures.

B. Allocation of Positions

1. Every position under the County Welfare or Human Service Boards shall be allocated by the supervisor to one of the appropriate classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made by the supervisor to new or existing classes as is necessitated thereby.

C. Revision of Plan

1. Existing classes may be abolished or changed, or new classes added, in the same manner as the classification plan is originally adopted.

2. In the event of an emergency, the Merit System Council may approve a new or revised class specification for a period not to exceed six months, without the official public hearing. In no case will an emergency class specification last more than six months after the date of approval by the Merit System Council.

D. Incumbents of Reallocated Positions

1. When a position in one class is reallocated to a different class, the incumbent shall not be deemed eligible to continue in this position except as provided in 12 MCAR § 2.493 D. 2. or unless he would have been eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of these rules as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reallocated position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take

the same or equivalent examination from which the existing register was established, providing that his name is not on the existing register; he did not take and fail the examination from which the existing register was established; and he was eligible to take the examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion or layoff in accordance with such provisions of these rules must occur within sixty days of the notification of reallocation of the position.

2. If a position is reallocated as a direct result of the change in size of the employing agency without change in duties and functions, an incumbent with permanent or probationary status in the lower class shall be permitted to take a non-competitive qualifying examination without regard to the qualifications for the class. An incumbent whose name is on a competitive promotional register for the higher class may be certified to the position regardless of the relative ranks of other candidates on the eligible register.

12 MCAR § 2.494 Compensation Plan

A. Preparation and Adoption

1. The Commissioner shall formally adopt and make effective a comprehensive compensation plan (12 MCAR § 2.840) for all classes of positions which shall apply to all agencies covered by the Merit System except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those limited instances where the requirements of 12 MCAR § 2.516 C. have been satisfied. The plan shall include salary schedules for the various classes, with the salary of each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change in duty, in the recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing rates in other county departments, and other relevant factors shall be taken into consideration in arriving at such salary schedules.

2. The proposed compensation plan, and any changes therein, shall be submitted to the Merit System Council for review and recommendation. Upon such review and recommendation and upon formal adoption by the Commissioner, the compensation plan shall be the official salary schedule of the Minnesota Merit System, effective the date specified.

3. Salary ranges for all classes of positions on the official salary schedule of the Minnesota Merit System shall be amended in the same manner as originally adopted.

B. Selection of Salary Ranges by Appointing Authority

1. The appointing authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative, and 2) except as provided in 12 MCAR § 2.494 B. 6. Such plan shall be selected from each of the following salary schedules provided under 12 MCAR § 2.840:

Professional - A, B, and C;
Support Personnel - A, B, and C;
Clerical - A, B, C, D, E, and F;
Maintenance and Trades - A and B.

2. Such rates shall be identified by alphabetical designation, and adjustment of the plan as provided in 12 MCAR § 2.494 D. shall not serve to amend the alphabetically designated rates selected as the appointing authority's plan.

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

4. The alphabetically designated rates selected by the appointing authority shall become the official plan for the county until amended by the appointing authority as provided in 12 MCAR § 2.494 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of 12 MCAR § 2.516 B. 1. and 12 MCAR § 2.516 B. 2. on the basis of the plan adopted by the appointing authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative who are in the same class as employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under 12 MCAR § 2.494 E. 1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

C. Amendment of Salary Ranges Selected by Appointing Authority

1. The appointing authority may amend the official plan for the agency by selection of a different salary schedule as provided in 12 MCAR § 2.494 B.

2. Supervisor shall be notified of the official action of the appointing authority to amend the plan for the county at least 30 days in advance of the date on which such amended county plan becomes effective unless such change results from the signing of a contract by the board and the exclusive representative.

D. Adjustment of the Official Salary Schedule of the Minnesota Merit System

1. The compensation plan provided in 12 MCAR § 2.840 shall be adjusted for changes in the level of salary rates in business and government and similar and competing types of employment.

2. The Supervisor shall conduct each year a review of the changes in the level of salary rates in the labor market since the time of the survey preceding the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data each succeeding year. The Supervisor shall complete this study and report the findings to the Commissioner of Public Welfare on or before July 31 each year.

3. If the report of the Supervisor reveals an increase or decrease in salary rates in the labor market for similar and/or competing employment (particularly with the teaching profession, for professional rates) of four per cent or more, the Commissioner of Public Welfare shall announce a public hearing for a general adjustment of the compensation plan. If the changes in the labor market are of less than four per cent or differ significantly for various types of employment, the Commissioner may announce a public hearing to adjust the compensation plan in whole or in part.

4. The announcement of the public hearing to the county agencies and employee organizations shall include the proposed compensation plan, an explanation of the adjustments proposed and a summary of the findings of the survey upon which the proposed adjustment is based.

5. The public hearing shall provide opportunity for all interested individuals and groups to present evidence, testimony, and views on the proposed compensation plan. Following the public hearing and after consideration of all the evidence, the Commissioner shall make his decision. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following January 1.

6. The County Welfare Board may implement an adjusted compensation plan by adjusting the salaries of the employees to the same alphabetically designated salary rate on the adjusted plan that such employees were paid under the former plan.

E. Negotiation of a Salary Schedule

1. In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty, in the recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the Supervisor shall establish the salary level for the class until such time as the contract is again negotiated. In so doing the Supervisor shall consider the salaries for the other classes in the agency as negotiated and the minimum qualifications for the new class.

2. A complete copy of the adopted salary schedule must be filed with the Supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the Supervisor within ten days after the effective date of any such succeeding adjustment.

F. Administration of the Plan

1. On either the official salary schedule of the Minnesota Merit System or the negotiated salary schedules the entrance salary for any new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except that the entrance salary may be above the minimum rate, provided that:

a. Such appointment at a higher rate is justified by the exceptional qualifications of the individual and that others having similar qualifications are offered the same rate.

OR

b. Such appointment at a higher rate has first been offered to all individuals standing higher on the register who have been offered the appointment.

AND

c. Such appointment under (a) or (b) above shall be made at one of the regularly established steps in the salary range.

d. When such appointment, except appointments under (a) above, is made by the appointing authority at other than the minimum of the range, all employees having probationary or permanent status in the same class in the local unit shall be at or above the point in the range at which the appointment is made, or they shall be raised to that point.

e. Such appointments under (a) or (b) above shall be subject to the prior approval of the Merit System Supervisor upon submittal by the appointing authority of a written statement of the reasons for the higher rate.

12 MCAR § 2.498 Certification of Eligibles

A. Vacancies

1. Vacancies in the classified service shall be filled by re-employment, original appointment, promotion, transfer, demotion, or reinstatement.

B. Requisition for Certification

1. If a vacancy in any position under a county welfare or human service board is to be filled other than by reinstatement, non-competitive examination, promotion, transfer, or demotion, and a new employee is needed, requisition shall be submitted by the appointing authority to the Supervisor. This requisition shall state the number of positions to be filled in each class, together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualifications requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the Supervisor, with the approval of the Merit System Council, has determined that there is reason for a certification of an eligible with special qualifications.

C. Certification Methods

1. Upon receipt of a requisition, the Supervisor shall certify the names of available eligibles. If one position is involved, he shall certify the seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions.

2. The Supervisor may also certify the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination scores as that of the third name certified, from the appropriate promotional register and re-employment register if such registers exist and are requested.

3. If more than one vacancy exists, the Supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the last person certified on a competitive certification or as that of the last person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are less than seven available candidates on the competitive certification or three available candidates on the promotional certification.

4. The appointing authority may select for appointment anyone among the certified candidates.

5. When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than seven on a competitive certification or three on a promotional certification, and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the Supervisor deems appropriate.

6. If there is no register that the Supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in 12 MCAR § 2.499 B.

D. County-Option Certification

1. The appointing authority may request from the Supervisor names of eligibles from either the state-wide original entrance register or from a sub-register for the county, a restricted area, or a district of the state, as set forth in 12 MCAR § 2.497 A. 5. The Supervisor, upon receipt of such requisition, shall refer names of eligibles from the register as requested.

2. If an appointing authority requests a certification of eligibles from a sub-register established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a state-wide basis.

12 MCAR § 2.503 Separation, Tenure, and Reinstatement

A. Resignations

1. An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the Supervisor.

2. Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

B. Dismissals

1. Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first 30 calendar days of a probationary period following a transfer. Employees serving the first 30 calendar days of a probationary period following a transfer can only be dismissed for just cause.

2. No employee who has permanent status shall be dismissed from his position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. He shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the Supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the Merit System Council in the manner prescribed by 12 MCAR § 2.508 E. 2. (See 12 MCAR § 2.508 E. 4. for dismissal procedure for veterans.)

3. Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in obtaining his eligibility or appointment, shall upon discovery and proof thereof, be removed and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the Supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the Merit System Council.

C. Suspension

1. After written notice, the appointing authority may suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

D. Reduction of force

1. The appointing authority may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee, however, shall be separated while there are emergency, provisional, limited-term, or probationary employees serving in the same class of positions. The order of

separations due to reduction of force shall be based upon seniority, except in an instance in which seniority is less than one month (30 calendar days), in which case, order of separation shall be based upon service ratings and seniority, under a formula established by the Merit System Supervisor.

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

3. The name of any permanent employee whose position has been abolished while on leave shall be entered on a re-employment register for his class of positions upon request of the employee, provided that such request is made within 45 days after the expiration of his leave. Entry on the re-employment register shall be in the order of the receipt of the request.

4. The name of any probationary employee who has been separated from the service without prejudice shall be entered upon a re-employment register for his class of positions for a period of one year, in accordance with accrued probationary service, provided, however, that upon appointment from the re-employment register, such an employee shall be required to serve a full six-months probationary period as when appointed from an original entrance register.

E. Tenure of Office

1. The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with these rules.

F. Reinstatement to Previous Class of Positions

1. Upon written request of an appointing authority to and with the approval of the Merit System Supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under these rules may be reinstated to a position in the same class in the Merit System program at any time within two years after the date of his resignation. Under the same conditions, a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1940, in a county welfare agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the Merit System Supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy. The Supervisor may require such employee to pass a qualifying examination.

G. Reinstatement of Probationer

1. Upon written request of an appointing authority and with the approval of the Merit System Supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class previously held in the Merit System at any time within a year after the date on which his resignation became effective.

H. Retirement

1. Any employee in the Merit System who attains the age of 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

12 MCAR § 2.504 Leaves of Absence

A. In General

1. Leave policies stated in this rule are minimum standards and shall apply to all county welfare or human service personnel except when raised by adoption of an optional vacation and sick leave policy by the County Welfare or Human Service Board or unless otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the board, such negotiated benefits may be applied to all employees of the agency. Any such amended policy shall be submitted to the Supervisor.

2. After notice to the appointing authority, any employee under the Merit System shall be granted leave with pay for:

a. Service upon a jury.

b. Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

3. At the option of the appointing authority the employee may be required to turn over to the agency any per-diem payment received as a result of serving on a jury or as a witness in the above-listed actions. Monies received as expenses shall be kept by the employee.

4. Any absence, whether voluntary or in a response to a legal order to appear and testify in private litigation, not as an employee of the county but as an individual, shall be taken as annual leave, as leave of absence without pay, or as a deduction from authorized accumulated overtime.

B. Leaves of Absence Without Pay

1. Any person holding a permanent or probationary position in the classified service of the Minnesota Merit System shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job. Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in 12 MCAR § 2.503 F. If all the positions in the class are filled, the

least senior employee in the class shall vacate his/her position subject to any eligibility for layoff, transfer, or demotion that he/she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/her class before the expiration of the leave in the same manner. Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must motify the appointing authority and request an approval for a leave of absence.

2. Educational leave without pay may be granted for a period not to exceed two years to any employee but such leave shall otherwise be subject to the same provisions as leave granted under 12 MCAR § 2.504 B. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments and may be granted salary increases at the time such increases would have been received if the employee had continued in regular employment with the agency.

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

C. Vacation Leave (see also 12 MCAR § 504 A. 1.)

1. Each employee in the classified service, except emergency, hourly, or per-diem employees, shall earn vacation with pay at the rate of one working day for each full month of service. The county agency shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service; but upon the satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of 24 working days.

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

3. A permanent employee who is transferred or promoted from one county welfare or human service board to another shall be paid for the number of working days of unused vacation leave accumulated to his credit from the first county.

4. Any employee who is separated from the Merit System by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accumulated to his credit.

D. Sick Leave (also see 12 MCAR § 2.504 A. 1.)

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

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

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

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

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

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

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

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

E. Funeral Leave

1. Each appointing authority allowing funeral leave, exclusive of sick leave or vacation leave, shall prepare written regulations governing such leave. Such regulations governing funeral leave shall be effective when approved by the Supervisor. No regulation changes will be made retroactive.

2. Funeral leave may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his spouse.

F. Military Leave

1. Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statutes, Section 192.261.

G. Record of Leave

1. Each appointing authority shall maintain a record of leaves with pay granted to employees. These records shall be kept on forms prescribed by the Supervisor and shall be subject to his review.

H. Holidays

1. Permanent, probationary, provisional, limited-term, and full-time trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off from work with pay for the day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. Employees who work less than full time and who are eligible for holiday pay shall receive such pay equivalent to the number of hours they normally would have been scheduled to work on that day if it had not been a holiday.

New Year's Day--January 1
Lincoln's and Washington's Birthday--the third Monday in February
Memorial Day--the last Monday in May
Independence Day--July 4
Labor Day--the first Monday in September
Christopher Columbus Day--the second Monday in October
Veteran's Day--November 11
Thanksgiving Day--the fourth Thursday in November
Christmas Day--December 25

2. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a non-work day. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday.

3. The appointing authority may designate additional days as holidays, with or without pay, as may be necessary to conform to the policy and practice followed in other offices in the county government.

12 MCAR § 2.516 Salary Adjustments and Increases

A. Availability of Funds

1. Before salary increases and adjustments are made in accordance with these rules or in accordance with a negotiated contract or agreement, the appointing authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

B. Adjustments to be Made in Accordance with Merit System Official Compensation Plan

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions except as provided in 12 MCAR § 2.494 B. 1. and 6.

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

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in 12 MCAR § 2.494 D. 6. as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where the appointing authority has determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, they may give a different adjustment, other than the general adjustment adopted; provided, however, they must file with the Supervisor the new salary steps by class and a Salary Conversion Table as provided for in 12 MCAR § 2.841. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the agency and shall not be over the maximum salary.

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

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

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

2. General adjustment recommended for incumbents is five percent for employees on the Professional, Support, and Maintenance and Trades Salary Schedules and forty dollars for employees on the Clerical Salary Schedules.

3. Intra-agency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employee affected.

C. Adjustments to be Made in Accordance with Negotiated Salary Schedules

1. In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of these employees shall follow the wording of the contract or agreement.

D. Merit Increases

1. Increases from the minimum on the official Merit System Compensation Plan or on any negotiated salary schedules or on any salary schedules filed with the Supervisor pursuant to 12 MCAR § 2.516 B. 1. c. shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance. When adjustments pursuant to 12 MCAR § 2.516 B. 1. f. result in employees no longer being on a salary step as published in 12 MCAR § 2.840 for their class, any subsequent merit increase shall be to an appropriate step on 12 MCAR § 2.840 for their class.

2. Upon the satisfactory completion of the probationary period, an employee may be considered for a merit increase.

3. A merit increase for each employee not at the maximum for his/her class of positions shall be considered at least once each twelve-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event that an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the Merit System Supervisor.

4. Except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served six months at the rate of pay from which an increase is proposed, except that in case of exceptionally meritorious service or abnormal employment conditions that result in staff losses and shortages of available qualified persons, a merit increase of more than one step in the range or at less than a six month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes of the county welfare or human service board and reported to the Merit System Supervisor.

5. An extraordinary merit increase within the agency's salary range may be granted upon accrual of 15 additional credits in a field or fields pertinent to the employee's class. The proposed increase shall be submitted to the Supervisor for approval before it becomes effective. In each case the employee's transcript of coursework shall accompany the proposed salary increase.

E. Salary Decreases

1. Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intention to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the Supervisor. A permanent employee whose salary is reduced may request a hearing as provided in 12 MCAR § 2.508 E.

2. Contract or agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of 12 MCAR § 2.516 E. 1. above.

12 MCAR § 2.517 Salary Computation Provisions for Full and Part-Time Employment, Vacation and Sick Leave Pay Upon Termination, Partial Pay Periods, Overtime Pay and Part Payment from Another Source

A. Pay Periods

1. The length of pay periods is at the discretion of the appointing authority and/or may be negotiated when there is an exclusive representative.

B. Full-Time and Part-Time Employment

1. All rates prescribed in 12 MCAR § 2.840 and 2.841 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of 12 MCAR § 2.516 B. 1. c. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day or proportion of a month basis. The agencies using 12 MCAR § 2.840 shall use the table prepared in accordance with 12 MCAR § 2.841 in computing such payment.

2. Those agencies with an exclusive representative who negotiate different salary schedules from those shown in 12 MCAR § 2.840 under the provisions of 12 MCAR § 2.517 B. 1. above or those agencies operating under the provisions of 12 MCAR § 2.516 B. 1. c. shall file within 10 days after the signing of the contract such schedules with the Supervisor. Attached thereto, shall be a table similar in format, computation, and information to the table provided for in 12 MCAR § 2.841. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

C. Payment for Less Than a Full Payroll Period

1. The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours/days the employee worked in the payroll period. Agencies shall use the table provided for in 12 MCAR § 2.841 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of 12 MCAR § 516 B. 1. c. shall use their table prepared in accordance with 12 MCAR § 2.841 in computing this salary.

D. Part Payment from Another Source

1. When part of the compensation of a county welfare or human service employee regularly is paid from another source, such as federal, state, city or county governmental departments, or from a different fund or account outside the control of the appointing authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

E. Compensation for Vacation and/or Sick Leave Upon Separation

1. An employee, who has permanent status in the county agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with 12 MCAR § 2.504 C. 4. on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with 12 MCAR § 2.841. This is illustrated by the following examples:

An employee who earns $844 a month and is paid $388 on a bi-weekly payroll ($38.80 daily rate) works 8 days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.80 X 19 days (8 regular working days plus 11 days of vacation) = $737.20.

An employee who earns $844 a month and is paid on a monthly basis works 8 days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rate of $38.36 (for 22 day month) X 19 days (8 regular working days plus 11 days of vacation) = $727.70.

2. The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

3. Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under 12 MCAR § 2.517 E. 2.

F. Overtime Compensation

1. Except for the provisions of the Minnesota Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in: (1) an emergency in which the appointing authority orders such overtime; or (2) when such overtime is otherwise approved in advance by the appointing authority or its designee; or (3) as may be otherwise negotiated. Rates of pay for this overtime work shall be decided by the appointing authority and it shall be discretionary with the appointing authority, whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

12 MCAR § 2.553 Planner (Human Services)

A. Kind of work. Under general administrative supervision, gathers and analyzes data, designs and evaluates complex planning strategies, develops human service-related plans, and performs related work as assigned.

B. Examples of work (Illustrative only). Works with community and professional groups in developing specific planning philosophies, strategies and goals. Consults with state, regional, and local officials, staff members and organizational leaders to gain information related to specific plans and programs. Confers with local officials and agency staff on specific planning projects, techniques and goals. Assists in implementing and evaluating new programs and services related to planning efforts. Prepares grant applications, where appropriate, and writes instructions concerning state and federal procedures. Assists ongoing community efforts and collects data as required.

C. Knowledges and abilities required. Knowledge of local, state and federal regulations pertaining to specific human service-related fields. Knowledge of community planning techniques and procedures. Knowledge of the principles and practices of collecting data and preparing reports. Knowledge of data processing techniques. Ability to conceptualize broad planning programs and goals. Ability to interpret laws, rules and regulations. Ability to establish and maintain effective working relationships with local public officials and planning groups. Ability to speak and write effectively and clearly. Ability to specify and critically evaluate goals and objectives.

D. Minimum qualifications of education and experience. College graduation with a master's degree in planning, social work, public administration or related field, and one year community planning experience.

OR

Bachelor's degree in a human service field and three years of related community planning experience.

OR

Bachelor's degree in a human service field and three years of administrative experience in a human service field.

12 MCAR § 2.590 Financial Assistance Supervisor III

A. Kind of work. Under the direction of the Welfare Director, Division Director, or Financial Assistance Supervisor IV, does professional work in the administration and supervision of financial programs involving the interpretation and assessment of policies and the supervision of income maintenance personnel; assumes responsibility for a designated area of the program; and performs related work as assigned.

B. Examples of work (Illustrative only). Supervises and assigns work to staff. Holds individual conferences with assigned personnel and interprets agency policies. Reviews case records to see that agency policies and regulations are adhered to and that proper procedures are being followed. Analyzes, evaluates, and suggests modification procedures involved in the management of income maintenance cases. Develops and directs an orientation program for new staff and carries on a program of staff development. Interviews clients when special problems arise, listens to grievances, and recommends appropriate action. Performs program analysis and need assessment. Directs activities of clerical staff assigned to the division. Evaluates staff performance and recommends appropriate action. Assists in selecting adequate personnel for the division. Provides management information for board and agency administration. Assists in planning, developing and/or coordinating agency programs. Assists in facilitating referrals to social services. Represents the agency at meetings and conferences with other agencies and/or individuals about areas of joint administration or concern. Performs consultative services for other agency staff. Makes special studies and surveys as occasion demands.

C. Knowledges and abilities required. Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and three years of experience as a Financial Assistance Supervisor I or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute one year of Financial Assistance Supervisor I experience for one year of college for up to two years of the required college education.

OR

Graduation from an accredited four-year college, with a major in social work, psychology, sociology, business administration, public administration or related fields, and one year of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

When taking a promotional examination for this position, an employee may substitute one year of Financial Assistance Supervisor II experience for one year of college for each year of the required college education.

OR

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

12 MCAR § 2.591 Financial Assistance Supervisor IV

A. Kind of work. Under the direction of the Welfare Director or a Division Director, administers designated income maintenance units within a large county welfare or human services agency; establishes procedures for the accomplishment of work and for following the progress of work; and assumes responsibility for the maintenance of standards within the units toward the agency's total objective; and performs related work as assigned.

B. Examples of work (Illustrative only). Supervises financial assistance supervisor(s) and other income maintenance staff as designated. Analyzes, evaluates, modifies, and coordinates procedures involved in the administration of the unit. Interprets and develops policies through conferences, staff meetings, and/or division director, as well as representatives of the Department of Public Welfare. Fosters the professional development of the staff through orientation programs, in-service training, and planned use of supervisory and consultative services. Evaluates staff performance through an established system of service ratings and recommends assignment of personnel and additions to staff. Explains the work of the department to the community. Performs program analysis and need assessment. Plans, develops, and/or coordinates agency programs. Assists in the development of the budget and the procurement of funding. Provides management information for board and agency administration. Selects adequate personnel for the division. Represents the agency at meetings and conferences with other agency and/or individuals about areas of joint administration or concern. Makes special studies and surveys as occasion demands.

C. Knowledges and abilities required. Knowledge of financial aid programs, operations, policies, and procedures. Knowledge of the federal program for public assistance as expressed in the Social Security Act. Knowledge of the functions of other social service and financial agencies. Knowledge of community resources. Knowledge of social and economic problems. Knowledge of federal and state laws relevant to public assistance programs, and a broad understanding of the objectives and functions of the state welfare program. Ability to supervise and direct the work of others. Ability to evaluate performance and stimulate growth. Ability to organize effectively and efficiently. Ability to establish and maintain effective relationships with staff, clients, and community in general. Ability to formulate methods and procedures. Ability to understand and effectively carry out complex oral and written directions.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and one year of experience as a Financial Assistance Supervisor III, or equivalent level of experience.

OR

Graduation from an accredited four-year college with a major in social work, psychology, sociology, business administration, public administration or related fields, and three years of experience as a Financial Assistance Supervisor II, or equivalent level of experience.

OR

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

OR

Master's degree level work in social work, psychology, sociology, human services administration, business administration, public administration or related fields may be substituted for the Financial Assistance Supervisor II level experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.629 Child Support Officer I

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

B. Examples of work (Illustrative only). Establishes paternity. Communicates with persons who have support obligations. Compiles information on whereabouts, earnings, and assets of persons with support obligations in paying support orders and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records or payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support for their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Speaks to church groups, civic groups, etc., for purposes of informing community of IV-D program. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social service unit, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations.

C. Knowledges and abilities required. Knowledge of human behavior. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express oneself clearly verbally and in writing. Ability to interpret written materials. Ability to be objective. Interviewing skills. Math skills.

D. Minimum qualifications of education and experience. High school graduation and two years of experience in work related to the collection of child support.

OR

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

OR

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

OR

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

OR

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

12 MCAR § 2.630 Welfare Fraud Investigator

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

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

C. Knowledges and abilities required. Knowledge of investigative techniques and procedures. Knowledge of federal, state, and local laws, especially as they relate to fraud and child support. Knowledge of rules and evidence and court procedures. Knowledge of human behavior. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to express ideas clearly. Ability to be objective.

D. Minimum qualifications of education and experience. High school graduation and four years of criminal investigative experience, or experience as a Child Support Worker II, or equivalent level experience in a county welfare or human services agency.

OR

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

12 MCAR § 2.631 Welfare Fraud Unit Supervisor

A. Kind of work. Under general administrative direction, coordinates and supervises the activities of a fraud unit in a county welfare or human service agency; participates in investigation of suspected fraud cases; gathers evidence and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. Examples of work (Illustrative only). Assigns duties to other investigators attached to the unit and supervises activities. Reviews investigations in process and prior to submittal to the county attorney. Coordinates submittal of reports on fraud unit activities to the county attorney or to appropriate welfare or human services agency personnel. Receives and processes complaints from the public about alleged fraud and interviews complainant. Conducts complete investigation of referrals when there are indications of possible fraud in public assistance cases. Gathers, preserves, and analyzes facts and evidence relating to cases and presents findings to the county attorney for possible prosecution. Contacts prospective witnesses and other sources of information to obtain facts on welfare cases. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination of possible fraud. Prepares memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Maintains files and records relating to cases under investigation. Conducts training sessions for social workers in the welfare department to acquaint them with the purposes and procedures relating to the investigation and prevention of possible fraud.

C. Knowledges and abilities required. Knowledge of investigative techniques and procedures. Knowledge of federal, state, and local laws, especially as they relate to fraud. Knowledge of rules of evidence and court procedures. Knowledge of welfare rules and regulations. Knowledge of human behavior. Knowledge of effective supervisory techniques. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to supervise the work of others. Ability to express ideas clearly. Ability to be objective.

D. Minimum qualifications of education and experience. High school graduation and five years of investigative experience as a detective or equivalent in a law-enforcement agency.

OR

A candidate may substitute investigative experience with satisfactory college work on a year-for-year basis not to exceed two years.

OR

One year of experience as a welfare fraud investigator, or the equivalent, in a public welfare or human services agency.

12 MCAR § 2.650 Sanitarian I

A. Kind of work. Under supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules and regulations; may supervise inspectors; and performs related duties as assigned.

B. Examples of work (Illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of food or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities concerning compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement.

C. Knowledges and abilities required. Knowledge of the approved methods used in the various fields of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the nature and scope of environmental health. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to understand oral and written instructions. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to write reports. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Graduation from an accredited four-year college with a major in the physical and/or biological sciences, sanitary science, or other fields closely related to environmental health.

12 MCAR § 2.651 Sanitarian II

A. Kind of work. Under general supervision performs environmental health inspections, handles complaints, enforces state, county, and local ordinances, rules, and regulations; may supervise subordinate personnel, and performs related duties as assigned.

B. Examples of work (Illustrative only). Inspects milk and food processing plants for compliance with standards. Inspects restaurants, bakeries, meat shops, grocery stores and other establishments engaged in the sale of foods or beverages. Inspects schools, nursing homes, hospitals, and other institutions and public buildings for compliance with minimum sanitary requirements. Advises operators of all establishments, businesses, etc. affected by the various environmental health programs of non-compliance with local, county, and state regulations, advises them as to necessary corrections, and issues orders concerning corrections of violations. Conducts investigations of public and private sewerage facilities. Inspects houses, motels, hotels, and other lodging facilities regarding compliance with environmental health codes. Gathers evidence of violations of any local or state regulations relating to environmental health. Investigates complaints concerning all areas of environmental health and undertakes the necessary steps for resolution of abatement. Works with local governing bodies and agencies on matters related to environmental health.

C. Knowledges and abilities required. Considerable knowledge of the approved methods and equipment used in the various fields of environmental health. Considerable knowledge of the nature and scope of environmental health. Knowledge of the controlling health laws, rules and regulations. Knowledge of the principles and practices as related to the recognition, elimination and control of environmental health hazards. Ability to communicate effectively both orally and in writing. Ability to understand oral and written instructions. Ability to explain regulatory provisions with firmness, tact and courtesy. Ability to work effectively with fellow employees and personnel in related agencies. Ability to conduct effective inspection programs with an attitude of impartiality and personal responsibility. Ability to analyze potential environmental health hazards. Ability to write reports and develop recommendations. Ability to direct activities of subordinates.

D. Minimum qualifications of education and experience. Three years of full-time paid experience as a Sanitarian I or its equivalent.

OR

A master's degree in public health or in a health related field from an accredited graduate school and two years of full-time paid experience as a Sanitarian I or its equivalent.

12 MCAR § 2.652 Child Support Officer II

A. Kind of work. Under supervision, encourages the collection of court support orders; explains responsibility to persons who are delinquent in paying support orders; counsels public assistance applicants in the correct procedures to follow in obtaining court orders for the support of their children; counsels parents in the management of their financial affairs; spends a portion of time in the investigation of suspected fraud cases and gathers and submits findings to the county attorney for possible prosecution; and performs related work as assigned.

B. Examples of work (Illustrative only). Establishes paternity. Communicates with persons who have support obligations. Compiles information on whereabouts, earnings, and assets of persons with support obligations, and makes recommendations as to amount of child support. Works with the county attorney's office in providing information from records of payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support of their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social services units, accepting referrals from them and keeping them informed of progress made on cases. Communicates with businesses in community in order to obtain information on persons with support obligations. Speaks to church groups and civic groups, etc., for purposes of informing community of IV-D programs. Receives and processes complaints from the public about alleged fraud. Interviews complainants in suspected fraud cases. Interviews witnesses in possible fraud cases. Consults with the county attorney and assists in making a determination of possible fraud.

C. Knowledges and abilities required. Knowledge of human behavior. Knowledge of investigative techniques and procedures. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to handle a large volume of work in an efficient manner. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express oneself clearly verbally and in writing. Ability to interpret written material. Ability to be objective. Interviewing skills. Math skills.

D. Minimum qualifications of education and experience. High school diploma, or the equivalent, and two years of experience as a Child Support Officer I, or the equivalent.

OR

High school diploma, or the equivalent, and three years of experience as a financial worker performing work related to the collection of child support, or related experience in collections work in a loan company, bank, or credit union, and one year of insurance or law enforcement investigative experience.

OR

College coursework with emphasis in sociology, psychology, social work, business administration, criminology, criminal law, or related fields may be substituted for the relevant experience on a year-for-year basis, not to exceed two years.

12 MCAR § 2.653 Dietitian

A. Kind of work. Under supervision, serves as principal advisor in the selection of suitable meal service arrangements, and in the on-going administration and evaluation of a meal service program, assists in the development of an on-going food service and nutrition education plan for training of staff and volunteers, and performs related work as assigned.

B. Examples of work (Illustrative only). Plans and approves low cost menus to meet Title VII nutrition requirements, physiological and psychological needs of consumer. Serves as principal advisor in the development of an on-going food service and nutrition education plan for training of staff, and volunteers. Arranges for individual and therapeutic nutrition counseling to meal participants. Supervises the implementation of diet prescriptions and reviews these prescriptions periodically for need and appropriateness with respective physicians. May coordinate a home delivered meal program. Gives consultation on nutrition adequacy of diets for group feedings. Serves on, or assists in recruiting nutrition or food service people for the Nutrition Task Force of the Area Agency on Aging. May serve as nutrition resources person to other agencies. Instructs and directs cooks, kitchen and dining room helpers in the preparation, cooking and serving of food. Conducts reviews of dining facilities and meal service programs for adequate sanitation, appropriate menu planning and good management practices. Inspects and issues food supplies and supervises the storage of food. Keeps inventories and production records, and makes requisitions for supplies and repairs. Prepares detailed analytical and general reports such as per capita cost analysis.

C. Knowledges and abilities required. Knowledge of the principles and practices of dietetics and diet therapy, including food values, costs and accounting. Knowledge of modern methods, materials and appliances used in larger scale food preparation and service. Knowledge of health and safety requirements and precautionary measures applicable. Ability to plan menus and to direct quantity cooking, with economy and efficiency. Ability to judge food materials and to determine conformity to requirements. Ability to keep records and make reports. Ability to train and instruct food service workers. Ability to establish and maintain effective working relationships with professional workers and lay groups in the development of the program.

D. Minimum qualifications of education and experience. Graduation from college with a specialization in dietetics or nutrition.

NOTE: Employee must be a registered dietitian under the American Dietetic Association.

12 MCAR § 2.694 Public Health Aide

A. Kind of work. Under supervision of a licensed nurse, performs a wide variety of basic tasks that meet the needs of families and health problems. Participates in a variety of learning opportunities afforded through pre- and in-service training, employment experience, and formal classroom studies.

B. Examples of work (Illustrative only). Locates and makes contacts with families to identify nursing needs. Makes selected follow-up home visits regarding professional recommendations. Explains nursing services and other available health resources to individuals or groups. Participates in surveys to determine health status of individuals in community, i.e. immunization. Arranges transportation or transports clients to health facilities. Serves as a liaison between individuals and/or groups and the primary service staff. Helps primary service staff gain insight into the values, goals, attitudes and problems of individuals and groups. Assists with housekeeping, purchase and preparation of food during family crisis. Baby-sits to relieve family members to obtain health care. Conducts selected screening measures (vision and hearing). Interprets and demonstrates personal hygiene and good nutrition. Assists in group clinic programs such as serving as receptionist, care of children, physical arrangements, care of equipment, weighing and measuring, taking temperatures. Provides selected personal care services to maintain aged and disabled persons at home.

C. Knowledges and abilities required. Knowledge of needs of aged and disabled cared for at home in the area being served. Knowledge of services and programs offered by the nursing service. Ability to establish and maintain good working relationships with individuals, groups, and co-workers. Ability to organize work efficiently. Ability to use good judgment in working with individuals and groups. Ability to maintain personal relationships with individuals and groups. Ability to express ideas clearly. Ability to follow instructions. Ability to learn agency procedures and community resources.

D. Minimum qualifications of education and experience. Individuals must be residents of the area and/or indigenous to the group being served.

NOTE: Some positions in this class may require specific abilities, skills, or qualifications not listed. Absence of these may disqualify candidates from consideration. (See 12 MCAR § 2.496 A. 3.)

NOTE: No provisional appointments will be made to this position.

12 MCAR § 2.704 Public Health Educator I

A. Kind of work. Under supervision does professional and administrative work related to supervising a comprehensive health education program; establishes and conducts health education programs for patients and consumers; and performs related work as assigned.

B. Examples of work (Illustrative only). Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares educational materials for incorporation into school programs. Advises school facilities on new and effective school health education methods. Involves parent-teacher associations and other organizations interested in health education in community health educational activities. Conducts courses and assists in the training of staff and others in health education techniques. Works with voluntary agencies, agricultural extension agents and other health information providers to explain health information to the general public. Participates in the preparation, selection, evaluation and distribution of health education materials. Assists with the organization of conferences and meetings, and other community based activities to accomplish community health education objectives.

C. Knowledges and abilities required. Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of communication principles. Ability to speak and write effectively. Ability to prepare curricula educational plans and other communiques. Ability to use educational materials and equipment effectively. Ability to work with the public and members of the agency staff.

D. Minimum qualifications of education and experience. Graduation from an accredited college or university with a bachelor's degree in public health education, community health education or related field.

12 MCAR § 2.705 Public Health Educator II

A. Kind of work. Under general administrative supervision does professional and administrative work of more than ordinary difficulty and complexity directing a comprehensive health education program; and performs related work as assigned.

B. Examples of work (Illustrative only). Promotes establishment of effective health education programs in the community through contacts with school administrators, voluntary health agencies, community groups, professional associations and other health and human service providers. Prepares teaching materials for incorporation into school programs. Advises school faculties on methods and procedures in disease prevention and control education. Lectures to parent-teacher associations and other civic organizations interested in health educational work. Plans, develops, and evaluates in cooperation with the Public Health Officer the health education in accordance with needs and policies. Conducts courses and assists in the training of staff and others in health education techniques. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials. Plans and organizes conferences and meetings, to promote health.

C. Knowledges and abilities required. Knowledge of the principles of public health education. Knowledge of modern educational theory and techniques. Knowledge of the available sources of public health information. Knowledge of the programs and policies of the agency. Knowledge of journalistic principles of public health education. Ability to speak effectively before varied groups. Ability to plan and organize public health informational programs and to stimulate and maintain support and cooperation for the programs. Ability to prepare courses of study and professional bulletins. Ability to use effectively teaching materials and equipment. Ability to work with the public and members of the agency staff.

D. Minimum qualifications of education and experience. Graduation from an accredited college or university with a master's degree in public health education and three years of full-time paid experience in health education.

12 MCAR § 2.720 Accounting Officer I

A. Kind of work. Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a small county welfare or human services agency or carries similar responsibility in the maintenance of a major part of a large county welfare or human services agency; and performs related work as assigned.

B. Examples of work (Illustrative only). Maintains ledgers. Processes and/or approves processing of bills, requisitions, and receipts. Prepares financial reports. Assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May order supplies and maintains an inventory of supplies. Prepares payrolls. Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting unit. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. Knowledge of accounting practices and procedures. Knowledge of business arithmetic. Knowledge of the principles of budgeting and accounting. Knowledge of the principles of supervision. Knowledge of the principles of office management. Knowledge of office procedures and practices and uses of standard office equipment. Ability to accept responsibility. Ability to plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work rapidly and accurately. Ability to maintain satisfactory working relationships with professional and clerical staff and with the public. Ability to maintain confidentiality.

D. Minimum qualifications of education and experience. High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college or university and one year of experience as an account clerk.

OR

One year of experience as an account clerk may be substituted for each year of college coursework.

OR

Any combination of the above experience and education.

12 MCAR § 2.721 Accounting Officer II

A. Kind of work. Under general supervision, is responsible for the maintenance of financial records and accounts; prepares budget estimates and periodic financial and statistical reports in a medium-sized county welfare or human services agency or supervises five or more employees in the maintenance of financial records and reports in a large urban county welfare or human services agency; and performs related work as assigned.

B. Examples of work (Illustrative only). Maintains ledgers. Processes and/or approves processing of bills, requisitions, and receipts. Prepares financial reports. Prepares or assists in the preparation of the agency budget. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. May order office supplies and maintains an inventory of supplies. Prepares payrolls. Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting staff. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. Knowledge of accounting practices and procedures. Knowledge of business arithmetic. Knowledge of the principles of budgeting and accounting. Knowledge of the principles of office management. Knowledge of the principles of supervison. Knowledge of office procedures and practices and uses of standard office equipment. Ability to accept responsibility. Ability to analyze work-flow problems and to design procedures. Ability to plan, organize, and assign work. Ability to perform detailed work rapidly and accurately. Ability to supervise clerical workers in simple bookkeeping operations. Ability to maintain satisfactory working relationships with professional and clerical staff and with the public. Ability to maintain confidentiality.

D. Minimum qualifications of education and experience. High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and two years of experience as an account clerk.

OR

One year of experience as an account clerk may be substituted for each year of college coursework.

OR

Any combination of the above experience and education.

12 MCAR § 2.722 Accounting Officer III

A. Kind of work. Under general administrative supervision, directs the maintenance of all financial records and accounts in a large county welfare or human services agency, supervises the preparation of periodic financial and statistical reports; prepares agency budget estimates and expenditures reports; and performs related work as assigned.

B. Examples of work (Illustrative only). Maintains ledgers. Compiles difficult and complex financial and statistical reports. Processes and/or approves processing of bills, requisitions, and receipts. Projects program costs for the agency and prepares or assists in the preparation of the agency budget. Prepares payrolls. May order office supplies and maintain an inventory of supplies. Develops new procedures when changes in state or county policies or programs occur affecting fiscal matters. Prepares Merit System forms and maintains personnel records. Assigns and supervises work of account clerks and/or clerical employees assigned to the accounting staff. Trains new accounting employees. Evaluates staff performance. Develops and maintains control procedures for handling of cash.

C. Knowledges and abilities required. Knowledge of accounting practices and procedures. Knowledge of business arithmetic. Knowledge of principles of budgeting and accounting. Knowledge of principles of office management. Knowledge of the principles of supervision. Knowledge of office procedures and practices and use of standard office equipment. Ability to accept responsibility. Ability to effectively plan, organize, and assign work. Ability to analyze work-flow problems and to design procedures. Ability to perform detailed work rapidly and accurately. Ability to maintain satisfactory working relationships with professional and clerical staff and the public. Ability to maintain confidentiality.

D. Minimum qualifications of education and experience. High school degree, or the equivalent, and completion of two years of training in bookkeeping or accounting courses in a business school, college, or university, and three years of experience as either an Accounting Officer I or II, or the equivalent.

OR

One year of experience as an Accounting Officer I or II may be substituted for each year of college coursework, up to a maximum of two years.

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Adm. Asst. II	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Adm. Asst. III	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Adm. Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Human Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	994	1041	1088	1138						
Auditor	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Chemical Dependency Coord.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Collection Services Supvr. II	1215	1268	1326	1390	1454	1518	1588	1657	1734	1814
Community Health Serv. Supvr.	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community-Rela. Spec.	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Computer Programmer	994	1041	1088	1138	1190	1241	1298			
Day-Care Center Supvr.	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Dev. Achievement Center Dir.	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Achievement Center Teacher	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Dev. Disabilities Coord.	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dietitian	951	994	1041	1088	1138	1190	1241	1298	1359	
Dir. of Assessment Systems	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Assist.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Planning	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Pub. Hlth. Nurs. I	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Dir. of Soc. Serv.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Dir. of Support Services	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Education Supervisor	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Emp. Guid. Couns. I	951	994	1041	1088	1138	1190	1241	1298	1359	
Emp. Guid. Couns. II	994	1041	1088	1138	1190	1241	1298	1359	1423	
Emp. Guid. Couns. III	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Finan. Assist. Supvr. III	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Finan. Assist. Supvr. IV	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Home Care Coordinator	1088	1138	1190	1241	1298	1359	1423	1486		
Homemaker Coordinator II	1088	1138	1190	1241	1298	1359	1423	1486		
Homemaker Supervisor	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Marriage Counselor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Med.-Care Advisor	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Med.-Serv. Adm.	1696	1773	1855	1940	2028	2120	2220	2321		
Mental Health Worker	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Meth.-&-Proc. Analyst	1163	1215	1268	1326	1390	1454	1518	1588	1657	
Meth.-&-Proc. Supvr.	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Nursing Care Advisor	1041	1088	1138	1190	1241	1298	1359	1423	1486	

A. Professional

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	910	951	994	1041	1088	1138	1190	1241	1298	1359
Occupa. Supvr.-Inst. II	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Office Manager	951	994	1041	1088	1138	1190	1241	1298	1359	
Personnel Officer	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Personnel Director	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Physical Therapist	951	994	1041	1088	1138	1190	1241	1298		
Planner (Human Services)	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Policy/Program Analyst	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Programmer Analyst	1190	1241	1298	1359	1423	1486	1553	1623		
Psychologist I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Psychologist II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Psychologist III	1588	1657	1734	1814	1896	1983	2071	2169		
Psychologist IV	1734	1814	1896	1983	2071	2169	2268	2373		
Public Health Educator I	994	1041	1088	1138	1190	1241	1298	1359		
Public Health Educator II	1241	1298	1359	1423	1486	1553	1623	1696		
Public Health Nurse	994	1041	1088	1138	1190	1241	1298			
Pub. Hlth. Nurse (Team Leader)	1041	1088	1138	1190	1241	1298	1359			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	951	994	1041	1088	1138	1190				
Sanitarian I	994	1041	1088	1138						
Sanitarian II	1088	1138	1190	1241	1298	1359	1423	1486		
Senior Public Health Nurse	1088	1138	1190	1241	1298	1359	1423			
Social Worker I	951	994	1041	1088						
Social Worker II	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Social Worker III	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Soc.-Serv. Supvr. II	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. III	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Soc.-Serv. Supvr. Trainee	1215	1268	1326	1390	1454	1518				
Staff Trng. Supvr. I	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Staff Trng. Supvr. II	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst	1359	1423	1486	1553	1623	1696	1773			
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv, Coord. I	951	994	1041	1088	1138	1190	1241	1298	1359	
Vol.-Serv. Coord. II	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1190	1241	1298	1359	1423	1486	1553	1623	1696	

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

A. Professional

2. Plan B*

a. Class of Positions

Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Adm. Asst. II	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Adm. Asst. III	1623	1696	1773	1855	1940	2028	2120	2220	2321	
Adm. Services Director	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Asst. Human Services Director	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	1041	1088	1138	1190						
Auditor	1298	1359	1423	1486	1553	1623	1696	1773	1855	1940
Chemical Dependency Coord.	1190	1241	1298	1359	1423	1486	1553	1623	1696	1773
Collection Services Supvr. II	1268	1326	1390	1454	1518	1588	1657	1734	1814	1896
Community Health Serv. Supvr.	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Community-Rela. Spec.	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Computer Programmer	1041	1088	1138	1190	1241	1298	1359			
Day-Care Center Supvr.	1326	1390	1454	1518	1588	1657	1734	1814	1896	
Dev. Achievement Center Dir.	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Dev. Achievement Center Teacher	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Dev. Disabilities Coord.	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Dietitian	994	1041	1088	1138	1190	1241	1298	1359	1423	
Dir. of Assessment Systems	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Asst.	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Planning	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Pub. Hlth. Nurs. I	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Dir. of Soc. Serv.	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Dir. of Support Services	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Education Supervisor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Emp. Guid. Couns. I	994	1041	1088	1138	1190	1241	1298	1359	1423	
Emp. Guid. Couns. II	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Emp. Guid. Couns. III	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Finan. Assist. Supvr. III	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Finan. Assist. Supvr. IV	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Home Care Coordinator	1138	1190	1241	1298	1359	1423	1486	1553		
Homemaker Coordinator II	1138	1190	1241	1298	1359	1423	1486	1553		
Homemaker Supervisor	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Marriage Counselor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Med.-Care Advisor	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Med.-Serv. Adm.	1773	1855	1940	2028	2120	2220	2321	2426		
Mental Health Worker	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Meth.-&-Proc. Analyst	1215	1268	1326	1390	1454	1518	1588	1657	1734	
Meth.-&-Proc. Supvr.	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Nursing Care Advisor	1088	1138	1190	1241	1298	1359	1423	1486	1553	

A. Professional

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	951	994	1041	1088	1138	1190	1241	1298	1359	1423
Occupa. Supvr.-Inst. II	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Office Manager	994	1041	1088	1138	1190	1241	1298	1359	1423	
Personnel Officer	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Personnel Director	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Physical Therapist	994	1041	1088	1138	1190	1241	1298	1359		
Planner (Human Services)	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Policy/Program Analyst	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Programmer Analyst	1241	1298	1359	1423	1486	1553	1623	1696		
Psychologist I	1190	1241	1298	1359	1423	1486	1553	1623	1696	
Psychologist II	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Psychologist III	1657	1734	1814	1896	1983	2071	2169	2268		
Psychologist IV	1814	1896	1983	2071	2169	2268	2373	2477		
Public Health Educator I	1041	1088	1138	1190	1241	1298	1359	1423		
Public Health Educator II	1298	1359	1423	1486	1553	1623	1696	1773		
Public Health Nurse	1041	1088	1138	1190	1241	1298	1359			
Pub. Hlth. Nurse (Team Leader)	1088	1138	1190	1241	1298	1359	1423			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	994	1041	1088	1138	1190	1241				
Sanitarian I	1041	1088	1138	1190						
Sanitarian II	1138	1190	1241	1298	1359	1423	1486	1553		
Senior Public Health Nurse	1138	1190	1241	1298	1359	1423	1486			
Social Worker I	994	1041	1088	1138						
Social Worker II	1088	1138	1190	1241	1298	1359	1423	1486	1553	1623
Social Worker III	1190	1241	1298	1359	1423	1486	1553	1623	1696	1773
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Soc.-Serv. Supvr. II	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Soc.-Serv. Supvr. III	1623	1696	1773	1855	1940	2028	2120	2220	2321	
Soc.-Serv. Supvr. Trainee	1268	1326	1390	1454	1518	1588				
Staff-Trng. Supvr. I	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Staff-Trng. Supvr. II	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst Trainee	1423	1486	1553	1623	1696	1773	1855	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.		
Vol.-Serv. Coord. I	994	1041	1088	1138	1190	1241	1298	1359	1423	
Vol.-Serv. Coord. II	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1241	1298	1359	1423	1486	1553	1623	1696	1773	

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

A. Professional

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Accountant II	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Adm. Asst. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Adm. Asst. II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Adm. Asst. III	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Adm. Services Director	1855	1940	2028	2120	2220	2321	2425	2533	2644	
Asst. Human Services Dir.	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Asst. Welfare Director	2120	2220	2321	2426	2533	2644	2759	2884	3015	
Assoc. M.-&-P. Analyst	1088	1138	1190	1241						
Auditor	1359	1423	1486	1553	1623	1696	1773	1855	1940	2028
Chemical Dependency Coord.	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Collection Services Supvr. II	1326	1390	1454	1518	1588	1657	1734	1814	1896	1983
Community Health Serv. Supvr.	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Community-Rela. Spec.	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Computer Programmer	1088	1138	1190	1241	1298	1359	1423			
Day-Care Center Supvr.	1390	1454	1518	1588	1657	1734	1814	1896	1983	
Dev. Achievement Center Dir.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Dev. Achievement Center Teacher	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Dev. Disabilities Coord.	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Dietitian	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Dir. of Assessment Systems	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Dir. of Business Mgmt. I	1518	1588	1657	1734	1814	1896	1983	2071		
Dir. of Business Mgmt. II	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Finan. Asst.	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Planning	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Pub.-Hlth. Nurs. I	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Dir. of Soc. Serv.	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Dir. of Support Services	1855	1940	2028	2120	2220	2321	2426	2533	2644	
Education Supervisor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Emp. Guid. Couns. I	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Emp. Guid. Couns. II	1088	1138	1190	1241	1298	1359	1423	1486	1553	
Emp. Guid. Couns. III	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Finan. Assist. Supvr. III	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Finan. Assist. Supvr. IV	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Home Care Coordinator	1190	1241	1298	1359	1423	1486	1553	1623		
Homemaker Coordinator II	1190	1241	1298	1359	1423	1486	1553	1623		
Homemaker Supervisor	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Human Services Dir. I	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Human Services Dir. II	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Human Services Dir. III	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Human Services Supvr. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Marriage Counselor	1359	1423	1486	1553	1623	1696	1773	1855	1940	
Med.-Care Advisor	1138	1190	1241	1298	1359	1423	1486	1553	1623	
Med.-Serv. Adm.	1855	1940	2028	2120	2220	2321	2426	2533		
Mental Health Worker	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Meth.-&-Proc. Analyst	1268	1326	1390	1454	1518	1588	1657	1734	1814	
Meth.-&-Proc. Supvr.	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Nursing Care Advisor	1138	1190	1241	1298	1359	1423	1486	1553	1623	

A. Professional

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Occupa. Supvr.-Inst. I	994	1041	1088	1138	1190	1241	1298	1359	1423	1486
Occupa. Supvr.-Inst. II	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Office Manager	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Personnel Officer	1041	1088	1138	1190	1241	1298	1359	1423	1486	1553
Personnel Director	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Physical Therapist	1064	1111	1163	1215	1268	1326	1390	1454		
Planner (Human Services)	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Policy/Program Analyst	1454	1518	1588	1657	1734	1814	1896	1983	2071	2169
Programmer Analyst	1298	1359	1423	1486	1553	1623	1696	1773		
Psychologist I	1241	1298	1359	1423	1486	1553	1623	1696	1773	
Psychologist II	1486	1553	1623	1696	1773	1855	1940	2028	2120	
Psychologist III	1734	1814	1896	1983	2071	2169	2268	2373		
Psychologist IV	1896	1983	2071	2169	2268	2373	2477	2587		
Public Health Educator I	1088	1138	1190	1241	1298	1359	1423	1486		
Public Health Educator II	1359	1423	1486	1553	1623	1696	1773	1855		
Public Health Nurse	1111	1163	1215	1268	1326	1390	1454			
Pub. Hlth. Nurse (Team Leader)	1163	1215	1268	1326	1390	1454	1518			
Registered Nurse (A.A. Deg., 3 yr. Dip., or B.S. Deg.)	1064	1111	1163	1215	1268	1326				
Sanitarian I	1088	1138	1190	1241						
Sanitarian II	1190	1241	1298	1359	1423	1486	1553	1623		
Senior Public Health Nurse	1215	1268	1326	1390	1454	1518	1588			
Social Worker I	1041	1088	1138	1190						
Social Worker II	1138	1190	1241	1298	1359	1423	1486	1553	1623	1696
Social Worker III	1241	1298	1359	1423	1486	1553	1623	1696	1773	1855
Social Worker Trainee	869									
Soc.-Serv. Supvr. I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Soc.-Serv. Supvr. II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Soc.-Serv. Supvr. III	1696	1773	1855	1940	2028	2120	2220	2321	2426	
Soc.-Serv. Supvr. Trainee	1326	1390	1454	1518	1588	1657				
Staff-Trng. Supvr. I	1423	1486	1553	1623	1696	1773	1855	1940	2028	
Staff-Trng. Supvr. II	1553	1623	1696	1773	1855	1940	2028	2120	2220	
Student Social Worker (Intern)	Rate proposed by appointing authority.									
Student Social Worker (SWEP)	Rate proposed by appointing authority.									
Systems Prog.-Analyst Trainee	1486	1553	1623	1696	1773	1855	1940			
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	1041	1088	1138	1190	1241	1298	1359	1423	1486	
Vol.-Serv. Coord. II	1298	1359	1423	1486	1553	1623	1696	1773	1855	
Welfare Director I	1390	1454	1518	1588	1657	1734	1814	1896	1983	2071
Welfare Director II	1518	1588	1657	1734	1814	1896	1983	2071	2169	2268
Welfare Director III	1773	1855	1940	2028	2120	2220	2321	2426	2533	
Welfare Director IV	1940	2028	2120	2220	2321	2426	2533	2644	2759	
Welfare Director V	2644	2759	2884	3015	3150	3292	3447	3594	3750	
Work-Exp. & Trng. Spec.	1298	1359	1423	1486	1553	1623	1696	1773	1855	

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

B. Support Personnel

1. Plan A*

a. Class of Positions

Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	696	728	762	797	833	869	910	951	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	570	593	622	651	680	710	744	779	
Case Aide	696	728	762	797	833	869			
Chemical Dependency Counselor	910	951	994	1041	1088	1138	1190		
Child Support Officer I	869	910	951	994	1041	1088	1138	1190	1241
Child Support Officer II	971	1017	1064	1111	1163	1215	1268	1326	
Collection Services Supvr. I	1111	1163	1215	1268	1326	1390	1454	1518	
Community-Service Aide	437	455	478	501	524	547	570		
Coordinator of Aging	710	744	779	815	851	889	930	971	1017
Dev. Achievement Center Inst.	570	593	622	651	680	710			
Finan.-Assistance Spec.	889	930	971	1017	1064	1111	1163	1215	
Finan.-Assistance Supvr. I	971	1017	1064	1111	1163	1215	1268	1326	1390
Finan.-Assistance Supvr. II	1111	1163	1215	1268	1326	1390	1454	1518	
Financial Worker I	696	728	762	797	833	869			
Financial Worker II	779	815	851	889	930	971	1017	1064	1111
Home Health Aide	547	570	593	622	651	680	710		
Home Health Aide Coordinator	779	815	851	889	930	971	1017		
Homemaker I	547	570	593	622	651	680	710		
Homemaker II	593	622	651	680	710	744	779	815	
Homemaker Coordinator I	779	815	851	889	930	971	1017		
Homemaker/Home Health Aide	547	570	593	622	651	680	710		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	710	744	779	815	851	889			
Public Health Aide	437	455	478	501	524	547	570		
Residential Facility Operator(s)	593	622	651	680	710	744	779	815	
Senior Case Aide	779	815	851	889	930	971	1017	1064	1111
Senior Citizen's Aide	437	455	478	501	524	547	570		
Transportation Coordinator	728	762	797	833	869	910	951	994	
Welfare Fraud Investigator	1111	1163	1215	1268	1326	1390	1454		
Welfare Fraud Unit Supvr.	1215	1268	1326	1390	1454	1518	1588		

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

B. Support Personnel

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	728	762	797	833	869	910	951	994	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	593	622	651	680	710	744	779	815	
Case Aide	728	762	797	833	869	910			
Chemical Dependency Counselor	951	994	1041	1088	1138	1190	1241		
Child Support Officer I	910	951	994	1041	1088	1138	1190	1241	1298
Child Support Officer II	1017	1064	1111	1163	1215	1268	1326	1390	
Collection Services Supvr. I	1163	1215	1268	1326	1390	1454	1518	1588	
Community-Service Aide	455	478	501	524	547	570	593		
Coordinator of Aging	744	779	815	851	889	930	971	1017	1064
Dev. Achievement Center Inst.	593	622	651	680	710	744			
Finan.-Assistance Spec.	930	971	1017	1064	1111	1163	1215	1268	
Finan.-Assistance Supvr. I	1017	1064	1111	1163	1215	1268	1326	1390	1454
Finan.-Assistance Supvr. II	1163	1215	1268	1326	1390	1454	1518	1588	
Financial Worker I	728	762	797	833	869	910			
Financial Worker II	815	851	889	930	971	1017	1064	1111	1163
Home Health Aide	570	593	622	651	680	710	744		
Home Health Aide Coordinator	815	851	889	930	971	1017	1064		
Homemaker I	570	593	622	651	680	710	744		
Homemaker II	622	651	680	710	744	779	815	851	
Homemaker Coordinator I	815	851	889	930	971	1017	1064		
Homemaker/Home Health Aide	570	593	622	651	680	710	744		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	744	779	815	851	889	930			
Public Health Aide	455	478	501	524	547	570	593		
Residential Facility Opr.(s)	622	651	680	710	744	779	815	851	
Senior Case Aide	815	851	889	930	971	1017	1064	1111	1163
Senior Citizen's Aide	455	478	501	524	547	570	593		
Transportation Coordinator	762	797	833	869	910	951	994	1041	
Welfare Fraud Investigator	1163	1215	1268	1326	1390	1454	1518		
Welfare Fraud Unit Supervisor	1268	1326	1390	1454	1518	1588	1657		

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

B. Support Personnel

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Account Clerk	762	797	833	869	910	951	994	1041	
Accounting Officer I	869	910	951	994	1041	1088	1138	1190	1241
Accounting Officer II	951	994	1041	1088	1138	1190	1241	1298	1359
Accounting Officer III	1064	1111	1163	1215	1268	1326	1390	1454	1518
Asst. Residential Facility Opr.(s)	622	651	680	710	744	779	815	851	
Case Aide	762	797	833	869	910	951			
Chemical Dependency Counselor	994	1041	1088	1138	1190	1241	1298		
Child Support Officer I	951	994	1041	1088	1138	1190	1241	1298	1359
Child Support Officer II	1064	1111	1163	1215	1268	1326	1390	1454	
Collection Services Supvr. I	1215	1268	1326	1390	1454	1518	1588		
Community-Service Aide	478	501	524	547	570	593	622		
Coordinator of Aging	779	815	851	889	930	971	1017	1064	1111
Dev. Achievement Center Inst.	622	651	680	710	744	779			
Finan.-Assistance Spec.	971	1017	1064	1111	1163	1215	1268	1326	
Finan.-Assistance Supvr. I	1064	1111	1163	1215	1268	1326	1390	1454	1518
Finan.-Assistance Supvr. II	1215	1268	1326	1390	1454	1518	1588	1657	
Financial Worker I	762	797	833	869	910	951			
Financial Worker II	851	889	930	971	1017	1064	1111	1163	1215
Home Health Aide	593	622	651	680	710	744	779		
Home Health Aide Coordinator	851	889	930	971	1017	1064	1111		
Homemaker I	593	622	651	680	710	744	779		
Homemaker II	651	680	710	744	779	815	851	889	
Homemaker Coordinator I	851	889	930	971	1071	1064	1111		
Homemaker/Home Health Aide	593	622	651	680	710	744	779		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.								
Licensed Practical Nurse	779	815	851	889	930	971			
Public Health Aide	478	501	524	547	570	593	622		
Residential Facility Opr.(s)	651	680	710	744	779	815	851	889	
Senior Case Aide	851	889	930	971	1017	1064	1111	1163	1215
Senior Citizen's Aide	478	501	524	547	570	593	622		
Transportation Coordinator	797	833	869	910	951	994	1041	1088	
Welfare Fraud Investigator	1215	1268	1326	1390	1454	1518	1588		
Welfare Fraud Unit Supvr.	1326	1390	1454	1518	1588	1657	1734		

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

C. Clerical

1. Plan A*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	539	558	579	600	621	642	663	686	712
Clerical Supervisor	686	712	739	766	795	826	858	890	924
Clerk I	474	491	507	523	539	558	579	600	621
Clerk II	539	558	579	600	621	642	663	686	712
Clerk III	621	642	663	686	712	739	766	795	826
Clerk-Typist I (1)	491	507	523	539	558	579	600	621	642
Clerk-Typist II	539	558	579	600	621	642	663	686	712
Clerk-Typist III	621	642	663	686	712	739	766	795	826
Clerk Specialist	712	739	766	795	826	858	890	924	961
Clerk-Steno I	523	539	558	579	600	621	642	663	686
Clerk-Steno II	579	600	621	642	663	686	712	739	766
Clerk-Steno III	642	663	686	712	739	766	795	826	858
Information System Specialist	663	686	712	739	766	795	826	858	890
Keypunch Operator	523	539	558	579	600	621	642	663	686
Swbd. Operator I	507	523	539	558	579	600	621	642	663
Swbd. Operator II	539	558	579	600	621	642	663	686	712

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

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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	558	579	600	621	642	663	686	712	739
Clerical Supervisor	712	739	766	795	826	858	890	924	961
Clerk I	491	507	523	539	558	579	600	621	642
Clerk II	558	579	600	621	642	663	686	712	739
Clerk III	642	663	686	712	739	766	795	826	858
Clerk-Typist I (1)	507	523	539	558	579	600	621	642	663
Clerk-Typist II	558	579	600	621	642	663	686	712	739
Clerk-Typist III	642	663	686	712	739	766	795	826	858
Clerk Specialist	739	766	795	826	858	890	924	961	998
Clerk-Steno I	539	558	579	600	621	642	663	686	712
Clerk-Steno II	600	621	642	663	686	712	739	766	795
Clerk-Steno III	663	686	712	739	766	795	826	858	890
Information System Specialist	686	712	739	766	795	826	858	890	924
Keypunch Operator	539	558	579	600	621	642	663	686	712
Swbd. Operator I	523	539	558	579	600	621	642	663	686
Swbd. Operator II	558	579	600	621	642	663	686	712	739

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

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

C. Clerical

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	579	600	621	642	663	686	712	739	766
Clerical Supervisor	739	766	795	826	858	890	924	961	998
Clerk I	507	523	539	558	579	600	621	642	663
Clerk II	579	600	621	642	663	686	712	739	766
Clerk III	663	686	712	739	766	795	826	858	890
Clerk-Typist I (1)	523	539	558	579	600	621	642	663	686
Clerk-Typist II	579	600	621	642	663	686	712	739	766
Clerk-Typist III	663	686	712	739	766	795	826	858	890
Clerk Specialist	766	795	826	858	890	924	961	998	1037
Clerk-Steno I	558	579	600	621	642	663	686	712	739
Clerk-Steno II	621	642	663	686	712	739	766	795	826
Clerk-Steno III	686	712	739	766	795	826	858	890	924
Information System Specialist	712	739	766	795	826	858	890	924	961
Keypunch Operator	558	579	600	621	642	663	686	712	739
Swbd. Operator I	539	558	579	600	621	642	663	686	712
Swbd. Operator II	579	600	621	642	663	686	712	739	766

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

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

4. Plan D*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	600	621	642	663	686	712	739	766	795
Clerical Supervisor	766	795	826	858	890	924	961	998	1037
Clerk I	523	539	558	579	600	621	642	663	686
Clerk II	600	621	642	663	686	712	739	766	795
Clerk III	686	712	739	766	795	826	858	890	924
Clerk-Typist I (1)	539	558	579	600	621	642	663	686	712
Clerk-Typist II	600	621	642	663	686	712	739	766	795
Clerk-Typist III	686	712	739	766	795	826	858	890	924
Clerk Specialist	795	826	858	890	924	961	998	1037	1079
Clerk-Steno I	579	600	621	642	663	686	712	739	766
Clerk-Steno II	642	663	686	712	739	766	795	826	858
Clerk-Steno III	712	739	766	795	826	858	890	924	961
Information System Specialist	739	766	795	826	858	890	924	961	998
Keypunch Operator	579	600	621	642	663	686	712	739	766
Swbd. Operator I	558	579	600	621	642	663	686	712	739
Swbd. Operator II	600	621	642	663	686	712	739	766	795

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

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

C. Clerical

5. Plan E*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	642	663	686	712	739	766	795	826
Clerical Supervisor	826	858	890	924	961	998	1037	1079
Clerk I	558	579	600	621	642	663	686	712
Clerk II	642	663	686	712	739	766	795	826
Clerk III	739	766	795	826	858	890	924	961
Clerk-Typist 1 (1)	579	600	621	642	663	686	712	739
Clerk-Typist II	642	663	686	712	739	766	795	826
Clerk-Typist III	739	766	795	826	858	890	924	961
Clerk Specialist	858	890	924	961	998	1037	1079	1122
Clerk-Steno I	621	642	663	686	712	739	766	795
Clerk-Steno II	686	712	739	766	795	826	858	890
Clerk-Steno III	766	795	826	858	890	924	961	998
Information System Specialist	795	826	858	890	924	961	998	1037
Keypunch Operator	621	642	663	686	712	739	766	795
Swbd. Operator I	600	621	642	663	686	712	739	766
Swbd. Operator II	642	663	686	712	739	766	795	826

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

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

6. Plan F*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	663	686	712	739	766	795	826	858
Clerical Supervisor	858	890	924	961	998	1037	1079	1122
Clerk I	600	621	642	663	686	712	739	766
Clerk II	663	686	712	739	766	795	826	858
Clerk III	766	795	826	858	890	924	961	998
Clerk-Typist I (1)	621	642	663	686	712	739	766	795
Clerk-Typist II	663	686	712	739	766	795	826	858
Clerk-Typist III	766	795	826	858	890	924	961	998
Clerk Specialist	890	924	961	998	1037	1079	1122	1167
Clerk-Steno I	642	663	686	712	739	766	795	826
Clerk-Steno II	712	739	766	795	826	858	890	924
Clerk-Steno III	795	826	858	890	924	961	998	1037
Information System Specialist	826	858	890	924	961	998	1037	1079
Keypunch Operator	663	686	712	739	766	795	826	858
Swbd. Operator I	621	642	663	686	712	739	766	795
Swbd. Operator II	663	686	712	739	766	795	826	858

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	585	607	631	658	687	715	746
Bus Driver	631	658	687	715	746	778	812
Janitor (1)	631	658	687	715	746	778	812
Laborer	$3.63/hour						
Maintenance Worker	658	687	715	746	778	812	845

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 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	746	778	812	845	881	920	959
Bus Driver	778	812	845	881	920	959	1000
Janitor (1)	746	778	812	845	881	920	959
Laborer	$4.47/hour						
Maintenance Worker	812	845	881	920	959	1000	1044

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

12 MCAR § 2.841 Provisions for Computing Monthly, Hourly, Less-Than-Full-Time, Bi-Weekly, and Four Week Salary Rates

A. Salary Conversion Tables

1. The Supervisor shall publish a Salary Conversion Table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in 12 MCAR § 2.840. For those salary rates, the Supervisor shall calculate hourly, daily and payroll period salaries for each of the salary rates listed. This table shall be based on an 8-hour day, 40-hour week and 2088-hour year. Agencies with a normal work schedule which varies from an 8-hour day, 40-hour week or 2088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the Supervisor with a Salary Conversion Table as provided in 12 MCAR § 2.516 B. 1. c. or in 12 MCAR § 2.517 B. 2.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 22 1978
Joan Anderson Growe
Secretary of State
10:45 AM

APPROVED AS TO FORM AND LEGALITY
DEC. 22 1978
19
WARREN SPANNAUS, ATTORNEY GENERAL
BY Joanne Hinderaker
SPECIAL ASSISTANT ATTORNEY GENERAL

Minnesota Merit System

EXHIBIT H

SALARY SURVEY

July 31, 1978



FOR: PUBLIC WELFARE
CIVIL DEFENSE
PUBLIC HEALTH

The contract between the Twin City hospitals and the Minnesota Nurses Association for 1978 and 1979 has been settled. The average percentage increase in minimum salary among the classes for 1978 is approximately 7.32%, while the average percentage increase in maximum salary among the classes for 1978 is approximately 8.27%. The salaries for nursing personnel effective June 1, 1978 through June 1, 1979 are as follows:

Class	Minimum	Maximum
Registered Nurse (A.A. & diploma)	$1052	$1342
Registered Nurse (B.S.)	1082	1342
Assistant Head Nurse (A.A. & diploma)	1109	1399.50
Assistant Head Nurse (B.S.)	1139	1399.50
Head Nurse (A.A. & diploma)	1167	1457
Head Nurse (B.S.)	1197	1457

For comparison purposes, the Merit System proposed 1979 C plan range for Registered Nurse is $1064 - $1326 per month.

RECOMMENDATIONS - COUNTY WELFARE

I. ADJUSTMENTS TO EXISTING PROFESSIONAL, SUPPORT, CLERICAL AND MAINTENANCE AND TRADES SALARY SCHEDULES.

As a result of the 1978 Salary Survey, the Minnesota Merit System recommends the following changes in existing salary schedules to be effective January 1, 1979:

PROFESSIONAL SALARY SCHEDULE

1. Adjust existing minimum and maximum salaries for all classes on this schedule 5% with the exception of the classes listed below where the data collected in the salary survey or other factors showed that the 5% adjustment in the ranges would not be appropriate.

   a. Accountant II, Administrative Assistant I and II, Community Health Services Supervisor, Director of Public Health Nursing I, Financial Assistance Supervisor III and IV, Human Services Director I, II and III; Human Services Supervisor I, Social Services Supervisor I and II and Welfare Director I, II, III, IV and V minimum and maximum salaries adjusted approximately 10%.

   b. Computer Programmer and Medical Services Administrator minimums adjusted 5% and maximums adjusted approximately .6%.

   c. Systems Programmer Analyst minimum adjusted 5% and maximum adjusted approximately .5%.

   d. Accountant I minimum adjusted approximately 7.6% and maximum adjusted approximately 12.2%.

   e. Community Relations Specialist minimum and maximum salaries adjusted approximately 15%.

   f. Day Care Center Supervisor minimum and maximum adjusted approximately 7.5%.

   g. Registered Nurse (AA and Diploma) minimum adjusted approximately 9% and maximum adjusted 5%.

   h. Physical Therapist minimum adjusted 5% and maximum adjusted approximately 10%.

SUPPORT SALARY SCHEDULE

1. Adjust the existing minimum and maximum salaries for all classes in this schedule 5% with the exception of the classes listed below where the data collected in the salary survey or other factors showed that the 5% adjustment in the ranges would not be appropriate.

   a. Accounting Officer I and II minimum and maximum salaries adjusted approximately 9.5%.

   b. Accounting Officer III minimum and maximum salaries adjusted approximately 7.3%.

   c. Chemical Dependency Counselor minimum adjusted 5% and maximum adjusted approximately 10%.

CLERICAL SALARY SCHEDULE

Adjust all minimum and maximum clerical salaries on the A, B, C, D and E plans $40.00. Adjust minimum salaries on the F plan $40.00 and add on eighth step to all salary ranges for classes on the F plan.

MAINTENANCE AND TRADES SALARY SCHEDULE

Adjust existing minimum and maximum salaries on the Maintenance and Trades Salary Schedule 5%.

II. ADJUSTMENTS FOR INCUMBENTS.

The Minnesota Merit System recommends that local appointing authorities adopt the following adjustments in monthly salary rates of incumbents effective January 1, 1979:

1. All incumbents on the Professional Salary Schedule -- 5% adjustment or the new minimum salary, whichever is greater.

2. All incumbents on the Support Salary Schedule -- 5% adjustment or the new minimum salary, whichever is greater.

3. All incumbents on the Clerical Salary Schedule -- $40.00 adjustment.

4. All incumbents on the Maintenance and Trades Schedule -- 5% adjustment.

RECOMMENDATIONS - PUBLIC HEALTH

I. ADJUSTMENTS TO EXISTING PROFESSIONAL, SUPPORT, CLERICAL AND BUILDING MAINTENANCE SALARY SCHEDULES.

As a result of the 1978 Salary Survey, the Minnesota Merit System recommends the following changes in existing salary schedules to be effective January 1, 1979:

PROFESSIONAL SALARY SCHEDULE

1. Adjust the existing minimum and maximum salaries for all classes on this schedule 5% with the exception of the classes listed below where the data collected in the salary survey or other factors showed that the 5% adjustment in the ranges would not be appropriate.

   a. Assistant Public Health Nursing Director and Director of Public Health Nursing I minimum and maximum salaries adjusted approximately 10%.

   b. Medical Technologist minimum adjusted 5% and maximum adjusted approximately 10%.

   c. Registered Nurse (A.A. and Diploma) minimum adjusted approximately 9% and maximum adjusted 5%.

SUPPORT SALARY SCHEDULE

1. Adjust the existing minimum and maximum salaries for all classes in this schedule 5% with the exception of the classes listed below where the data collected in the salary survey showed that the 5% adjustment in the ranges would not be appropriate.

   a. Laboratory Technician minimum and maximum salaries adjusted approximately 12.25%.

   b. Inspector I and II and Animal Warden minimum and maximum salaries adjusted approximately 10%.

CLERICAL SALARY SCHEDULE

Adjust all minimum and maximum clerical salaries on the A, B, C, D and E plans $40.00. Adjust minimum salaries on the F plan $40.00 and add an eighth step to all salary ranges for classes on the F plan.

BUILDING MAINTENANCE SALARY SCHEDULE

Adjust existing minimum and maximum salaries on the Maintenance and Trades Salary Schedule 5%.

II. ADJUSTMENTS FOR INCUMBENTS.

The Minnesota Merit System recommends that local appointing authorities adopt the following adjustments in monthly salary rates of incumbents effective January 1, 1979:

1. All incumbents on the Professional Salary Schedule -- 5% adjustment or the new minimum salary, whichever is greater.

2. All incumbents on the Support Salary Schedule -- 5% adjustment or the new minimum salary, whichever is greater.

3. All incumbents on the Clerical Salary Schedule -- $40.00 adjustment.

4. All incumbents on the Maintenance and Trades Salary Schedule -- 5% adjustment.

RECOMMENDATIONS - EMERGENCY SERVICES (CIVIL DEFENSE)

I. ADJUSTMENTS TO EXISTING PROFESSIONAL AND CLERICAL SALARY SCHEDULES.

As a result of the 1978 Salary Survey, the Minnesota Merit System recommends the following changes in existing salary schedules to be effective January 1, 1979:

PROFESSIONAL SALARY SCHEDULE

Adjust existing minimum and maximum salaries for all classes on this schedule 5%.

CLERICAL SALARY SCHEDULE

Adjust all minimum and maximum clerical salaries on the A, B, C, D and E plans $40.00. Adjust minimum salaries on the F plan $40.00 and add an eighth step to all salary ranges for classes on the F plan.

II. ADJUSTMENTS FOR INCUMBENTS.

The Minnesota Merit System recommends that local appointing authorities adopt the following adjustments in monthly salary rates of incumbents effective January 1, 1979:

1. All incumbents on the Professional Salary Schedule -- 5% adjustment.

2. All incumbents on the Clerical Salary Schedule -- $40.00 adjustment.

EXPLANATORY NOTE TO USE OF TABLES

All tables with MERIT SYSTEM SALARIES REFLECT CURRENT SALARIES, AS EFFECTIVE JANUARY 1, 1978.

All tables with STATE OF MINNESOTA SALARIES REFLECT CURRENT SALARIES, AS EFFECTIVE JULY 5, 1978.

Except as otherwise noted, all tables with HENNEPIN COUNTY SALARIES REFLECT SALARIES, AS EFFECTIVE JANUARY 1, 1978. (Hennepin County is still negotiating some salaries.)

All tables with OTHER JURISDICTIONS' SALARIES REFLECT CURRENT SALARIES, AS EFFECTIVE JANUARY 1, 1978.

When comparing Merit System salaries to those of another jurisdiction, the percentage difference (% Diff.) is the percent by which the other jurisdiction exceeds the Merit System salary. Parenthesis ( ) are used when the Merit System salary exceeds that of the other jurisdiction.

SUMMARY OF SALARY SURVEY FINDINGS

PUBLIC WELFARE, PUBLIC HEALTH, EMERGENCY SERVICES MERIT SYSTEMS

July 31, 1978

The Merit System rules state that a salary survey must be completed and submitted with recommendations for adjustment to the Commissioner of Public Welfare, the Commissioner of Public Health, and the Commissioner of Public Safety by July 31 of each year. This survey reviews the changes in the level of salary rates and utilizes data and findings from other salary surveys and, as far as possible, uses similar survey data each succeeding year. If the change in the salary rates for comparable classes is four percent or more, a public hearing must be held to provide for general adjustments to the Merit System Compensation Plan. The amended Compensation Plan will be effective January 1, 1979, for those agencies using the plan. The following pages contain a detailed review of the data used in this survey.

Salary increases granted by other governmental jurisdictions varied during the past year. *Hennepin County* welfare employees are presently negotiating a new contract. Salaries for some classes have been negotiated. The amount of increase at the maximum rates for these classes as of January 1, 1978, was 6%. *Ramsey County* welfare employees received a 6% increase effective January 1, 1978, and are scheduled to receive an additional 4% increase effective January 1, 1979. *St. Louis County* Civil Service employees received a 7% increase effective January 1, 1978, and are scheduled to receive an additional 7.5% increase effective January 1, 1979. In the *City of St. Paul*, clerical and technical employees received a 6% increase effective January 1, 1978, and professional employees a 5.5% increase. Employees of the *State of Minnesota* received a cost-of-living adjustment of 27¢ per hour effective January 4, 1978, and an additional cost-of-living adjustment of 20¢ per hour effective July 5, 1978. Any additional increase for state employees will not be effective until July 1, 1979. Federal employees received a salary adjustment of 5% in October, 1977, and may receive an additional 5.5% increase in October, 1978, but Congress has not yet decided on the amount of the anticipated increase.

The Consumer Price Index from June, 1977, to June, 1978, increased 7.4% nationwide, while the Twin City Consumer Price Index increased 8.5% from April, 1977, to April, 1978.

The federal minimum wage presently is $2.65 per hour and will increase to $2.90 per hour on January 1, 1979, although the Merit System is not bound by the federal minimum wage. The state minimum wage is presently $2.30 per hour which equates to a monthly salary of $400.

I. PROFESSIONAL SALARY SCHEDULE

As a result of the 1977 Salary Survey, salary ranges for most of the classes on the professional salary schedule were adjusted by 5%. The following classes were exceptions to the general adjustment: Physical Therapist salary range adjusted approximately .5%; Programmer Analyst and Systems Programmer Analyst salary ranges adjusted approximately 10%; Methods and Procedures Analyst minimum salary adjusted approximately 7.5% and maximum salary approximately 2.5%; Medical Care Advisor and Medical Services Administrator minimum salaries adjusted by 5% and maximum salaries by approximately .6%; Public Health Nutritionist salary range adjusted by approximately .5%; Assistant Welfare Director, Accountant II and Director of Business Management II salary ranges on the A and B plans were adjusted to the C plan ranges for these classes plus a 5% adjustment.

All incumbents in the professional salary schedule were recommended to receive a 5% adjustment or the new minimum salary for their class, whichever was greater.

The Endicott Survey, a report of beginning salaries leading companies plan to offer high-quality college graduates in 1978, shows a median increase of 4.74% and a mean increase of 4.73% over reported 1977 salaries. According to this survey, the average estimated starting monthly salary being offered to 1978 liberal arts graduates is $950, a 3.60% increase over the average offer for 1977. Chemistry majors are receiving estimated offers of $1225, a 4.34% increase over the actual average offer for 1977, and mathematics-statistics majors are receiving estimated offers of $1136, a 6.87% increase over the 1977 actual average offer. Accounting majors are receiving estimated offers of $1122, a 3.13% increase over the actual average offer for 1977, and computer science majors are receiving estimated offers of $1180, a 7.37% increase over the 1977 actual average offer. Estimated 1978 beginning salaries contained in the report were obtained from 202 responding companies in November, 1977. In 1977, the actual offers for liberal arts graduates were 5.89% higher than estimated offers stated in the 1977 survey, the offers to chemistry majors were 5.96% higher, to accounting majors, 1.97% higher, and to mathematics-statistics majors, 1.72% higher.

The Salary Survey of the College Placement Council March report indicates an average monthly salary offer of $838 to 1978 social science graduates, an increase of 3.20% over 1977 offers. According to the survey, chemistry majors are receiving average offers of $1184, a 13.63% increase over 1977; computer science majors are receiving $1240, a 14.20% increase over 1977; mathematics majors are receiving $1131, a 8.23% increase over 1977, and accounting majors are receiving $1114, a 4.70% increase over 1977.

This year, teachers are in their second year of a two-year contract although not all of them have settled an initial contract as of this survey and some have wage reopeners for the 1978-79 school year. Data is available from 327 school districts out of a possible 437 (75%). According to this data, teachers on the average received a 3.92% median increase in actual salary, not including any extra fringe benefits. Table 1 shows the historical relationship between the mid-point of the beginning rates for Social Worker I under the Merit System's B compensation plan and the median minimum rate in school districts throughout the state. The annual teacher salary is converted to a monthly rate by dividing by ten, the same formula as used in previous studies.

TABLE 1

RELATION OF MERIT SYSTEM RATES FOR SOCIAL WORKER I "B" PLAN TO MEDIAN MINIMUM STATE-WIDE SALARIES FOR B.A. TEACHERS

	Mid-Point (B Plan) of Merit System S.W. I Beginning Rates	Median Minimum Teachers Salary (10-month basis)	School Year
January, 1967 (1-step adj.)	500	500	66-67
January, 1968 (2-step adj.)	535	530	67-68
January, 1969 (2-step adj.)	585	606	68-69
January, 1970 (2-step adj.)	640	650	69-70
January, 1971 (1-step adj.)	670	695	70-71
January, 1972 (1-step adj.)	700	710	71-72
January, 1973 (no adj. adopted)	700	720	72-73
January, 1974 (5.5% adj.)	739	730	73-74
January, 1975 (2-step adj.)	807	810	74-75
January, 1976 1 1/2-step adj.)	863	865	75-76
January, 1977 (1-step adj.)	902	905	76-77
January, 1978 (5% adj.)	947	943	77-78
January, 1979 (5% adj.)	*994*	980	78-79

TABLE 2

COMPARISON OF DISTRIBUTION OF MINIMUM B.A. TEACHER SALARY RATES

WITH MERIT SYSTEM SALARY PLANS

(327 of 437 School Districts Reporting)

Mid-Point of Salary Interval	Number of School Districts Min. Within Salary Interval	Number of Counties Median - Minimum	Comparable Alphabetical Steps Present M.S. Plan for S.W. I	No. of Counties on Each Plan
902	3	0	A	23
944	97	15	B	28
987	180	61	C	7
1032	43	8		
1079	3	1		
1126	1	0		—
Totals	327	85		58*

*Remaining counties have negotiated salary plans different from the Merit System compensation plan.

Summary of Data

1. In 180 of 327 school districts, representing 61 counties, the teachers are starting at the $987/month mid-point level.

2. In 97 school districts representing 15 counties, the teachers are starting at the $944/month mid-point level.

Actual minimum salaries for B.A. teachers range from $920 per month to $1103 per month.

TABLE 3

COMPARISON OF DISTRIBUTION OF MAXIMUM B.A. TEACHER SALARY RATES

WITH MERIT SYSTEM SALARY PLANS

(327 of 437 School Districts Reporting)

Mid-Point of Salary Interval	Number of School Districts Max. Within Salary Interval	Number of Counties Median - Maximum	Comparable Alphetical Steps Present M.S. Plan for S.W. II	No. of Counties on Each Plan
1177	2	0		
1232	0	0		
1290	30	2		
1348	51	8		
1409	86	34		
1472	64	24	A	23
1538	51	10	B	28
1609	27	3	C	7
1683	8	2		
1762	6	1		
2005	2	1		—
Totals	327	85		58*

*Remaining counties have negotiated salary plans different from the Merit System compensation plan.

Summary of Data

1. In 169 of 327 school districts, representing 44 counties, the maximum salaries for B.A. teachers are below the maximum level for Social Workers II on the Merit System plan A.

2. Actual maximum salaries for B.A. teachers range from $1190 per month to $1832 per month.

The median maximum salary is $1435.

The results of the *International Personnel Management Association Survey of Pay Rates* effective January 1, 1978, for social workers are as follows:

TABLE 4

INTERNATIONAL PERSONNEL MANAGEMENT ASSOCIATION SURVEY OF PAY RATES

IN THE PUBLIC SERVICE U.S. CENTRAL

(County, Municipal and Special Districts)

	M.S. C Plan		IPMA Survey	
Class	Minimum	Maximum	Med. Minimum	Med. Maximum
Social Worker I*	991	1133	1126**	1361**
Social Worker II*	1084	1615		
Social Services Supervisor I	1263	1889	1390***	1640***

*The Merit System Social Worker I class has only a four step salary range because of the junior/senior plan concept used for the Social Worker I and II classes.

**IPMA class: Social Case Worker

***IPMA class: Case Work Supervisor

Summary of Data

1. The minimum salary for Social Worker I on the Merit System C Plan is 13.62% below the IPMA median minimum salary.
2. The minimum salary for Social Worker II on the Merit System C Plan is 3.88% below the IPMA median minimum salary for Social Worker.
3. The minimum salary for the Social Services Supervisor I on the Merit System C Plan is 10.06% below the IPMA median minimum salary.
4. The maximum salary for the Social Worker I on the Merit System C Plan is 11.33% below the IPMA median maximum salary.
5. The maximum salary for the Social Worker II on the Merit System C Plan is 15.73% above the IPMA median maximum salary for Social Worker.
6. The maximum salary for the Social Services Supervisor I on the Merit System C Plan is 13.18% above the IPMA median maximum salary.

The Child Welfare League of America, Inc., Salary Survey of January 1, 1978, shows the following results:

TABLE 5

CHILD WELFARE LEAGUE SURVEY

Position	Median 1977	Median 1978	% Increase	Upper Quartile 1977	Upper Quartile 1978	% Increase
Executive Director	2284	2448	7.18	2692	2896	7.58
Assistant Director	1833	1907	4.04	2219	2312	4.19
Casework Director	1742	1829	4.99	2005	2109	5.19
District Director	1544	1651	6.93	1722	1810	5.11
Casework Supervisor	1454	1552	6.74	1605	1764	9.91
Caseworker						
With MSW degree	1122	1190	6.06	1271	1388	9.20
With some grad. trng.	1009	1117	10.70	1156	1284	11.07
With no grad. trng.	912	973	6.69	1094	1191	8.87

This study is conducted on a nationwide basis of members of the Child Welfare League of America. The salaries listed are those actually being paid, not minimum or maximum ranges.

The survey indicated that 75% of the executives in U.S. Child Welfare agencies with 31-50 staff members receive $2083 a month ($25,000 a year) or more. An additional 64% of the executives in agencies with 21-30 staff members receive $2083 a month or more. (See below for Merit System median salaries for welfare directors.) The Child Welfare League Survey indicated that 90% of the supervisors in the study earned at least $1167 a month ($14,000 a year), with 67% receiving at least $1417 a month ($17,000), 56% receiving at least $1500 a month ($18,000), 46% receiving at least $1583 a month ($19,000) and 36% receiving at least $1667 a month ($20,000). (See below for Merit System salaries for supervisors.)

The survey also indicated that 42% of the practitioners with a M.S.W. degree earned over $1250 a month ($15,000 a year), with 11% of these practitioners earning over $1583 a month ($19,000). According to the survey 36% of the practitioners with no graduate training earned at least $1083 per month ($13,000 a year) with 27% earning at least $1167 per month ($14,000) and 20% earning at least $1250 a month ($15,000). (See below for Merit System salaries for social workers.)

Current Merit System median and maximum salaries for some comparable classes are as follows:

Median Salaries		Maximum Salaries	
Welfare Director I	1545	Welfare Director I	1889
Welfare Director II	1689	Welfare Director II	2066
Welfare Director III	1931	Welfare Director III	2310
Welfare Director IV	2114	Welfare Director IV	2518
Welfare Director V	2871	Welfare Director V	3423
Soc. Serv. Suprv I	1451 (Plan A)	Soc. Serv. Supvr. I	1728 (Plan A)
	1545 (Plan C)		1889 (Plan C)
Social Worker III	1324 (Plan A)	Social Worker III	1615 (Plan A)
	1447 (Plan C)		1767 (Plan C)
Social Worker I-II	1157 (Plan A)	Social Worker I-II	1479 (Plan A)
	1265 (Plan C)		1615 (Plan C)

Summary of Data

1. The Merit System median salary for Social Services Supervisor I is 9.68% below the Casework Supervisor median salary on the A plan and .45% below on the C plan.

2. The Merit System median salary for Social Worker III is 10.12% above the Caseworker (MSW degree) median salary on the A plan and 17.76% above on the C plan.

3. The Merit System median salary for Social Worker I-II is 15.90% above the Caseworker (BA degree) median salary on the A plan and 23.08% above on the C plan.

   Note: Since the Social Worker I class has a four-step range due to the junior/senior plan for the Social Worker I and II levels, the median salary shown is for the combined salary ranges for these classes.

4. The median salary for Welfare Director III of $1931 is less than the salaries of 75% of the executives in Child Welfare League agencies with staffs of 31-50.

5. The median salary for Social Services Supervisor I on the A salary schedule of $1451 is less than the salaries of approximately 56% of the supervisors in Child Welfare League agencies.

6. The median salary for Social Services Supervisor I on the C salary schedule of $1545 is less than the salaries of approximately 46% of the supervisors in Child Welfare League agencies.

7. The median salary for Social Worker III on the A salary schedule of $1324 is higher than the salary earned by approximately 58% of the MSW practitioners in Child Welfare League agencies.

8. The median salary for Social Worker III on the C salary schedule of $1447 is higher than the salary earned by approximately 78% of the MSW practitioners in Child Welfare League agencies.

9. The median salary for Social Worker I-II on the A salary schedule of $1157 is higher than the salary earned by approximately 73% of the practitioners with no graduate training in Child Welfare League agencies.

10. The median salary for Social Worker I-II on the C salary schedule of $1265 is higher than the salary earned by approximately 92% of the practitioners with no graduate training in Child Welfare League agencies.

The Greater St. Paul United Fund and Council, Inc. conducted a salary survey of 19 different organizations and collected over 7,000 actual salaries for the 20 key jobs they listed. Most of the survey was conducted in the metropolitan labor market. As a result of this survey, the United Fund established mid-point salary levels for 1979 which are approximately 8% above those for 1978.

TABLE 6

COMPARISON OF AVERAGE MID-POINTS IN SALARY RANGES AS COLLECTED BY GREATER ST. PAUL UNITED FUND SURVEY AND AVERAGE MID-POINTS SET BY GREATER ST. PAUL UNITED FUND FOR 1978 WITH MERIT SYSTEM C SCHEDULE MEDIAN SALARIES

Class	M.S. C Plan Median	Mid-Point Determined by U.F. Survey	% Diff.	Mid-Point Set by U.F. 1979	% Diff.
Caseworker I*	1447	1429	(1.24)	1363	(5.81)
Casework Supvr.**	1545	1759	13.85	1711	10.74
Ass't. Agency Dir.***	2114	1878	(11.16)	1827	(13.58)

*Similar to Merit System Social Worker III.

**Similar to Merit System Social Services Supervisor I.

***Similar to Merit System Director of Financial Assistance, Planning, Social Service and Support.

Summary of Data

1. The Merit System C plan median salary for Social Worker III exceeds the 1979 United Fund mid-point salary for Caseworker I.

2. The Merit System C plan median salary for Director of Financial Assistance, Planning, Social Service and Support exceeds the 1979 United Fund mid-point salary for Assistant Agency Director.

3. The Merit System C plan median salary for Social Services Supervisor I is less than the 1979 United Fund mid-point salary for Casework Supervisor.

The Merit System conducted a survey of salaries for entry-level and masters-level social workers and social service supervisors employed by the State of Iowa, South Dakota, Michigan, Kansas, Illinois, Nebraska, Wisconsin, North Dakota and Ohio. Data was received from all states except Illinois.

TABLE 7

COMPARISON OF EXISTING MINIMUM SALARIES FOR OTHER STATES AND MERIT SYSTEM A AND C PLAN

MINIMUMS FOR SOCIAL WORKERS AND SUPERVISORS

Class	M.S. A Plan	M.S. C Plan	Iowa	% Diff. M.S. A Plan	% Diff. M.S. C Plan	S.D.	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Michigan	% Diff. M.S. A Plan	% Diff. M.S. C Plan
Soc. Wkr. I	906	991	911	.55	(8.07)	795	(12.25)	(19.78)	1171	29.25	18.16
Soc. Wkr. III	1084	1182	998	(7.93)	(15.57)	1021	(5.81)	(13.62)	1246	14.95	5.42
Soc. Serv. Supvr. I	1157	1263	1092	(5.62)	(13.54)	1021	(11.76)	(19.16)	1321	14.18	4.59
Soc. Serv. Supvr. II	1263	1385	1181	(6.49)	(14.73)	1110	(12.11)	(19.86)			
Soc. Serv. Supvr. III	1479	1615	1294	(12.51)	(19.88)	1207	(18.39)	(25.26)	1519	2.71	(5.94)

	Kansas	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Indiana	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Nebraska	% Diff. M.S. A Plan	% Diff. M.S. C Plan
Soc. Wkr. I	887**	(2.10)	(10.49)	919	1.44	(7.27)	515**	(43.16)	(48.03)
Soc. Wkr. III	1115***	2.86	(5.67)	1010	(6.83)	(14.55)	655	(39.58)	(44.59)
Soc. Serv. Supvr. I							655	(43.39)	(48.14)
Soc. Serv. Supvr. II							1105	(12.51)	(20.22)
Soc. Serv. Supvr. III									

	Wisconsin*	% Diff. M.S. A Plan	% Diff. M.S. C Plan	N.D.	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Ohio	% Diff. M.S. A Plan	% Diff. M.S. C Plan
Soc. Wkr. I	819	(9.60)	(17.36)	902	(.44)	(8.98)	792	(12.58)	(20.08)
Soc. Wkr. III	982	(9.41)	(16.92)	1151	6.18	(2.62)	874	(19.37)	(26.06)
Soc. Serv. Supvr. I	1175	1.56	(6.97)				962	(16.85)	(23.83)
Soc. Serv. Supvr. II	1394	10.37	.65				1290	2.14	(6.86)
Soc. Serv. Supvr. III							1421	(3.92)	(12.01)

*Wisconsin salaries are averages from 50 counties. Each county sets its own minimums and maximums by contract negotiation or action of the county board.

**Does not require a degree.

***Requires MSW degree and licensure as a social worker.

Summary of Data

Merit System minimum C plan salaries for Social Worker I, Social Worker III, and Social Services Supervisor I exceed those for all other states listed except Michigan.

TABLE 8

COMPARISON OF EXISTING MAXIMUM SALARIES FOR OTHER STATES AND MERIT SYSTEM A AND C PLAN MAXIMUMS FOR SOCIAL WORKERS AND SUPERVISORS

Class	M.S. A Plan	M.S. C Plan	Iowa	% Diff. M.S. A Plan	% Diff. M.S. C Plan	S.D.	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Michigan	% Diff. M.S. A Plan	% Diff. M.S. C Plan
Soc. Wkr. I	1036	1133	1244	20.08	9.80	1171	13.03	3.35	1422	37.26	25.51
Soc. Wkr. III	1615	1767	1361	(15.73)	(22.98)	1540	(4.64)	(12.85)	1500	(7.12)	(15.11)
Soc. Serv. Supvr. I	1728	1889	1468	(15.05)	(22.29)	1540	(10.88)	(18.48)	1674	(3.13)	(11.38)
Soc. Serv. Supvr. II	1889	2066	1618	(14.35)	(21.68)	1687	(10.69)	(18.35)			
Soc. Serv. Supvr. III	2114	2310	1781	(15.75)	(22.90)	1848	(12.58)	(20.00)	1904	(9.93)	(17.58)

	Kansas	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Indiana	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Nebraska	% Diff. M.S. A Plan	% Diff. M.S. C Plan
Soc. Wkr. I	1115	7.63	(1.59)	1199	15.73	5.83	1071**	3.38	(5.47)
Soc. Wkr. III	1407***	(12.88)	(20.37)	1301	(19.44)	(26.37)	1203	(25.51)	(31.92)
Soc. Serv. Supvr. I							1276	(26.16)	(32.45)
Soc. Serv. Supvr. II							1525	(19.27)	(26.19)
Soc. Serv. Supvr. III									

	Wisconsin*	% Diff. M.S. A Plan	% Diff. M.S. C Plan	N.D.	% Diff. M.S. A Plan	% Diff. M.S. C Plan	Ohio	% Diff. M.S. A Plan	% Diff. M.S. C Plan
Soc. Wkr. I	1039	.29	(8.30)	1209	16.70	6.71	962	(7.14)	(15.09)
Soc. Wkr. II	1314	(18.64)	(25.64)	1542	(4.52)	(12.73)	1061	(34.30)	(39.96)
Soc. Serv. Supvr. I	1554	(10.07)	(17.73)				1170	(32.29)	(38.06)
Soc. Serv. Supvr. II	1742	(7.78)	(15.68)				1645	(12.92)	(20.38)
Soc. Serv. Supvr. III							1813	(14.24)	(21.52)

*Wisconsin county salaries are averages from 50 counties. Each county sets its own minimum and maximum by contract negotiations or action of the county board.

**Does not require a degree.

***Requires MSW degree and licensure as a social worker.

Summary of Data

1. Merit System maximum C plan salary for Social Worker I is higher than those salaries listed for Kansas, Nebraska, Wisconsin and Ohio, but is lower than the other states listed.

2. Merit System maximum C plan salaries for Social Worker III and Social Services Supervisor I exceed those of all states surveyed.

A comparison of Merit System existing salaries with the new State salaries is shown on the following table. *All State of Minnesota salaries listed herein are effective July 5, 1978.*

TABLE 9

COMPARISON OF STATE OF MINNESOTA MINIMUM SALARIES FOR SOCIAL WORKERS AND SUPERVISORS

WITH MERIT SYSTEM MINIMUM SALARIES

Class	Merit System Min. A	B	C	State Minimum	% Diff. A	% Diff. B	% Diff. C
Social Worker I	906	947	991	1051	16.00	10.98	6.05
Social Worker II	991	1036	1084	1171*	18.16	13.03	8.03
Social Worker III	1084	1133	1182	1171*	8.03	3.35	(.93)
Social Services Supvr. I	1157	1208	1263				
Social Services Supvr. II	1263	1324	1385	1516**	20.03	14.50	4.46
Social Services Supvr. III	1479	1546	1615	1759***	18.93	18.78	8.92

*State of Minnesota class: Social Worker, Senior.

**State of Minnesota class: Social Service Supervisor

***State of Minnesota class: Welfare Supervisor.

Summary of Data

Minimum State salaries exceed Merit System minimum salaries except for Social Worker III on the C plan.

TABLE 10

COMPARISON OF STATE OF MINNESOTA MAXIMUM SALARIES FOR SOCIAL WORKERS AND SUPERVISORS WITH MERIT SYSTEM MAXIMUM SALARIES

Class	Merit System Max. A	B	C	State Maximum	% Diff. A	% Diff. B	% Diff. C
Social Worker I	1036	1084	1133	1307	26.16	20.57	15.36
Social Worker II	1479	1546	1615	1573*	6.36	1.75	(2.60)
Social Worker III	1615	1689	1767	1573*	(2.60)	(6.87)	(10.98)
Social Services Supvr. I	1728	1806	1889				
Social Services Supvr. II	1889	1972	2066	2043**	8.15	3.60	(1.11)
Social Services Supvr. III	2114	2210	2310	2375***	12.35	7.47	2.81

*State of Minnesota class: Social Worker, Senior.

**State of Minnesota class: Social Service Supervisor.

***State of Minnesota class: Welfare Supervisor.

Summary of Data

1. Merit System C plan maximum salaries for Social Worker II and Social Services Supervisor II exceed state maximum salaries for Social Worker, Senior and Social Service Supervisor.

2. Merit System maximum salaries for Social Worker III on all three salary plans exceed the State maximum salary for Social Worker, Senior.

NOTE: Due to the junior/senior plan for social workers the Merit System has a short range of four steps for Social Worker I.

The *Federal Civil Service* starts their Associate Social Workers (B.A. degree) at $830 (G.S. 5) and their Social Workers (M.S.W. degree) at $1028 (G.S. 7) to $1258 (G.S. 9).

Hennepin and Ramsey County minimum and maximum salaries for social workers and social service supervisors are shown on the following pages.

Comparison of Merit System minimum and maximum salaries for Administrative Assistant I and II with those paid by other jurisdictions is made in Table 36 (p. 48).

TABLE 11

COMPARISON OF HENNEPIN COUNTY AND RAMSEY COUNTY MINIMUM SALARIES FOR SOCIAL WORKERS AND SUPERVISORS WITH MERIT SYSTEM C PLAN MINIMUM SALARIES

Class	Minimum Salaries			% Diff.	
	C. Plan	Henn. Co.*	Ramsey Co.	Henn. Co.	Ramsey Co.
Social Worker I	991	1095	1141	10.49	15.14
Social Worker II	1084	1288	1234	18.82	13.84
Social Worker III	1182	1288	1388	8.97	17.43
Social Services Supvr. I	1263	1550	1560**	22.72	23.52
Social Services Supvr. II	1385	1792	1653***	29.39	19.35
Social Services Supvr. III	1615	2026	1789****	25.45	10.77

*Rates shown for Social Worker I, II, and III are those effective July 3, 1977. Salaries for 1978 for these classes are still being negotiated.

**Comparable class: Social Worker IV.

***Comparable class: Welfare Manager.

****Comparable class: Welfare Administrator.

Summary of Data

1. Hennepin County 1977 minimum salaries for the classes shown range from 8.97% to 29.39% above Merit System minimum salaries for comparable classes.

2. Ramsey County 1978 minimum salaries for the classes shown range from 10.77% to 23.52% above Merit System minimum salaries for comparable classes.

TABLE 12

COMPARISON OF HENNEPIN COUNTY AND RAMSEY COUNTY MAXIMUM SALARIES FOR SOCIAL WORKERS AND SUPERVISORS WITH MERIT SYSTEM C PLAN MAXIMUM SALARIES

Class	Maximum Salaries			% Diff.	
	C. Plan	Henn. Co.*	Ramsey Co.**	Henn. Co.	Ramsey Co.
Social Worker I	1133	1468	1443	29.57	27.36
Social Worker II	1615	1725	1560	6.81	(3.41)
Social Worker III	1767	1725	1755	(2.38)	(.68)
Social Services Supvr. I	1889	2178	1974	15.30	4.50
Social Services Supvr. II	2066	2401	2094	16.21	1.36
Social Services Supvr. III	2310	2717	2264	17.62	(1.99)

*Rates shown for Social Worker I, II, and III are those effective July 3, 1977. Salaries for 1978 for these classes are still being negotiated.

**Ramsey County has 10 and 15 year longevity steps which increase maximum salaries shown approximately 10%.

Summary of Data

1. Merit System C plan maximum salaries for Social Worker III exceed maximum salaries paid by Ramsey and Hennepin Counties.

2. Merit System C plan maximum salaries for Social Worker II and Social Services Supervisor III exceed maximum salaries paid by Ramsey County.

3. Merit System C plan maximum salaries for the remaining classes are less than maximum salaries paid by Ramsey and Hennepin Counties.

The beginning federal civil service salary for Registered Nurse is $830 (G.S. 5) to $1028 (G.S. 7); for Public Health Nurse $1028 (G.S. 7); and for Licensed Practical Nurse $661 (G.S. 3) to $742 (G.S. 4).

The V.A. Hospitals start Registered Nurses (A.A. degree and diploma) at $925; Registered Nurses (B.S. degree) at $1028; and Licensed Practical Nurses at $661.

TABLE 13

COMPARISON OF STATE OF MINNESOTA MINIMUM SALARIES FOR HEALTH PROFESSIONALS

WITH MERIT SYSTEM MINIMUM SALARIES

Class	Minimum Salaries Merit System Plan A	B	C	State of Minnesota	% Diff. Merit System Plan A	B	C
Med. Technologist	947	991	1036	1091	15.21	10.09	5.31
Reg. Nurse (A.A. & Dip.)	867	906	969	1014*	16.96	11.92	4.64
Reg. Nurse (B.S.)	906	947	1013	1014*	11.92	7.07	.01
P.H. Nurse	947	991	1058	1091	15.21	10.09	3.12
Sanitarian I	947	991	1036	1051	10.98	6.05	1.45
Sanitarian II	1036	1084	1133	1171	13.03	8.03	3.35
Sanitarian III	1133	1182	1236	1307	15.36	10.58	5.74

*The State of Minnesota salary ranges for Registered Nurse (A.A. degree), (diploma) and (B.S. degree) are the same.

Summary of Data

1. All State minimum salaries are above Merit System minimum salaries.

2. State minimum salaries for the classes shown range from 10.98% to 16.96% higher than the Merit System A plan salaries and from .01% to 5.74% higher than the Merit System C plan salaries.

TABLE 14

COMPARISON OF STATE OF MINNESOTA MAXIMUM SALARIES FOR HEALTH PROFESSIONALS

WITH MERIT SYSTEM MAXIMUM SALARIES

Class	Maximum Salaries Merit System Plan A	B	C	State of Minnesota	% Diff. Merit System Plan A	B	C
Med. Technologist	1182	1236	1294	1462	23.69	18.29	12.98
Reg. Nurse (A.A. & Dip.)	1133	1182	1263	1307**	15.36	10.58	3.48
Reg. Nurse (B.S.)	1133	1182	1263	1307**	15.36	10.58	3.48
P.H. Nurse	1236	1294	1385	1357	9.79	4.87	(2.02)
Sanitarian I*	1084	1133	1182	1307	20.57	15.36	10.58
Sanitarian II	1415	1479	1546	1573	11.17	6.36	1.75
Sanitarian III	1615	1689	1767	1759	8.92	4.14	(.45)

*The Sanitarian I class under the Merit System is part of a junior/senior concept, with the Sanitarian II class being the senior level. After two years of experience at the I level, an employee can be promoted to the II level. For this reason there are only four steps in the range for Sanitarian I. As a result, the maximum for this class is considerably lower than the State maximum.

**The State of Minnesota salary range for a Registered Nurse with an A.A. degree or diploma and a Registered Nurse with a B.S. degree is the same.

Summary of Data

1. State maximum salaries for Medical Technologist, Registered Nurse (A.A., diploma, B.S.), Sanitarian I and Sanitarian II are above Merit System maximum salaries for these classes.

2. Merit System C plan maximum salaries for Public Health Nurse and Sanitarian III exceed State maximum salaries for these classes.

The results of the survey made by the International Personnel Management Association of pay rates effective January 1, 1978, for health classes are as follows:

TABLE 15

INTERNATIONAL PERSONNEL MANAGEMENT ASSOCIATION SURVEY OF PAY RATES[1]

IN THE PUBLIC SERVICE - U.S. CENTRAL

(County, Municipal, and Special Districts)

Class	Minimums Median	Maximums Median
Registered Nurse		
RN*	1066	1194
RN**	1145	1367
Sanitarian	1040	1365

1 The classes of Public Health Nurse and Public Health Nurse Supervisor were not included in this table as they have been omitted from the IPMA survey.

*Position requires a B.A. degree in nursing, or completion of a three-year course of study in an approved school of nursing with no prior professional experience required.

**Position requires one or more years of professional experience after receipt of a B.A. degree in nursing or completion of a three-year course of study in an approved school of nursing.

Summary of Data

1. The Merit System minimum salary on the C plan for Registered Nurse (B.S. degree) is $1013, which is 5.23% below the minimum median salary reported on the IPMA survey.

2. The Merit System maximum salary on the C plan for Registered Nurse (B.S. degree) is $1263, which is 8.23% below the maximum median salary for experienced Registered Nurses with a B.S. degree reported on the IPMA survey.

3. The Merit System minimum salary for Sanitarian I on the C plan is $1036, which is .39% below the minimum median salary for Sanitarian reported on the IPMA survey.

4. The Merit System maximum salary for Sanitarian II on the C plan is $1546, which is 11.71% above the maximum median salary for Sanitarian reported on the IPMA survey.

TABLE 16

COMPARISON OF SALARIES PAID IN OTHER JURISDICTIONS TO HEALTH PROFESSIONALS

WITH MERIT SYSTEM C PLAN SALARIES

Class	Merit System C Plan Min.	Merit System C Plan Max.	Hennepin County Min.	Hennepin County Max.	Ramsey County Min.	Ramsey County Max.	St. Louis County Min.	St. Louis County Max.	City of Mpls. Min.	City of Mpls. Max.	City of St. Paul Min.	City of St. Paul Max.
RN (A.A.)	969	1263	1011	1289	980	1160	1179	1370	1107	1472	1070	1345
RN (Dip.)	969	1263	1011	1289	980	1160	1179	1370	1107	1472	1070	1345
RN (B.S.)	1013	1263	1011	1289	1010	1217	1179	1370	1107	1472	1070	1345
PHN	1058	1385			1164	1471	1223	1425	1148	1636	1163	1530
PHN (Team Leader)	1108	1446					1269	1479	1288	1707	1233	1624
Sr. PHN	1157	1512									1357	1786
San. I	1036	1182					1050	1223	1268	1681	1098	1441
San. II	1133	1546					1179	1370	1505	1862	1233	1624
San. III	1236	1767					1370	1596	1631	2018	1390	1828
Med. Tech.	1036	1294	1060	1423	1079	1388			1148	1636		

% Difference Between Merit System C plan salaries

	Hennepin County Min.	Hennepin County Max.	Ramsey County Min.	Ramsey County Max.	St. Louis County Min.	St. Louis County Max.	City of Mpls. Min.	City of Mpls. Max.	City of St. Paul Min.	City of St. Paul Max.
RN (A.A.)	4.33	2.06	1.14	(8.16)	21.67	8.47	14.24	16.55	10.42	6.49
RN (Dip.)	4.33	2.06	1.14	(8.16)	21.67	8.47	14.24	16.55	10.42	6.49
RN (B.S.)	(.20)	2.06	(.30)	(3.64)	16.39	8.47	9.28	16.55	5.63	6.49
PHN			10.02	6.21	15.60	2.89	8.51	18.12	9.92	10.47
PHN (Team Leader)					14.53	2.28	16.25	18.05	11.28	12.31
Sr. PHN									17.29	18.12
San. I					1.35	3.47	22.39	42.22	5.98	21.91
San. II					4.06	(11.38)	32.83	20.44	8.83	5.05
San. III					10.84	(9.68)	31.96	14.20	12.46	3.45
Med. Tech.	2.32	9.97	5.89	7.26			10.81	26.43		

Summary of Data

1. Generally speaking, Merit System minimum and maximum salaries for Public Health classes are lower than those for other jurisdictions.

2. Merit System maximum salaries for Registered Nurse are above Ramsey County maximums for Registered Nurse.

3. Merit System maximum salaries for Sanitarian II and III are above St. Louis County maximums for comparable classes.

The contract between the Twin City hospitals and the Minnesota Nurses Association expired on June 1, 1978, and negotiations are currently in process toward a new contract. Therefore, no salary data is available for 1978. Salaries for nursing personnel in effect since June 1, 1977, are as follows:

Class	Minimum	Maximum
Registered Nurse (A.A. & diploma)	$ 980	$1240
Registered Nurse (B.S.)	1010	1240
Assistant Head Nurse (A.A. & diploma)	1033	1293
Assistant Head Nurse (B.S.)	1063	1293
Head Nurse (A.A. & diploma)	1085	1345
Head Nurse (B.S.)	1115	1345

For comparison purposes, current Merit System C plan salaries for Registered Nurse are as follows:

Class	Minimum	Maximum
Registered Nurse (A.A. & diploma)	$ 969	$1263
Registered Nurse (B.S.)	1013	1263

The Merit System C plan maximum for Registered Nurse (A.A., diploma and B.S.) is 1.82% above the existing maximum. The Merit System C plan minimum for Registered Nurse (A.A. and diploma) is 1.14% below the existing Twin City rate and only .30% above the existing minimum rate for Registered Nurse (B.S.).

TABLE 17

SALARY COMPARISONS WITH MERIT SYSTEM B PLAN FOURTH STEP SALARY (MEDIAN) AND THE CLASSES OF SENIOR NURSE, PUBLIC HEALTH NURSE, AND REGISTERED NURSE WITHIN COUNTY PUBLIC HEALTH DEPARTMENTS IN MINNESOTA AS OF JUNE 1, 1978

(55 Jurisdictions Reporting)

Class	Survey Median	M.S. B Plan Median	Survey Range Low	Survey Range High	M.S. Range B Plan Min.	M.S. Range B Plan Max.	% Diff. M.S. B Plan & Survey Range Median	% Diff. M.S. B Plan & Survey Range Low	% Diff. M.S. B Plan & Survey Range High
Senior Nurse	1168	1236*	998	1594	1084	1415	(5.50)	(7.93)	12.64
Senior Nurse (p.t.)	1233	1236	1200	1436	1084	1415	(.24)	10.70	1.46
Public Health Nurse	1008	1133	837	1500	991	1294	(11.03)	(15.54)	15.92
Public Health Nurse (p.t.)	1030	1133	857	1538	991	1294	(9.09)	(13.56)	18.87
Reg. Nurse (A.A. & dip.)	967	1036	798	1328	906	1182	(6.66)	(11.97)	12.35
RN (A.A. & dip.) (p.t.)	1025	1036	849	1415	906	1182	(1.07)	(6.25)	19.70
Reg. Nurse (B.S.)	979	1060**	936	1008	947	1182	(7.69)	(1.16)	(14.72)
RN (B.S.) (p.t.)	931	1060	854	1119	947	1182	(12.18)	(9.78)	(5.34)

(p.t. indicates part-time.)

*The Merit System's Senior Public Health Nurse classification, although not exactly comparable to the Senior Nurse, was used here as it is the closest comparable classification.

**This is the average of salaries on the third and fourth step, B.S. level.

Summary of Data

1. In comparing full-time rates, Merit System B plan minimum salaries are above low rates reported on the survey for all comparable classes.

2. In comparing full-time rates, Merit System B plan median salaries are above median rates reported on the survey for all comparable classes.

3. In comparing full-time rates, Merit System B plan maximum salaries are below high rates reported on the survey for all comparable classes except Registered Nurse (B.S.).

4. In comparing median salaries, the Merit System B plan median salary is 7.69% above the survey median salary at the Registered Nurse (B.S.) level; 11.03% above at the Public Health Nurse level; and 5.50% above at the Senior Public Health Nurse level.

Additional data concerning health professional salaries throughout the state is available from the Department of Economic Security. Selected data from this survey is shown below. Salaries reported are those actually being paid, not salary ranges.

TABLE 18

COMPARISON OF STATE AREA PUBLIC HEALTH RATES - PROFESSIONAL

(Minnesota Department of Economic Security Wage Survey - 1978)

	Gen. Duty (Staff) Nur.			Head Nurse			Supervisor			Dir. of Nurses			Med. Tech.		
Area of Minnesota	Q1	Md.	Q3	Q1	Md.	Q3	Q1	Md.	Q3	Q1	Md.	Q3	Q1	Md.	Q3
Northwest	881	920	953	965	1002	1045	910	1035	1158	1192	1242	1360	915	1007	1118
Northeast	980	1030	1128	1220	1265	1305	1281	1323	1405	1092	1373	1795	1050	1112	1193
West Central	927	960	1030	931	1080	1165	1072	1132	1220	1000	1223	1510	954	1027	1100
East Central	979	1045	1170	998	1195	1398	1054	1199	1395	1190	1260	1416	931	1061	1158
Southwest	901	950	1016	908	971	1141	939	1033	1245	1012	1087	1203	870	1014	1083
Southeast	973	1018	1066	1073	1193	1303	1066	1180	1295	1112	1290	1458	957	1020	1074
Metro Area	1060	1144	1200	1250	1300	1345	1300	1340	1445	1384	1707	2432	1033	1140	1237
Total State	985	1065	1150	1095	1247	1305	1120	1273	1358	1103	1260	1499	1001	1095	1199
Metro Area															
1977	1011	1083	1130	1180	1235	1275	1211	1273	1415	1241	1768	2142	1006	1080	1148
1978	1060	1144	1200	1250	1300	1345	1300	1340	1445	1384	1707	2432	1033	1140	1237
% Increase	4.85	5.63	6.19	5.93	5.26	5.49	7.35	5.26	2.12	11.52	(3.45)	13.54	2.68	5.56	7.75
Total State															
1977	915	1009	1090	1015	1165	1235	1049	1167	1287	1008	1167	1300	965	1047	1125
1978	985	1065	1150	1095	1247	1305	1120	1273	1358	1103	1260	1499	1001	1095	1199
% Increase	7.65	5.55	5.50	7.88	7.04	5.67	6.77	9.08	5.52	9.42	7.97	15.31	3.73	4.58	6.58

Summary of Data

1. The Merit System C plan salary range for Registered Nurse (A.A. and Diploma) is $969-$1263 compared to a total state interquartile range of $985-$1150 and a metro area interquartile range of $1060-$1200 for General Duty (Staff) Nurse reported in the survey.

2. The Merit System C plan salary ranges for Director of Public Health Nursing I and II are $1236-$1767 and $1415-$2019 respectively compared to a total state interquartile range of $1103-$1499 and a metro area interquartile range of $1384-$2432 for Director of Nurses reported in the survey.

3. The Merit System C plan salary range for Medical Technologist is $1036-$1294 compared to a total state interquartile range of $1001-$1199 and a metro area interquartile range of $1033-$1237 for Medical Technologist reported in the survey.

The Civil Defense (Division of Emergency Services) classes were studied using the following tables.

TABLE 19

COMPARISON OF MINIMUM AND MAXIMUM PAID BY OTHER JURISDICTIONS FOR EMERGENCY SERVICES POSITIONS WITH MERIT SYSTEM SALARIES

Class	M.S. C Plan Min.	M.S. C Plan Max.	State of MN Min.	State of MN Max.	Henn. Co. Min.	Henn. Co. Max.	Ramsey***** Co. Min.	Ramsey***** Co. Max.	City of St. Paul**** Min.	City of St. Paul**** Max.
Local Civil Def. Dir. V	1767	2412							1005***	1264***
Ass't. Civil Def. Dir. IV	1236	1689	1357*	1827*	1606*	2153*				
Operations Officer	1084	1479	1215**	1634**			1208**	1530**		

Class	% Difference Between Merit System C Plan and: State of MN Min.	State of MN Max.	Henn. Co. Min.	Henn. Co. Max.	Ramsey Co. Min.	Ramsey Co. Max.	City of St. Paul Min.	City of St. Paul Max.
Local Civil Def. Dir. V							(43.12)	(47.60)
Ass't. Civil Def. Dir. IV	9.79	8.17	29.94	27.47				
Operations Officer	12.08	10.48			11.44	3.45		

*State of Minnesota class: Emergency Services Assistant Director; Hennepin County class: Assistant Director of Emergency Preparedness.

**State of Minnesota class: Emergency Services Operations and Plans Officer; Ramsey County class: Civil Defense Operations and Planning Officer.

***City of St. Paul class: Emergency Preparedness Director.

****St. Paul has 10, 15, 20 and 25 year longevity steps which increase maximum salaries by approximately 9%.

*****Ramsey County has 10 and 15 year longevity steps which increase maximum salaries by approximately 10%.

Summary of Data

1. The Merit System minimum and maximum salaries for Local Civil Defense Director V are considerably higher than those in the City of St. Paul for Emergency Preparedness Director.

2. Merit System minimum and maximum salaries for Assistant Civil Defense Director IV and Operations Officer on the C plan are below those for comparable classes in other jurisdictions.

TABLE 20

COMPARISON OF ECONOMIC SECURITY SURVEY DATA

FOR METROPOLITAN AREA EDP CLASSES WITH MERIT SYSTEM C PLAN SALARIES

Class	Q1 1977	Q1 1978	% Inc./ Dec.	Md. 1977	Md. 1978	% Inc./ Dec.	Q3 1977	Q3 1978	% Inc./ Dec.	M.S. Min. C Plan Salary	M.S. Max. C Plan Salary	% Diff. M.S. Min. C Plan & 1978 Q1	% Diff. M.S. Max. C Plan & 1978 Q3
Computer Programmer	885	985	11.30	1025	1125	9.76	1124	1276	13.52	1036	1415	(4.92)	(9.82)
Assoc. M.& P. Anal.*	1043	1245	19.37	1317	1400	6.30	1457	1558	6.93	1036	1182**	20.17	31.81
Systems Prog. Anal.***	1390	1600	15.11	1585	1703	7.44	1746	1884	7.90	1415	1931	13.07	(2.43)
M. & P. Anal.****	1150	1187	3.22	1301	1389	6.60	1483	1600	7.89	1208	1728	(1.74)	(7.41)

*Economic Security comparable class: Junior Systems Analyst.

**The Associate Methods and Procedures Analyst class has only four steps, as it is part of a junior/senior plan with the Methods and Procedures class.

***Economic Security comparable class: Senior Systems Analyst

****Economic Security comparable class: Organization and Methods Analyst.

Summary of Data

1. Merit System minimum salaries on the C plan are above first quartile salaries reported on the Economic Security survey for Computer Programmer and Methods and Procedures Analyst.

2. Merit System maximum salaries on the C plan are above third quartile salaries reported on the Economic Security survey for Computer Programmer, Systems Program Analyst and Methods and Procedures Analyst.

3. Merit System minimum salaries on the C plan are below first quartile salaries reported on the Economic Security survey for Associate Methods and Procedures Analyst and Systems Programmer Analyst.

4. Merit System maximum salary on the C plan is below the third quartile salary reported on the Economic Security survey for Associate Methods and Procedures Analyst due to the short Merit System range as a result of the junior/senior plan.

The next tables show a comparison with Merit System minimum and maximum salaries for EDP classes with salaries paid in other civil service jurisdictions.

TABLE 21

COMPARISON OF EDP CLASS MINIMUM SALARIES IN OTHER CIVIL SERVICE JURISDICTIONS

WITH MERIT SYSTEM MINIMUM SALARIES

Class	M.S. C Plan	Minimum Salaries				% Difference from Merit System C Plan			
		Henn.	Ramsey	State of MN	St. Louis	Henn.	Ramsey	State of MN	St. Louis
Computer Programmer	1036	1088	1118	1051		5.02	7.92	1.45	
Programmer Analyst	1236	1289	1208	1357	1092	4.29	(2.27)	9.79	11.65
Assoc. M. & P. Analyst	1036	1142	1118	1051		10.23	7.92	1.45	
Systems Prog. Analyst	1415	1458	1360	1516	1536	3.04	(3.89)	7.14	8.55
Methods & Proc. Analyst	1208	1532	1360	1307		26.82	12.58	8.20	

Summary of Data

1. With the exception of Ramsey County minimums for Programmer Analyst and Systems Programmer Analyst, all other jurisdictions have minimum salaries that exceed the Merit System C plan salaries for the EDP classes listed.

2. Percentage differences between Merit System C plan minimum salaries and those of jurisdictions other than Ramsey County range from a low of 1.45% to a high of 26.82%.

TABLE 22

COMPARISON OF EDP CLASS MAXIMUM SALARIES IN OTHER CIVIL SERVICE JURISDICTIONS

WITH MERIT SYSTEM MAXIMUM SALARIES

Class	M.S. C Plan	Henn. Max.	% Diff.	Ramsey Max.*	% Diff.	State Max.	% Diff.	St. Louis Max.**	% Diff.
Computer Programmer	1415	1458	3.03	1413	(.14)	1307	(7.63)	1269	(10.31)
Programmer Analyst	1689	1728	2.31	1530	(9.41)	1827	8.17		
Assoc. M. & P. Analyst	1182	1532	29.61	1413	19.54	1307	10.58		
Systems Prog. Analyst	1931	1958	1.40	1720	(10.93)	2043	5.80	1791	(7.25)
Methods & Proc. Analyst	1728	2049	18.58	1720	(.46)	1759	1.79		

*Ramsey County has 10 and 15 year longevity steps which raise the maximum salary approximately 10%.

**St. Louis County has 8, 12 and 16 year longevity steps which raise their maximum salaries approximately 12%.

Summary of Data

1. Merit System C plan maximums exceed all those for Ramsey County except for Associate Methods and Procedures Analyst.

2. Merit System C plan maximums exceed those for Computer Programmer and Systems Programmer Analyst in St. Louis County.

3. Merit System C plan maximums are below State maximums for all classes except Computer Programmer.

4. Merit System C plan maximums are below all Hennepin County maximums for all classes.

TABLE 23

BUREAU OF LABOR STATISTICS REPORT OF PAY SCALES IN MINNEAPOLIS-ST. PAUL METROPOLITAN AREA FOR EDP CLASSES JANUARY 1, 1977 AND JANUARY 1, 1978

Class	Median Scale 1977	Median Scale 1978	% Diff.
Computer Programmer	1199	1245	3.84
Programmer Analyst	1331	1394	4.73
Systems Analyst	1583	1691	6.82

NOTE: Data shown represents actual salaries paid rather than salary ranges.

The median of the Merit System C plan salary range is $1209 for Computer Programmer, $1447 for Programmer Analyst and $1652 for Systems Analyst.

Summary of Data

1. The Merit System C plan median for Computer Programmer is 2.98% lower than the 1978 median scale reported by the Bureau of Labor Statistics.

2. The Merit System C plan median for Programmer Analyst is 3.66% higher than the 1978 median scale reported by the Bureau of Labor Statistics.

3. The Merit System C plan median for Systems Analyst is 2.36% lower than the 1978 median scale reported by the Bureau of Labor Statistics.

Salaries for *accounting classes* varied considerably among the data surveyed. The *College Placement Council* reported accounting majors receiving average monthly salary offers in 1978 of $1114, an increase of 4.70% over 1977 offers. The *Endicott Survey* reported anticipated average monthly salary offers to accounting majors in 1978 of $1122, an increase of 3.13% over 1977 offers. The *Stanton Survey* for 1978 shows first quartile, median and third quartile metropolitan salaries for Accountant I as $1125, $1225 and $1325, respectively. This is a 8.16% increase in the Accountant I median salary over the 1977 median salary. First quartile, median and third quartile salaries reported for 1978 for Accountant II were $1250, $1350 and $1550, respectively. This represents a 1.85% increase in the Accountant II median salary over the 1977 median salary. The 1978 *Department of Economic Security Salary Survey* reports a total State median salary of $1028 per month for beginning level accountants. This represents an increase of 3.11% over the total State median salary reported for 1977.

The following table represents data collected by the Department of Economic Security on first quartile, median, and third quartile salaries paid junior and senior accountants.

TABLE 24

ECONOMIC SECURITY SURVEY DATA ON ACCOUNTANT I AND II BY AREA OF THE STATE

	Accountant I (Junior Accountant)								
Area of State	1977 Q1	1978 Q1	% Inc./Dec.	1977 Md.	1978 Md.	% Inc./Dec.	1977 Q3	1978 Q3	% Inc./Dec.
Northeast	950	1014	6.74	1092	1196	9.52	1421	1550	9.08
Northwest	875	925	5.71	1005	1000	- .50	1118	1343	20.13
Southeast	848	920	8.49	954	972	1.89	1097	1096	- .09
Southwest	745	821	10.20	788	897	13.83	907	1000	10.25
Metro Area	837	875	4.54	991	1028	3.73	1162	1200	3.27
Statewide	840	892	6.19	997	1028	3.11	1170	1215	3.85

	Accountant II (Senior Accountant)								
	1977 Q1	1978 Q1	% Inc./Dec.	1977 Md.	1978 Md.	% Inc./Dec.	1977 Q3	1978 Q3	% Inc./Dec.
Northeast	1038	1284	23.70	1550	1572	1.42	1727	1881	8.92
Northwest	1051	1134	7.90	1256	1332	6.05	1674	1567	- 6.39
Southeast	1011	1214	20.08	1300	1462	12.46	1548	1667	7.69
Southwest	1000	1010	1.00	1083	1200	10.80	1229	1345	9.44
Metro Area	1272	1362	7.08	1434	1555	8.44	1713	1824	6.48
Statewide	1240	1300	4.84	1421	1522	7.11	1704	1824	7.04

Summary of Data

1. The 1978 statewide median salary for entry-level accountants is $1028 per month.

2. Differences in the median salary for Accountant I from 1977 to 1978 varied from a .5% decrease in the Northwest area to a 13.83% increase in the Southwest. In the Metro Area, there was an increase of 3.73%.

3. Increases in the median salary for Accountant II from 1977 to 1978 ranged from a 1.42% increase in the Northeast area to a 12.46% increase in the Southeast. In the Metro Area, there was an increase of 8.44%.

TABLE 25

COMPARISON OF MINIMUM SALARIES PAID BY OTHER CIVIL SERVICE JURISDICTIONS FOR ACCOUNTANTS

WITH MERIT SYSTEM C PLAN MINIMUM SALARIES

Class	M.S. C Plan	Henn. Co.	Ramsey Co.	St. Louis Co.	State of MN	City of Mpls.	City of St. Paul	% Difference Merit System C Plan and: Henn.	Ramsey	St. Louis	State MN	Mpls.	St. Paul
Accountant I	1058	1142	1471	1050	1051	1340	1163	7.94	39.04	(.76)	(.66)	26.65	9.92
Accountant II	1236	1322	1591	1223	1408	1614	1309	6.96	28.72	(1.05)	13.92	30.58	5.91

Summary of Data

1. The Merit System C plan minimum salary for Accountant I is below all jurisdictions surveyed except St. Louis County and the State of Minnesota, where the Merit System is .76% and .66% higher, respectively.

2. The Merit System C plan minimum salary for Accountant II is lower than all jurisdictions surveyed, with the exception of St. Louis County, where the Merit System is 1.05% higher.

TABLE 26

COMPARISON OF MAXIMUM SALARIES PAID BY OTHER CIVIL SERVICE JURISDICTIONS FOR ACCOUNTANTS

WITH MERIT SYSTEM C PLAN MAXIMUM SALARIES

Class	M.S. C Plan	Henn. Co.	Ramsey Co.*	St. Louis Co.**	State of MN	City of Mpls.	City of St. Paul***	% Difference Merit System C Plan and: Henn.	Ramsey	St. Louis	State MN	Mpls.	St. Paul
Accountant I	1446	1458	1860	1223	1573	1875	1530	.83	28.63	(15.42)	8.78	29.67	5.81
Accountant II	1767	1688	2012	1425	1897	2105	1722	(4.47)	13.87	(19.36)	7.36	19.13	(2.55)

*Ramsey County has 10 and 15 year longevity steps which increase the maximum salary shown approximately 10%.

**St. Louis County has 8, 12 and 16 year longevity steps which increase the maximum salary shown approximately 12%.

***St. Paul has 10 and 15 year longevity steps which increase the maximum salary shown approximately 6%.

Summary of Data

1. The Merit System C plan maximum salary for Accountant I exceeds the maximums paid by St. Louis County.
2. The Merit System C plan maximum for Accountant I is lower than Ramsey County, Hennepin County, the State of Minnesota, City of Minneapolis and City of St. Paul maximum salaries.
3. The Merit System C plan maximum for Accountant II is lower than the maximums paid by Ramsey, State of Minnesota, and City of Minneapolis.
4. The Merit System C plan maximum for Accountant II exceeds the maximums paid by Hennepin County, St. Louis County and the City of St. Paul.

TABLE 27

COMPARISON OF OTHER STATES' EXISTING MINIMUM SALARIES FOR ACCOUNTANT I AND II

WITH MERIT SYSTEM MINIMUM SALARIES

Class	M.S. Minimum	N.D.	% Diff.	Iowa*	% Diff.	S.D.*	% Diff.	Indiana	% Diff.	Nebraska	% Diff.
Accountant I	1058	1151	8.79	905	(14.46)	864	(18.34)	843	(20.32)	831	(21.46)
Accountant II	1236	1399	13.19	1294	4.69	939	(31.63)	919	(25.65)	929	(24.84)

	Kansas	% Diff.	Wisconsin*	% Diff.	Michigan*	% Diff.	Ohio	% Diff.
Accountant I	931**	(12.00)	1054	(.38)	1141	7.85	962**	(9.07)
Accountant II	1066	(13.75)	1139	(7.85)	1321	6.88	1170**	(5.34)

*Classifications require a bachelor's degree, with an emphasis on accounting, or an acceptable equivalent combination of education and experience.

**Classifications do not require a bachelor's degree, but do require some coursework in accounting.

Summary of Data

1. Merit System minimum salary for Accountant I exceeds salaries paid by all states except Michigan and North Dakota.

2. Merit System minimum salary for Accountant II is lower than salaries paid by North Dakota, Iowa, and Michigan, and exceeds salaries paid by all other states surveyed.

TABLE 28

COMPARISON OF OTHER STATES' EXISTING MAXIMUM SALARIES FOR

ACCOUNTANT I AND II WITH MERIT SYSTEM MAXIMUM SALARIES

Class	M.S. Maximum	N.D.	% Diff.	Iowa*	% Diff.	S.D.	% Diff.	Indiana	% Diff.	Nebraska	% Diff.
Accountant I	1446	1542	6.64	1238	(14.39)	1283	(11.27)	1098	(24.07)	1134	(21.58)
Accountant II	1767	1874	6.06	1781	.79	1406	(20.43)	1199	(32.15)	1276	(27.79)

	Kansas	% Diff.	Wisconsin*	% Diff.	Michigan*	% Diff.	Ohio	% Diff.
Accountant I	1168**	(19.22)	1423	(1.59)	1413	(2.28)	1170**	(19.09)
Accountant II	1343	(23.99)	1572	(11.04)	1674	(5.26)	1421**	(19.58)

*Classifications require a bachelor's degree, with an emphasis on accounting, or an acceptable equivalent combination of education and experience.

**Classifications do not require a bachelor's degree, but do require some coursework in accounting.

Summary of Data

1. Merit System maximum salary for Accountant I exceeds salaries paid by all states except North Dakota.

2. Merit System maximum salary for Accountant II exceeds the maximum salaries paid by all states except North Dakota and Iowa.

TABLE 29

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID BY OTHER JURISDICTIONS FOR PERSONNEL OFFICER AND PERSONNEL DIRECTOR WITH MERIT SYSTEM C PLAN SALARIES

Class*	Merit System Plan C Min.	Merit System Plan C Max.	State of MN Min.	State of MN Max.	Ramsey Min.	Ramsey Max.	Hennepin Min.	Hennepin Max.	St. Paul Min.	St. Paul Max.
Personnel Officer I	991	1479	1051	1307	1443	1824***	1142	1532	1102	1451**
Personnel Director	1385	2066	1516	2043	1530	1935***	1688	2262	1356	1784**

	State of MN % Diff. Min.	State of MN % Diff. Max.	Ramsey % Diff. Min.	Ramsey % Diff. Max.	Hennepin % Diff. Min.	Hennepin % Diff. Max.	St. Paul % Diff. Min.	St. Paul % Diff. Max.
Personnel Officer I	6.05	(11.63)	45.61	23.33	15.24	3.58	11.20	(1.89)
Personnel Director	9.46	(1.11)	10.47	(6.34)	21.88	9.49	(2.09)	(13.65)

*For this chart, the classes of Personnel Officer and Personnel Director II were used for the State; the classes of Personnel Officer (Welfare) and Director of Personnel (St. Paul-Ramsey Hospital) were used for Ramsey County; Personnel Representative and Principal Personnel Representative were used for Hennepin County; and Personnel Assistant I and Personnel Assistant III were used for the City of St. Paul.

**The City of St. Paul has 10 and 15 year longevity steps which raise the maximum salaries shown approximately 6%.

***Ramsey County has 10 and 15 year longevity steps which raise the maximum salaries shown approximately 10%.

Summary of Data

1. Merit System C plan minimum salary for Personnel Officer I is less than the minimum salaries paid by all jurisdictions.

2. Merit System C plan maximum salary for Personnel Officer I is higher than the maximum salaries paid by all jurisdictions except Ramsey County and Hennepin County.

3. Merit System C plan minimum salary for Personnel Director is less than the minimum salaries paid by all jurisdictions except St. Paul.

4. Merit System C plan maximum salary for Personnel Director is higher than the maximum salaries paid by all jurisdictions except Hennepin County.

TABLE 30

COMPARISON OF MINIMUM AND MAXIMUM SALARIES FOR MANAGEMENT CLASSES

IN OTHER CIVIL JURISDICTIONS WITH MERIT SYSTEM C PLAN SALARIES

Class	M. S. Plan C Min.	M. S. Plan C Max.	Hennepin County Min.	Hennepin County Max.	% Diff. Min.	% Diff. Max.	Ramsey***** County Min.	Ramsey***** County Max.	% Diff. Min.	% Diff. Max.	State of Minn. Min.	State of Minn. Max.	% Diff. Min.	% Diff. Max.
Assist. Welf. Dir.*	2019	2871					2177	2755	7.83	(4.04)	2043	2765	1.19	(3.69)
Dir. of Bus. Mgmt. II**	1767	2518	2206	2954	24.84	17.32	2012	2547	13.87	1.15	1759	2375	(.45)	(5.68)
Dir. of Soc. Serv.***	1767	2518									1897	2563	7.36	1.79
Dir. of Fin. Assist.****	1767	2518					2012	2547	13.87	1.15	1897	2563	7.36	1.79

*State of Minnesota comparable class: Welfare Administrator
Ramsey County comparable class: Assistant Welfare Director
**State of Minnesota comparable class: Administrative Management Director II
Hennepin County and Ramsey County comparable class: Controller
***State of Minnesota comparable class: Welfare Program Director
****State of Minnesota comparable class: Welfare Program Director
Ramsey County comparable class: Director of Income Maintenance
*****Ramsey County has 10 and 15 year longevity steps which increase maximum salaries shown approximately 10%.

Summary of Data

1. Merit System C plan minimum salary for Assistant Welfare Director is less than the minimum salaries paid in Ramsey County and the State of Minnesota.

2. Merit System C plan maximum salary for Assistant Welfare Director exceeds those paid by Ramsey County and the State of Minnesota.

3. Merit System C plan minimum and maximum salaries for Director of Business Management are less than the minimum and maximum salaries paid by Hennepin County and Ramsey County, but exceed the minimum and maximum salaries paid by the State of Minnesota.

4. Merit System C plan minimum and maximum salaries for Director of Social Services and Director of Financial Assistance are less than the minimum and maximum salaries paid by all jurisdictions.

II. SUPPORT SALARY SCHEDULE

As a result of the 1977 Salary Survey, salary ranges for most of the classes on the support salary schedule were adjusted by 5% with the following exceptions: Developmental Achievement Center Instructor salary range adjusted approximately .5%; Coordinator of Aging and Licensed Practical Nurse minimum salaries adjusted 5% and maximum salaries adjusted approximately 10%; Inspector and Laboratory Technician salary ranges adjusted 10%.

All incumbents on the support salary schedule were recommended to receive a 5% adjustment or the new minimum for their class, whichever was greater.

A comparison of the salaries paid by the Merit System and other jurisdictions for Chemical Dependency Counselors is shown below. The minimum qualifications for Chemical Dependency Counselor relative to training and years of sobriety vary among the jurisdictions although the job duties are generally comparable.

TABLE 31

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID IN OTHER JURISDICTIONS FOR CHEMICAL DEPENDENCY COUNSELORS WITH MERIT SYSTEM SALARIES

	Chem. Dep. Couns.		Sr. Chem. Dep. Couns.		Chemical Dependency Counselor					
					% Diff. MS Plan A	% Diff. MS Plan B	% Diff. MS Plan C	% Diff. MS Plan A	% Diff. MS Plan B	% Diff. MS Plan C
Jurisdiction	Min.	Max.	Min.	Max.	Min.	Min.	Min.	Max.	Max.	Max.
State of MN	947	1171	1037	1286	9.23	4.53	.00	8.03	3.35	(.93)
Ramsey Co.	955	1208*			10.15	5.41	.85	11.44	6.62	2.20
Hennepin Co.	873	1169	1114	1492	.69	(3.64)	(7.81)	7.84	3.18	(1.10)
M.S. Plan A	867	1084								
M.S. Plan B	906	1133								
M.S. Plan C	947	1182								

*Ramsey County has 10 and 15 year longevity steps which increase salaries above the maximum shown approximately 10%.

Summary of Data

1. The Merit System C plan minimum salary for Chemical Dependency Counselor is the same as that of the State of Minnesota; slightly lower than that of Ramsey County; and higher than the Hennepin County minimum rate.

2. The Merit System C plan maximum salary for Chemical Dependency Counselor exceeds the maximums listed for the State of Minnesota and Hennepin County but is lower than Ramsey County's maximum. (It should be noted, however, that Hennepin County and the State of Minnesota both have senior-level chemical dependency counselors.)

Notice should also be taken of the fact that a large percentage of county welfare agencies employing Chemical Dependency Counselors are on the A or B plans. Additionally, counselors employed in State hospitals are supervised more closely than those employed in the county welfare agencies, and the State requires only two years of sobriety, while the Merit System requires three years of sobriety.

The following table compares Financial Worker I and Financial Worker II salaries under the Merit System with salaries of comparable jobs in other jurisdictions.

TABLE 32

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID IN OTHER JURISDICTIONS FOR FINANCIAL WORKERS WITH MERIT SYSTEM SALARIES

Jurisdiction	Financial Worker I Min.	Financial Worker I Max.	Financial Worker II Min.	Financial Worker II Max.	Financial Worker I: % Diff. Plan A Min.	% Diff. Plan B Min.	% Diff. Plan C Min.	% Diff. Plan A Max.	% Diff. Plan B Max.	% Diff. Plan C Max.
State of Minn.*	816	1007	917	1136	23.08	17.75	12.40	21.62	16.15	11.15
Hennepin County**	752	915	838	1069	13.42	8.51	3.58	10.51	5.54	.99
St. Louis County***	843	972	905	1050	27.15	21.65	16.12	17.39	12.11	7.28
Ramsey County****	775	974	868	1094	16.89	11.83	6.75	17.63	12.34	7.51
M.S. Plan A	663	828	742	1058						
M.S. Plan B	693	867	776	1108						
M.S. Plan C	726	906	810	1157						
Average % Diff.					20.14	14.94	9.71	16.79	11.54	6.74

Jurisdiction	Financial Worker II: % Diff. Plan A Min.	% Diff. Plan B Min.	% Diff. Plan C Min.	% Diff. Plan A Max.	% Diff. Plan B Max.	% Diff. Plan C Max.
State of Minn.	23.59	18.17	13.21	7.37	2.53	(1.82)
Hennepin County	12.94	7.99	3.46	1.04	(3.52)	(7.61)
St. Louis County	21.97	16.62	11.73	(.76)	(5.23)	(9.25)
Ramsey County	16.98	11.86	7.16	3.40	(1.26)	(5.45)
Average % Diff.	18.87	13.66	8.89	2.76	(1.87)	(6.03)

The Merit System classes of Financial Worker I and Financial Worker II are of a junior/senior type where promotion from Financial Worker I to Financial Worker II does not alter basic job duties. There is a two and one-half step difference between the minimum Financial Worker I salary and minimum Financial Worker II salary.

*The State's comparable classes for Financial Worker I and Financial Worker II are Senior Clerk and Executive I. While the type of work performed by incumbents of these classes varies, many of the job skills necessary are comparable.

**The job titles used in Hennepin County are Eligibility Technician and Senior Eligibility Technician. Salary rates shown are for 1977 since negotiations have not been completed for these classes for 1978 salaries.

***The job titles used in St. Louis County Civil Service are Eligibility Specialist II and III. In addition to the stated maximums, St. Louis County has 8, 12 and 16 year longevity steps which increase maximum salaries shown approximately 12%.

****Ramsey County has 10 and 15 year longevity steps which increase maximum salaries shown approximately 10%.

Summary of Data

1. Merit System minimum and maximum salaries for Financial Worker I on all three plans are less than State of Minnesota minimum and maximum salaries for Senior Clerk.

2. Merit System C plan minimum and maximum salaries for Financial Worker I are less than minimum and maximum salaries paid by Hennepin, Ramsey and St. Louis Counties.

3. Merit System minimum salaries for Financial Worker II on all three plans are less than State of Minnesota minimum salary for Executive I.

4. Merit System maximum salaries for Financial Worker II are less than the State of Minnesota maximum on the A and B plans and slightly higher on the C plan.

5. Merit System C plan minimum salary for Financial Worker II is less than the minimum salaries paid by Hennepin, Ramsey and St. Louis Counties.

6. Merit System C plan maximum salary for Financial Worker II exceeds the maximum salaries paid by Hennepin, Ramsey and St. Louis Counties.

NOTE: The Merit System C plan salary range for Financial Assistance Specialist is $925 to $1263 per month. Ramsey County's comparable classification of Financial Worker III has a range of $974 to $1227 per month. (Ramsey County's 10 and 15 year longevity steps increase the maximum shown approximately 10%.

TABLE 33

COMPARISON OF SALARIES PAID BY OTHER JURISDICTIONS FOR CASE AIDE AND SENIOR CASE AIDE CLASSES

WITH MERIT SYSTEM C PLAN SALARY

Class	M.S. C Plan Min.	M.S. C Plan Max.	State of MN Min.	State of MN Max.	Henn. Co.* Min.	Henn. Co.* Max.	Ramsey Co.** Min.	Ramsey Co.** Max.	St. Louis Co.*** Min.	St. Louis Co.*** Max.
Case Aide	726	906	746	917	838	1069	775	914	843	972
Senior Case Aide	810	1157					868	1094	905	1050

	% Diff. Minimums				% Diff. Maximums			
	State of MN	Henn. Co.	Ramsey	St. Louis	State of MN	Henn. Co.	Ramsey	St. Louis
Case Aide	2.76	15.43	6.75	16.12	1.21	17.99	.88	7.29
Senior Case Aide			7.16	11.73			(5.45)	(9.25)

*Salary rates shown are for 1977 since negotiations have not been completed for these classes for 1978 salaries.

**Ramsey County's 10 and 15 year longevity steps increase maximum salaries approximately 10%.

***The comparable positions of Social Service Specialist I and II in St. Louis County have more responsible duties than positions under the Merit System. St. Louis County's 8, 12 and 16 year longevity steps increase maximum salaries approximately 12%.

The Merit System classes of Case Aide and Senior Case Aide are of a junior/senior type where promotion from Case Aide to Senior Case Aide does not alter basic job duties. There is a two and one-half step difference between the minimum Case Aide and minimum Senior Case Aide salary.

Summary of Data

1. Merit System minimum and maximum C plan salaries for Case Aide are less than those paid by the other jurisdictions.

2. Merit System C plan minimum salary for Senior Case Aide is less than those minimum salaries paid by Ramsey and St. Louis Counties.

3. Merit System C plan maximum salary for Senior Case Aide is greater than those maximum salaries paid by Ramsey and St. Louis Counties.

The Merit System independently conducted a survey of minimum and maximum salary rates paid by other states for financial worker, financial assistance specialist, first-line financial supervisor and case aide positions. The following tables compare Merit System A and C plan minimum and maximum salaries for these classifications.

TABLE 34

COMPARISON OF MINIMUM SALARIES PAID BY OTHER STATES FOR FINANCIAL WORKERS, FINANCIAL SUPERVISORS AND CASE AIDES WITH MERIT SYSTEM A AND C PLAN MINIMUM SALARIES

Class	M.S. Plan A	M.S. Plan C	Iowa	% Diff. M.S. Plan A	% Diff. M.S. Plan C	S.D.	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Mich.	% Diff. M.S. Plan A	% Diff. M.S. Plan C
FW I	663	726	753	13.58	3.72	795***	19.91	9.50	997	50.38	37.33
FW II	742	810				864***	16.44	6.67	1014	36.66	25.19
F.A. Spec.	847	925	824	(2.72)	(10.92)				1065	25.74	15.14
F.A.S. I	925	1013	994	7.46	(1.88)				1171	26.60	15.60
C.A.	663	726	692	4.37	(4.68)				997	50.38	37.33
Sr. C.A.	742	810							1014	36.66	25.19

	Kansas*	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Ind.	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Nebr.	% Diff. M.S. Plan A	% Diff. M.S. Plan C	N.D.	% Diff. M.S. Plan A	% Diff. M.S. Plan C
FW I	887	33.79	22.18	843	27.15	16.12	490	(26.09)	(32.51)	707	6.64	(2.62)
FW II				919	23.85	13.46	515	(30.59)	(36.42)	816	9.97	.74
F.A. Spec.	1019	20.31	10.16									
F.A.S. I	1115	20.54	10.07	1010	9.19	(.30)				947	2.38	(6.52)
C.A.	707	6.64	(2.62)	496	(25.19)	(31.68)	490	(26.09)	(32.51)	641	(3.32)	(11.71)
Sr. C.A.				562	(24.26)	(30.62)	540	(27.22)	(33.33)	779	4.99	(3.8[illegible]

	Ohio	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Wisc.**	% Diff. M.S. Plan A	% Diff. M.S. Plan C
FW I	792	19.46	9.09	525	(20.81)	(27.69)
FW II	874	17.79	7.90	612	(17.52)	(24.44)
F.A. Spec.				666	(21.37)	(28.00)
F.A.S. I				1016	9.84	.30
C.A.	666	.45	(8.26)	542	(18.25)	(25.34)
Sr. C.A.	718	(3.23)	(11.36)	600	(19.14)	(25.93)

*Kansas requires a minimum of an Associate of Arts degree in Social Work plus one year of work experience for Financial Worker I. Financial Supervisor I requires a bachelor's degree.

**Wisconsin salaries are averages from 50 counties. Each county sets its own minimums and maximums by contract negotiation or action of the county board.

***South Dakota requires a bachelor's degree.

Summary of Data

1. Merit System C plan minimum salary for Financial Worker I is less than the minimum salaries paid by Iowa, South Dakota, Michigan, Kansas, Indiana and Ohio but exceeds salaries paid by Nebraska, North Dakota and Wisconsin.

2. Merit System C plan minimum salary for Financial Worker II is lower than South Dakota, Michigan, Indiana, North Dakota and Ohio but exceeds Nebraska and Wisconsin.

3. Merit System C plan minimum salary for Financial Assistance Specialist is lower than Michigan, Kansas and Wisconsin but exceeds Iowa.

4. Merit System C plan minimum salary for Financial Assistance Supervisor I is greater than the minimum salaries paid by Iowa, Indiana and North Dakota but is less than salaries paid by Michigan, Kansas and Wisconsin.

5. Merit System C plan minimum salary for Case Aide exceeds the minimum salaries for all jurisdictions with the exception of Michigan.

6. Merit System C plan minimum salary for Senior Case Aide is lower than Michigan but exceeds Indiana, Nebraska, North Dakota, Ohio and Wisconsin.

TABLE 35

COMPARISON OF MAXIMUM SALARIES PAID BY OTHER STATES FOR FINANCIAL WORKERS, FINANCIAL SUPERVISORS AND CASE AIDES WITH MERIT SYSTEM A AND C PLAN MAXIMUM SALARIES

Class	M.S. Plan A	M.S. Plan C	Iowa	% Diff. M.S. Plan A	% Diff. M.S. Plan C	S.D.	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Mich.	% Diff. M.S. Plan A	% Diff. M.S. Plan C
FW I	828	906	1037	25.24	14.46	1171***	41.43	29.25	1159	39.98	27.93
FW II	1058	1157				1283***	21.27	10.89	1244	17.58	7.52
F.A. Spec.	1157	1263	1140	(1.47)	(9.74)				1315	13.66	4.12
F.A.S. I	1324	1446	1355	2.34	(6.29)				1422	7.40	(1.66)
C.A.	828	906	948	14.49	4.64				1159	39.98	27.93
Sr. C.A.	1058	1157							1244	17.58	7.52

	Kansas*	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Ind.	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Nebr.	% Diff. M.S. Plan A	% Diff. M.S. Plan C	N.D.	% Diff. M.S. Plan A	% Diff. M.S. Plan C
FW I	1115	34.66	23.07	1098	32.61	21.19	900	8.70	(.66)	947	14.37	4.53
FW II				1199	13.33	3.63	1071	1.23	(7.43)	1096	3.59	(5.27)
F.A. Spec.	1282	10.80	1.50									
F.A.S. I	1407	6.27	(2.70)	1301	(1.74)	(10.03)				1269	(4.15)	(12.24)
C.A.	887	7.13	(2.10)	645	(22.10)	(28.81)	900	8.70	(.66)	859	3.74	(5.19)
Sr. C.A.				739	(30.15)	(36.13)	1134	7.18	(1.99)	1044	(1.32)	(9.77)

	Ohio	% Diff. M.S. Plan A	% Diff. M.S. Plan C	Wisc.**	% Diff. M.S. Plan A	% Diff. M.S. Plan C
FW I	962	16.18	6.18	683	(17.51)	(24.61)
FW II	1061	.28	(8.30)	814	(23.06)	(29.65)
F.A. Spec.				876	(24.29)	(30.64)
F.A.S. I				1342	1.36	(7.19)
C.A.	735	(11.23)	(18.87)	698	(15.70)	(22.96)
Sr. C.A.	792	(25.14)	(31.55)	785	(25.80)	(32.15)

*Kansas requires a minimum of an Associate of Arts degree in Social Work plus one year of work experience for Financial Worker I. Financial Supervisor I requires a bachelor's degree.

**Wisconsin salaries are averages from 50 counties. Each county sets its own minimums and maximums by contract negotiation or action of the county board.

***South Dakota requires a bachelor's degree.

Summary of Data

1. Merit System C plan maximum salary for Financial Worker I exceeds maximum salaries paid by Nebraska and Wisconsin but is less than the maximum salaries paid by the other states.

2. Merit System C plan maximum salary for Financial Worker II is greater than maximum salaries paid by Nebraska, North Dakota, Ohio and Wisconsin but is less than those paid by the other states.

3. Merit System C plan maximum salary for Financial Assistance Specialist exceeds maximum salaries paid by Iowa and Wisconsin but is lower than salaries paid by Michigan and Kansas.

4. Merit System C plan maximum salary for Financial Assistance Supervisor I is greater than maximum salaries paid by all states.

5. Merit System C plan maximum salary for Case Aide is greater than maximums paid by all states except Iowa and Michigan.

6. Merit System C plan maximum salary for Senior Case Aide is greater than maximum salaries paid by the other states except Michigan.

TABLE 36

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID IN OTHER CIVIL SERVICE JURISDICTIONS FOR FINANCIAL ASSISTANCE SUPERVISOR AND ADMINISTRATIVE ASSISTANT CLASSES WITH MERIT SYSTEM C PLAN SALARIES

	F.A.S. I				F.A.S. II				Adm. Asst. I				Adm. Asst. II			
			% Diff.				% Diff.				% Diff.				% Diff.	
Jurisdiction	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
State of Minn.*					1171	1573	1.21	(.32)	1307	1759	3.48	(6.88)	1516	2043	9.46	(1.11)
Hennepin Co.**	1063	1423	4.94	(1.59)	1169	1492	1.04	(5.45)	1532	2049	21.30	8.47				
Ramsey Co.***	1181	1486	16.58	2.77					1360	1720	7.68	(8.95)	1471	1860	6.21	(9.97)
M.S. C Plan	1013	1446			1157	1578			1263	1889			1385	2066		

*The State of Minnesota does not hire financial unit supervisors. They have no comparable class to the Financial Assistant Supervisor I level. Their most comparable class to the II level is Reimbursement Supervisor. The state's comparable class to Administrative Assistant I is Management Analyst (Sr.) and to Administrative Assistant II, Management Analyst (Principal).

**Hennepin County's comparable classes for Financial Assistance Supervisor I, Financial Assistance Supervisor II and Administrative Assistant I are Financial Unit Supervisor, Support Payment Supervisor and Senior Management Analyst, respectively. Hennepin County does not have a class comparable to Merit System's Administrative Assistant II.

***Ramsey County's comparable class for Financial Assistance Supervisor I is Income Maintenance Supervisor. There is no class comparable to the Supervisor II level and the Administrative Assistant I and II classes are comparable to Ramsey County's Management Analyst II and Management Analyst IV, respectively. Ramsey County has 10 and 15 year longevity steps which increase the maximums shown approximately 10%.

Summary of Data

1. Merit System C plan minimums for Financial Assistance Supervisor I are lower than minimum salaries paid by Hennepin and Ramsey Counties.

2. Merit System C plan maximums for Financial Assistance Supervisor I are higher than maximum salaries paid by Hennepin County but lower than Ramsey County's maximums.

3. Merit System C plan maximums for Financial Assistance Supervisor II are higher than maximum salaries paid by the State of Minnesota and Hennepin County.

4. Merit System C plan minimums for Administrative Assistant I and II are below those of other jurisdictions.

5. Merit System C plan maximums for Administrative Assistant I are higher than maximum salaries paid by the State of Minnesota and Ramsey County but lower than Hennepin County's maximum.

6. Merit System C plan maximums for Administrative Assistant II are higher than salaries paid by the State of Minnesota and Ramsey County.

TABLE 37

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID BY OTHER CIVIL SERVICE JURISDICTIONS FOR RESOURCES EXAMINERS WITH MERIT SYSTEM SALARIES

Jurisdiction	Resources Examiner I Min.	Resources Examiner I Max.	Resources Examiner II Min.	Resources Examiner II Max.	Resources Examiner III** Min.	Resources Examiner III** Max.
State of MN	947*	1246*				
Hennepin Co.*****	948	1152	1247	1592		
Ramsey Co.***			1118	1413	1257	1591
St. Louis Co.****	972	1135				
M.S. Plan A	828	1182	1058	1385	1157	1512
M.S. Plan B	867	1236	1108	1446	1208	1578
M.S. Plan C	906	1294	1157	1512	1263	1651

*Minimum listed is for Reimbursement Officer. Maximum listed is for Reimbursement Officer, Senior. These classes are part of a junior/senior plan and movement from the lower class to the higher is based on job performance.

**Ramsey County's comparable class is Welfare Fraud Investigator II.

***Ramsey County has 10 and 15 year longevity steps which increase the maximum salaries shown by approximately 10%.

****St. Louis County has 8, 12 and 16 year longevity steps which raise the maximum salaries shown by approximately 12%.

*****Hennepin County salaries are 1977 figures. They have not settled their contract for these classes for 1978 salaries.

St. Louis County has four unclassified positions within the county attorney's office whose job duties are comparable to the Merit System Resources Examiner II level. However, these individuals also perform investigations in areas outside of the welfare department. The salaries for these positions range from $1167 to $1556 per month. The lowest salary ($1167) exceeds the Merit System C plan minimum for Resources Examiner II by only .86%. The highest salary ($1556) exceeds the Merit System C plan maximum by 2.91%.

The following table shows actual percent differences in salaries between the other jurisdictions and the Merit System for the Resources Examiner classes.

TABLE 38

COMPARISON OF PERCENT DIFFERENCES IN MINIMUM AND MAXIMUM SALARIES

PAID BY OTHER JURISDICTIONS WITH MERIT SYSTEM SALARIES

	Resources Examiner I						Resources Examiner II					
	% Diff. Min.			% Diff. Max.			% Diff. Min.			% Diff. Max.		
Jurisdiction	A	B	C	A	B	C	A	B	C	A	B	C
State of MN	14.37	9.23	4.53	5.41	.81	(3.71)						
Hennepin Co.	14.49	9.34	4.64	(2.54)	(6.80)	(10.97)	17.86	12.54	7.78	14.95	10.10	5.29
Ramsey Co.							5.67	.90	(3.37)	2.02	(2.28)	(6.55)
St. Louis Co.	17.39	12.11	7.28	(3.98)	(8.17)	(12.29)						

	Resources Examiner III					
	% Diff. Min.			% Diff. Max.		
	A	B	C	A	B	C
State of MN						
Hennepin Co.						
Ramsey Co.	8.64	4.06	(.47)	5.22	.82	(3.63)
St. Louis Co.						

Summary of Data

1. Merit System minimum salaries for Resources Examiner I on all plans are lower than those paid by other jurisdictions surveyed. Merit System maximum salaries for Resources Examiner I exceed those of the other jurisdictions with the exception of the State of Minnesota on the A and B plans.

2. Hennepin County exceeds Merit System minimum and maximum salaries for Resources Examiner II on all plans.

3. Merit System C plan minimum and maximum salaries for Resources Examiner II and Resources Examiner III exceed those of Ramsey County for their comparable classes.

The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul Area for 1978 indicates a mean (average) salary increase of 4.20% for accounting clerks from January, 1977, to January, 1978; however, the median increase for this period was 3.87%. The following table compares the Merit System C plan minimum and maximum salary for Account Clerk with other jurisdictions.

TABLE 39

COMPARISON OF SALARIES PAID BY OTHER JURISDICTIONS FOR ACCOUNT CLERK CLASSES

WITH MERIT SYSTEM C PLAN SALARIES

	M.S. C Plan Min.	M.S. C Plan Max.	State of MN Min.	State of MN Max.	Henn. Co. Min.	Henn. Co. Max.	Ramsey Co. Min.	Ramsey Co. Max.	St. Louis Co. Min.	St. Louis Co. Max.	City of St. Paul Min.	City of St. Paul Max.	City of Mpls. Min.	City of Mpls. Max.
Account Clk.	726	991	746	917	729	929	836	1052	812	937	837	1039	711	1024

	% Difference between Merit System C Plan and other jurisdictions:											
	State of MN		Henn. Co.		Ramsey Co.		St. Louis Co.		City of St. Paul		City of Mpls.	
	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Account Clk.	2.75	(7.47)	.41	(6.26)	15.15	6.16	11.85	(5.45)	15.29	4.84	(2.07)	3.33

Summary of Data

1. Merit System minimum C plan salary for Account Clerk is lower than the minimum salaries listed in all jurisdictions with the exception of the City of Minneapolis.

2. Merit System maximum C plan salary for Account Clerk exceeds the State of Minnesota, Hennepin County and St. Louis County maximums, but is lower than the maximums shown for the other jurisdictions.

NOTE: The other jurisdictions shown have more than one level of Account Clerk and the salaries for these classes are listed below:

	Min.	Max.
State of Minnesota		
Account Clk., Sr.	867	1067
Hennepin County		
Inter. Acct. Clk.	806	1025
Sr. Acct. Clk.	903	1188
Ramsey County		
Acct. Clerk II	902	1137
St. Louis County		
Acct. Clk. II	872	1011
St. Paul		
Accounting Clk. II	954	1188
Accounting Clk. III	1091	1370
City of Minneapolis		
Accounting Clk. II	879	1262

TABLE 40

COMPARISON OF ECONOMIC SECURITY DATA 1977 AND 1978 FOR ACCOUNTING TECHNICIAN

Area of State	Median 1977	Median 1978	% Increase 1977-1978
Northeast	980	969	-1.14
Northwest	879	1005	14.33
Southeast	727	825	13.48
Southwest	818	905	10.64
Metropolitan	833	920	10.44
State-wide	837	925	10.51

Summary of Data

1. The median salary paid to Accounting Technicians in the Northeast region decreased from 1977 to 1978.

2. The state-wide increase in salaries paid to Accounting Technicians was 10.51%.

TABLE 41

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID BY OTHER JURISDICTIONS FOR PUBLIC HEALTH AIDE WITH MERIT SYSTEM C PLAN SALARIES

Step	P.H. Merit System Plan C	Henn.* Co.	% Diff.	St. Paul**	% Diff.
Minimum	455	531	16.70	635	39.56
Maximum	592	651	9.97	781***	31.93

*Hennepin County's comparable class is Neighborhood Aide.

**St. Paul's comparable class is Health Service Aide.

***St. Paul has 10, 15, 20 and 25 year longevity steps which increase maximum salary shown by approximately 11%.

Summary of Data

1. Merit System C plan minimum and maximum salaries for Public Health Aide are below those for Hennepin County and the City of St. Paul.

TABLE 42

COMPARISON OF ST. LOUIS COUNTY MINIMUM AND MAXIMUM SALARIES FOR HOME HEALTH AIDES

WITH MERIT SYSTEM C PLAN SALARIES

Step	Merit System Plan C	St. Louis Co. C.S.*	% Diff.
Minimum	565	622	10.09
Maximum	742	708	(4.58)

*St. Louis County has 8, 12 and 16 year longevity steps which adjust the maximum salary shown by approximately 11%.

Summary of Data

1. The Merit System minimum C plan salary for Home Health Aide is 10.09% below St. Louis County's minimum.

2. The Merit System maximum C plan salary exceeds St. Louis County's by 4.58%.

TABLE 43

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID BY OTHER JURISDICTIONS FOR LABORATORY TECHNICIAN WITH MERIT SYSTEM C PLAN SALARIES

Step	Merit System C Plan	City of Mpls.	% Diff.	State of MN	% Diff.	City of St. Paul	% Diff.	St. Louis Co.**	% Diff.
Minimum	620	744	20.00	746	20.32	781	25.97	843	35.97
Maximum	810	870	7.41	917	13.21	968*	19.51	972	20.00

*The City of St. Paul has 10, 15, 20 and 25 year longevity steps which increase the maximum salary shown approximately 12%.

**St. Louis County has 8, 12 and 16 year longevity steps which increase the maximum salary shown approximately 12%.

Summary of Data

1. The Merit System minimum C plan salary for Laboratory Technician ranges from 20% to 35.97% less than the minimum salaries for comparable jobs in Minneapolis, St. Paul, St. Louis County and the State of Minnesota.

2. The Merit System maximum C plan salary for Laboratory Technician ranges from 7.41% to 20.00% less than the maximum salaries for comparable jobs in other jurisdictions surveyed.

TABLE 44

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID BY OTHER JURISDICTIONS FOR L.P.N.

WITH MERIT SYSTEM C PLAN SALARIES

Step	Merit System Plan C	Ramsey Co.*	% Diff.	St. Louis Co.**	% Diff.	Henn. Co.	% Diff.	City of Mpls.	% Diff.	State of MN	% Diff.
Minimum	742	754	1.62	843	13.61	737	(.67)	750	1.08	816	9.97
Maximum	925	898	(2.92)	972	5.08	939	1.51	1022	10.49	1007	8.87

*Ramsey County has 10 and 15 year longevity steps which increase maximum salaries shown approximately 7%.

**St. Louis County has 8, 12 and 16 year longevity steps which increase the maximum salaries shown approximately 12%.

Summary of Data

1. Merit System C plan minimum salary for Licensed Practical Nurse is lower than minimum salaries paid by all jurisdictions except Hennepin County.

2. Merit System C plan maximum salary for Licensed Practical Nurse is lower than maximum salaries paid by all jurisdictions except Ramsey County.

The current salary range for Licensed Practical Nurse resulting from contract negotiations between Twin City hospitals and the Licensed Practical Nurses Association in 1977 is $745-$865. On August 1, 1978, the salary range will increase to $795-$930. The Merit System C plan minimum is 7.14% below the August 1, 1978 Twin City minimum Licensed Practical Nurse salary and the maximum is .54% below the August 1, 1978 Twin City maximum Licensed Practical Nurse salary.

TABLE 45

COMPARISON OF STATE AREA PUBLIC HEALTH WAGE RATES - SUPPORT PERSONNEL

(Minnesota Department of Economic Security Wage Survey - 1978)

Area (Minnesota)	Medical Laboratory Assistant			Licensed Practical Nurse		
	Q1	Md.	Q3	Q1	Md.	Q3
Northeast	656	702	753	621	674	726
Northwest	723	785	845	740	755	800
West Central	636	667	732	659	685	724
East Central	660	736	780	702	745	794
Southwest	665	723	776	657	704	756
Southeast	672	721	767	711	766	801
Metro Area	775	835	961	752	780	820
Statewide	686	753	839	711	752	800
Metro Area						
1977	709	780	858	692	730	771
1978	775	835	961	752	780	820
% Difference	9.31	7.05	12.00	8.67	6.85	6.36
Statewide						
1977	641	706	785	645	693	740
1978	686	753	839	711	752	800
% Difference	7.02	6.66	6.88	10.23	8.51	8.11

Summary of Data

1. The Merit System C plan monthly minimum of $709 for Medical Laboratory Assistant exceeds the statewide first quartile figure of $686 by 3.25%.

2. The Merit System C plan monthly maximum of $925 for Medical Laboratory Assistant exceeds the statewide third quartile figure of $839 by 9.30%.

3. The Merit System C plan monthly minimum of $742 for Licensed Practical Nurse exceeds the statewide first quartile figure of $711 by 4.18%.

4. The Merit System C plan monthly maximum of $925 for Licensed Practical Nurse exceeds the statewide third quartile figure of $800 by 13.51%.

TABLE 46

COMPARISON OF MINIMUM AND MAXIMUM SALARIES PAID BY OTHER JURISDICTIONS FOR INSPECTOR I AND II

WITH MERIT SYSTEM C PLAN SALARIES

Step	Merit System C Plan Inspector I	Merit System C Plan Inspector II	St. Paul C.S. Inspector I	% Diff. Insp. I	St. Paul C.S. Inspector II	% Diff. Insp. II	St. Louis Co. C.S. Inspector I	% Diff. Insp. I
Minimum	776	847	886	14.17	985	16.29	872	12.37
Maximum	886	1108	1108*	25.06	1228	10.83	1011**	14.11

*St. Paul has 10, 15, 20 and 25 year longevity steps which increase the maximum salaries shown approximately 12%. Additionally, the comparable positions in St. Paul have a wider range of duties than positions under the Merit System.

**St. Louis County has 8, 12 and 16 year longevity steps which increase maximum salaries shown approximately 12%.

Summary of Data

1. Merit System C plan minimum and maximum salaries for Inspector I are lower than both St. Louis County and the City of St. Paul.

2. Merit System C plan minimum and maximum salaries for Inspector II are lower than the minimums and maximums for St. Paul.

III. CLERICAL SALARY SCHEDULE

As a result of the 1977 Salary Survey, generally all salary ranges for clerical classes on the A, B, C, D and E plans were adjusted by $45.00. On the F plan, generally the minimum salary ranges were adjusted by $45.00 and the eighth step of the salary range was abolished, thereby shortening the salary range to seven steps. Exceptions in the general adjustments were made for the classes of Clerk-Steno I and Clerk-Steno III. For these classes the minimum and maximum salaries on the A, B, C, D and E plans were adjusted $45.00 plus one step. On the F plan, the minimum salaries for these two classes were adjusted $45.00 plus one step and the maximum salary for Clerk-Steno I was adjusted $14.00 and maximum salary for Clerk-Steno III was adjusted $45.00.

All incumbents in the clerical salary schedule were recommended to receive a $45.00 adjustment or the new minimum salary for their class, whichever was greater.

The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul Area for 1978 indicates a mean (average) salary increase of 8.0% for office clerical workers from January, 1977, to January, 1978; however, the median increase for this period was 5.58%. The next table shows the results of the Bureau of Labor Statistics report by median salary for selected classes for 1978, as well as for 1977 and 1976. Not all the office clerical classes surveyed by the Bureau of Labor Statistics are shown.

TABLE 47

ANALYSIS OF TWIN CITY MEDIAN CLERICAL WAGE RATES AND RATIO OF CHANGE

(Bureau of Labor Statistics January 1978 Minneapolis-St. Paul Area Wage Survey)

Class	T.C. Md.* 1976	T.C. Md. 1977	T.C. Md. 1978	% Diff. 76-77	% Diff. 77-78
Clerk I	487	517	513	6.16	-.77
Clerk II	576	615	624	6.77	1.46
Clk. Typist I	483	528	580	9.32	9.85
Clk. Typist II	548	602	619	9.85	2.82
Clk. Steno I	585	641	699	9.57	9.05
Clk. Steno II	648	693	697	6.94	.58
Clk. Steno III	708	771	812	8.90	5.32
Key Punch Opr.	617	675	708	9.40	4.89

*Median: As used by the Bureau of Labor Statistics, median is the salary rate above one half of the rates reported and below one half of the rates reported.

Summary of Data

1. The median salary for Clerk I decreased slightly from 1977 to 1978.

2. Median salaries for entry level Clerk Typists and Clerk Stenographers rose at a much higher rate than those for experienced Clerk Typists and Stenographers.

3. In general, the percentage increase in median salaries for clerical classes listed was less in 1977-78 than in 1976-77.

TABLE 48

COMPARISON OF 1978 TWIN CITY MEDIAN CLERICAL WAGE RATES WITH CURRENT MERIT SYSTEM F PLAN MINIMUM AND MEDIAN SALARIES

(Bureau of Labor Statistics January 1978 Minneapolis-St. Paul Area Wage Surveys)

Class	T.C. Md.*	M.S. F Plan Min.	M.S. F Plan Md.**	% Diff. T.C. Md. & F Plan Min.	% Diff. T.C. Md. & F Plan Md.
Clerk I	513	560	623	(9.16)	(21.44)
Clerk II	624	623	699	.16	(12.02)
Clk. Typist I	580	581	646	(.17)	(11.38)
Clk. Typist II	619	623	699	(.65)	(12.92)
Clk. Steno I	699	602	672	13.88	3.86
Clk. Steno II	697	672	755	3.59	(8.32)
Clk. Steno III	812	755	850	7.02	(4.68)
Keypunch Opr.	708	623	699	12.01	1.27

*Median: As used by the Bureau of Labor Statistics, median is the salary rate above one half of the rates reported and below one half of the rates reported.

**Median: As used by the Minnesota Merit System median is the salary step above one half of the salary range steps and below one half of the salary range steps.

Summary of Data

1. Merit System F plan minimums are above the Twin City median salaries for Clerk I, Clerk Typist I and Clerk Typist II and below the Twin City median salary for other classes reported.

2. Merit System F plan median salaries are above Twin City median salaries for all classes reported except Clerk Stenographer I and Keypunch Operator.

The results of a survey of clerical salaries in the seven county metropolitan area conducted by Stanton and Associates, Inc. is shown in the following two tables.

TABLE 49

STANTON SURVEY METROPOLITAN MEDIAN SALARIES

Class	Median Salary 1977	Median Salary 1978	% Average Increase 77-78
Clerk I	600	625	4.17
Clerk Typist I	625	675	8.00
Clerk Steno I	675	725	7.41
Clerk Typist II	700	775	10.71
Clerk Steno II	800	850	6.25
Clerk Steno III	900	975	8.33
Keypunch Operator	700	800	14.29
Switchboard Operator	700	775	10.71

Summary of Data

The largest increases in median salaries from 1977 to 1978 were in the classifications of Clerk Typist II, Keypunch Operator, and Switchboard Operator.

TABLE 50

COMPARISON OF STANTON REPORT METROPOLITAN 1977 MEDIAN SURVEY WITH CURRENT MERIT SYSTEM F PLAN MEDIAN SALARY

Class	Stanton Median *	M.S. F Plan Median **	% Diff.
Clerk I	625	623	.32
Clerk Typist I	675	646	4.49
Clerk Steno I	725	672	7.89
Clerk Typist II	775	699	10.87
Clerk Steno II	850	755	12.58
Clerk Steno III	975	850	14.71
Switchboard Operator	775	646	19.97
Keypunch Operator	800	699	14.45

Summary of Data

1. The Merit System's median salaries on the F plan range from .32% to 19.97% lower than the Stanton median figures for the classes surveyed.

2. The smallest percentage difference is in the Clerk I classification while the largest percentage difference is in the Switchboard Operator classification.

*Median: As used by the Bureau of Labor Statistics, median is the salary rate above one half of the rates reported and below one half of the rates reported.

**Median: As used by the Minnesota Merit System median is the salary step above one half of the salary range steps and below one half of the salary range steps.

TABLE 51

COMPARISON OF MERIT SYSTEM F PLAN MINIMUM SALARIES WITH RAMSEY, HENNEPIN AND ST. LOUIS COUNTIES

AND THE CITIES OF MINNEAPOLIS AND ST. PAUL

Class	Merit System F Plan Minimum	Minimums					% Difference between Merit System F Plan:				
		Ramsey	Henn.*	St. Louis	Mpls.	St. Paul	Ramsey	Henn.	St. Louis	Mpls.	St. Paul
Clerk I	560	595	551	622	587	635	6.25	(1.63)	11.07	4.82	13.39
Clerk II	623	667	606	708	711	717	7.06	(2.73)	13.64	14.12	15.09
Clerk III	726	775	702	758		837	6.75	(3.31)	4.41		15.29
Clerk Typist I	581	595	578	622	587	669	2.41	(.52)	7.06	1.03	15.15
Clerk Typist II	623	667	637	708	711	736	7.06	2.25	13.64	14.13	18.14
Clerk Typist III	726	775	737			837	6.75	1.52			15.29
Clerk Steno I	602	618		640	637	700	2.66		6.31	5.81	16.28
Clerk Steno II	672	692	668	734	750	774	2.98	(.60)	9.23	11 61	15.18
Clerk Steno III	755	805	774			903	6.91	2.52			19.60

*1978 clerical salaries for Hennepin County are reflected in this table.

Summary of Data

Merit System clerical F plan minimum salaries are lower than the minimum salaries paid by all jurisdictions except Hennepin County, where the Merit System minimum salaries for Clerk I, Clerk II, Clerk III, Clerk Typist I, and Clerk Steno II are greater.

TABLE 52

COMPARISON OF MERIT SYSTEM F PLAN MAXIMUM SALARIES WITH RAMSEY, HENNEPIN AND ST. LOUIS COUNTIES AND THE CITIES OF MINNEAPOLIS AND ST. PAUL

Class	Merit System F Plan Maximum	Maximums					% Difference between Merit System F Plan:				
		Ramsey*	Henn.	St. Louis**	Mpls.	St. Paul***	Ramsey	Henn.	St. Louis	Mpls.	St. Paul
Clerk I	699	744	702	708	848	781	6.44	.43	1.29	21.32	11.73
Clerk II	786	836	811	812	1024	891	6.36	3.18	3.31	30.28	13.36
Clerk III	921	974	939	872		1039	5.75	1.95	(5.32)		12.81
Clerk Typist I	726	744	737	708	848	818	2.48	1.52	(2.48)	16.80	12.67
Clerk Typist II	786	836	852	812	1024	910	6.36	8.40	3.31	30.28	15.78
Clerk Typist III	921	974	987			1039	5.75	7.17			12.81
Clerk Steno I	755	775		734	911	866	2.65		(2.78)	20.66	14.70
Clerk Steno II	850	868	896	843	1081	959	2.12	5.41	(.82)	27.18	12.82
Clerk Steno III	958	1013	1037			1227	5.74	8.25			28.08

*Ramsey County has 10 and 15 year longevity steps which would raise the maximum salaries listed a approximately 11%.

**St. Louis County has 8, 12 and 16 year longevity steps which would raise the maximum salaries listed approximately 11%.

***City of St. Paul has 10, 15, 20 and 25 year longevity steps which would increase the maximum salaries listed approximately 10 to 11%.

Summary of Data

1. Merit System F plan maximum salaries are below those for all comparable classes in Ramsey County, Hennepin County, Minneapolis and St. Paul.

2. Merit System F plan maximum salaries are above St. Louis County maximums for the classes of Clerk III, Clerk Typist I, Clerk Steno I and Clerk Steno II and below those for all other comparable classes shown.

Data from the U.S. Civil Service Commission regarding salaries for clerical employees indicates a starting salary of $586/month for Clerk Typist I with no prior experience. The starting salary for a Clerk Typist with prior experience is $661/month. A Clerk Steno I with no prior experience starts at $661/month and a Clerk Steno with prior experience at $742/month. This compares with the Merit System F plan minimums of $581/month for Clerk Typist I and $602/month for Clerk Steno I. The federal minimum salary for Clerk Typist I with no prior experience is .86% above the Merit System F plan minimum for this class and the federal minimum salary for Clerk Steno I with no prior experience is 9.80% above the Merit System F plan minimum for this class. Federal employees received a 5% salary adjustment in October, 1977, and anticipate receiving a 5.5% salary adjustment in October, 1978, although Congress has not yet decided on the amount of the anticipated increase.

State employees in clerical classifications received a 27¢ per hour cost-of-living increase effective January 4, 1978, and an additional 20¢ per hour cost-of-living increase effective July 5, 1978.

TABLE 53

AVERAGE PERCENT OF DIFFERENCE IN MINIMUM SALARY OF COMPARABLE CLERICAL CLASSES

BETWEEN STATE OF MINNESOTA SALARY PLAN EFFECTIVE JULY 5, 1978 AND PRESENT MERIT SYSTEM PLAN

Class	State Plan	M.S. Plan A	% Diff.	M.S. Plan B	% Diff.	M.S. Plan C	% Diff.	M.S. Plan D	% Diff.	M.S. Plan E	% Diff.	M.S. Plan F	% Diff.
Clerk I	647	434	49.08	451	43.46	467	38.54	483	33.95	518	24.90	560	15.54
Clerk Typist I	666	451	47.67	467	42.61	483	37.89	449	33.47	539	23.56	581	14.63
Clerk Steno I	706	483	46.17	499	41.48	518	36.29	539	30.98	581	21.51	602	17.28
Av. % of Diff.			47.64		42.52		37.57		32.80		23.32		15.82
Clk. II	706	499	41.48	518	36.29	539	30.98	560	26.07	602	17.28	623	13.32
Clk. Typ. II	706	499	41.48	518	36.29	539	30.98	560	26.07	602	17.28	623	13.32
Clk. Steno II	746	539	38.41	560	33.21	581	28.40	602	23.92	646	15.48	672	11.01
Av. % of Diff.			40.45		35.26		30.12		25.35		16.68		12.55
Clk. III	816	581	40.45	602	35.55	623	30.98	646	26.32	699	16.74	726	12.40
Clk. Typ. III	816	581	40.45	602	35.55	623	30.98	646	26.32	699	16.74	726	12.40
Clk. Steno III	842	602	39.87	623	35.15	646	30.34	672	25.30	726	15.98	755	11.52
Av. % of Diff.			40.26		35.42		30.77		25.98		16.49		12.11

Summary of Data

1. Merit System minimums for all plans are below State minimum salaries for all clerical classes shown.

2. Merit System A plan minimums average 47.64% less than State minimums for I level clerical classes, 40.45% less than State minimums for II level clerical classes and 40.26% less than State minimums for III level clerical classes.

3. Merit System F plan minimums average 15.82% less than State minimums for I level clerical classes, 12.55% less than State minimums for II level clerical classes and 12.11% less than State minimums for III level clerical classes.

TABLE 54

AVERAGE PERCENT OF DIFFERENCE IN MAXIMUM SALARY OF COMPARABLE CLERICAL CLASSES

BETWEEN STATE OF MINNESOTA SALARY PLAN EFFECTIVE July 5, 1978 AND PRESENT MERIT SYSTEM PLAN

Class	State Plan	M.S. Plan A	% Diff.	M.S. Plan B	% Diff.	M.S. Plan C	% Diff.	M.S. Plan D	% Diff.	M.S. Plan E	% Diff.	M.S. Plan F	% Diff.
Clerk I	767	581	32.01	602	27.41	623	23.11	646	18.73	672	14.14	699	9.73
Clk. Typ. I	792	602	31.56	623	27.13	646	22.60	672	17.86	699	13.30	726	9.09
Clk. Steno I	867	646	34.21	672	29.02	699	24.03	726	19.42	755	14.83	755	14.83
Av. % of Diff.			32.59		27.85		23.25		18.67		14.09		11.22
Clk. II	867	672	29.02	699	24.03	726	19.42	755	14.83	786	10.31	786	10.31
Clk. Typ. II	867	672	29.02	699	24.03	726	19.42	755	14.83	786	10.31	786	10.31
Clk. Steno II	917	726	26.31	755	21.46	786	16.67	818	12.10	850	7.88	850	7.88
Av. % of Diff.			28.12		23.17		18.50		13.92		9.50		9.50
Clk. III	1007	786	28.12	818	23.11	850	18.47	884	13.91	921	9.34	921	9.34
Clk. Typ. III	1007	786	28.12	818	23.11	850	18.47	884	13.91	921	9.34	921	9.34
Clk. Steno III	1037	818	26.77	850	22.00	884	17.31	921	12.60	958	8.25	958	8.25
Av. % of Diff.			27.67		22.74		18.08		13.47		8.98		8.98

Summary of Data

1. Merit System maximums for all plans are below State maximum salaries for all clerical classes shown.

2. Merit System A plan maximums average 32.59% less than State maximums for I level clerical classes, 28.12% less than State maximums for II level clerical classes and 27.67% less than State maximums for III level clerical classes.

3. Merit System F plan maximums average 11.22% less than State maximums for I level clerical classes, 9.50% less than State maximums for II level clerical classes and 8.98% less than State maximums for III level clerical classes.

TABLE 55

COMPARISON OF STATE-WIDE CLERICAL WAGE RATES WITH MERIT SYSTEM RATES AND PERCENT OF DIFFERENCE

(Minnesota Department of Economic Security Wage Survey - 1978)

Class	DES Q1	M.S. B Plan Min.	% Diff. M.S. B & DES Q1	DES Med.	DES Q3	M.S. E Plan Min.	% Diff. M.S. E & DES Q3	DES Met. Area Q1	M.S. F Plan Min.	% Diff. M.S. F & Met. Area Q1	DES Met. Area Med.	M.S. Median F Plan	% Diff. M.S. Med. F & Met. Med.
Clerk I	520	451	15.30	575	655	518	26.45	535	560	(4.46)	590	623	(5.3
Clerk-Typist I	530	467	13.49	589	661	539	22.63	556	581	(4.30)	608	646	(5.88)
Clerk-Steno I	607	499	21.64	668	737	581	26.85	626	602	3.99	678	672	.89
Av. % of Diff.			16.81				25.31			(1.59)			(3.43)
Clerk II	607	518	17.18	690	780	602	29.57	629	623	.96	702	699	.43
Clerk Typist II	626	518	20.85	720	852	602	41.53	665	623	6.74	758	699	8.44
Clerk Steno II	680	560	21.43	750	845	646	30.80	710	672	5.65	770	755	1.99
Av. % of Diff.			19.82				33.97			4.45			3.62
Clerk III	740	602	22.92	860	1044	699	49.36	765	726	5.37	894	818	9.29
Clerk Steno III	774	623	24.24	848	950	726	30.85	800	755	5.96	859	850	1.06
Av. % of Diff.			23.58				40.11			5.67			5.18
Clerk Spec.	850	699	21.60	1000	1299	818	58.80	896	850	5.41	1041	958	8.6
Switchboard Opr.	558	483	15.53	633	722	560	28.93	577	581	(.69)	650	646	.62
Bkkp. Mach. Opr.	560	518	8.11	650	770	602	27.91	583	623	(6.42)	676	699	(3.29)
Keypunch Opr.	565	499	13.23	624	688	581	18.42	586	623	(5.94)	635	699	(9.16)

Summary of Data

1. Merit System B plan minimum salaries are all below first quartile salaries reported in the survey. Differences become greater from the clerical I to the clerical II level and from the clerical II to the clerical III level.

2. Merit System E plan minimum salaries are all below third quartile salaries reported in the survey.

3. Merit System F plan minimum salaries are above first quartile metropolitan area salaries for the following classes: Clerk I, Clerk Typist I, Switchboard Operator, Bookkeeping Machine Operator and Keypunch Operator. For all other classes reported, they are lower than first quartile metropolitan area salaries.

4. Merit System F plan median salaries are above metropolitan area median salaries for the following classes: Clerk I, Clerk Typist I, Bookkeeping Machine Operator and Keypunch Operator. For all other classes reported, they are lower than metropolitan area median salaries.

TABLE 56

COMPARISON OF STATE AREAS CLERICAL WAGE RATES (EXCLUDING TWIN CITIES AREA)

WITH MERIT SYSTEM "A" PLAN MINIMUM AND PERCENT OF DIFFERENCE

(Minnesota Department of Economic Security Wage Survey - 1978)

Class	North-east Q1	M.S. Plan A Min.	% Diff.	North-west Q1	M.S. Plan A Min.	% Diff.	South-east Q1	M.S. Plan A Min.	% Diff.	South-west Q1	M.S. Plan A Min.	% Diff.
Clerk I	518	434	19.35	490	434	12.90	487	434	12.21	494	434	13.82
Clerk II	602	499	20.64	525	499	5.21	563	499	12.83	520	499	4.21
Clerk III	781	581	34.42	659	581	13.42	667	581	14.80	667	581	14.80
Clerk Typist I	512	451	13.53	500	451	10.86	499	451	10.64	477	451	5.76
Clerk Typist II	625	499	25.25	549	499	10.02	580	499	16.23	530	499	6.21
Clerk Steno I	623	483	28.99	521	483	7.87	580	483	20.08	550	483	13.87
Clerk Steno II	675	539	25.23	600	539	11.32	566	539	5.01	570	539	5.75
Clerk Steno III	738	602	22.59	719	602	19.44	706	602	17.28	572	602	(4.98)
Switchboard Opr.	508	467	8.78	504	467	7.92	535	467	14.56	509	467	8.99
Bkkp. Mach. Opr.	560	499	12.22	548	499	9.82	540	499	8.22	530	499	6.21
Av. Diff. In Salary Rates			21.10			10.88			13.19			7.46

Summary of Data

1. Merit System A plan minimum salaries for clerical classes are below those paid in all other state areas, except for Clerk Steno III in Southwest Minnesota.

2. Merit System A plan minimum salaries are the furthest below those paid in Northeast Minnesota and the least below those paid in Southwest Minnesota.

IV. MAINTENANCE AND TRADES SALARY SCHEDULE

As a result of the 1977 Salary Survey, all minimum and maximum salaries for classes on the Maintenance and Trades Salary Schedule were adjusted two steps (approximately 8%). All incumbents of classes on the Maintenance and Trades Schedule were recommended to receive a two step adjustment.

The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul Area for 1978 indicates a mean (average) salary increase of 8.1% for skilled maintenance tradesmen and a mean salary increase of 9.5% for unskilled workers from January, 1977, to January, 1978; however, the average median increase for skilled workers for this period was 7.48%, and for unskilled workers, 11.68%.

Current minimum and maximum salaries paid by various jurisdictions for similar classes are shown in the table below. All hourly rates have been recalculated and entered as monthly rates.

TABLE 57

SALARIES PAID FOR MAINTENANCE AND TRADES JOBS

BY OTHER CIVIL SERVICE JURISDICTIONS

	Merit System Plan B		State of MN		% Diff. State-M.S. B Plan		Hennepin Co.		% Diff. Henn.-M.S. B Plan		Mpls.		% Diff. Mpls.-M.S. B Plan	
Class	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Custodian	601	710					662	811	10.15	14.23				
Auto Driver	710	913	746	917	5.07	.44	910	1106	28.17	21.14				
Laborer	741	741	860	1017	16.06	37.25	999	1096	34.82	47.91	1009	1350	36.17	82.19
Janitor	710	913	792	976	11.55	6.90	757	929	6.62	1.75	985	1237	38.73	35.49
Maint. Wkr.	773	994	1168	1199	51.10	20.62	909	1106***	17.59	11.27				

	Ramsey Co.*		% Diff. Ramsey-M.S. B Plan		St. Louis Co.**		% Diff. St. Louis-M.S. B Plan		St. Paul		% Diff. St. Paul-M.S. B Plan	
Class	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Custodian	713	848	18.64	19.44	708	812	17.80	14.37	1107	1194	84.19	68.17
Driver	939	1044	32.25	14.35	872****	1011	22.82	10.73				
Laborer	1084	1203	52.68	62.35					1338	1338	80.57	80.57
Janitor	744	937	4.79	2.63	784	905	10.42	(.88)	1107	1194	55.92	30.78
Maint. Wkr.					1011	1179	30.79	18.61	1369	1427	77.10	43.56

*Ramsey County has 10 and 15 year longevity steps for custodian and janitor, which would raise the maximums listed approximately 8% and 10%, respectively.

**St. Louis County has 8, 12 and 16 year longevity steps which raise the maximums listed approximately 12%.

***Maintenance workers in Hennepin County have not settled their contract for 1978. Salaries shown are for 1977.

****Equipment Operator.

Summary of Data

Merit System B plan minimum and maximum salaries for maintenance and trades jobs are substantially lower than those of all other jurisdictions.

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LABOR RELATIONS: PUBLIC EMPLOYERS AND EMPLOYEES: RETROACTIVE WAGE INCREASE: A County Board may provide an increase in compensation retroactive to a date after the commencement of good faith negotiations under the Public Employment Labor Relations Act even in the absence of a prior agreement to do so.

August 12, 1977

270-D

C. David Nelson, Esq.
Pope County Attorney
Glenwood, Minnesota 56334

Dear Mr. Nelson:

In your letter to Attorney General Warren Spannaus you present substantially the following:

FACTS

The Pope County Board of Commissioners (hereinafter "County Board") is a public employer within the meaning of the Public Employment Labor Relations Act (hereinafter "PELRA"). Pursuant to the PELRA, the County Board and the exclusive representative of certain employees in the Pope County Sheriff's Department have been negotiating a collective bargaining contract since prior to January 1, 1977. Although representatives of the parties have met on several occasions to negotiate terms and conditions of employment, they have been unable to reach an agreement as to all of the issues in question.

One of the unresolved issues concerns whether the County Board may now agree to provide increased salary benefits retroactive to January 1, 1977, which is the contemplated inception date of the collective bargaining contract. It does not appear that the County Board entered into an express agreement with the employees prior to January 1, 1977, to apply any subsequently agreed upon increase retroactive to that date.

You then ask substantially the following:

QUESTION

May the County Board provide an increase in salary benefits retroactive to a date subsequent to the commencement of collective bargaining negotiations under the PELRA in the absence of an express, prior agreement to do so?

OPINION

In our opinion, the participation of a County Board and an exclusive representative of public employees in good faith negotiations under the PELRA is sufficient, in the absence of evidence to the contrary, to indicate that an increase in compensation effective retroactively to a date subsequent to the commencement of negotiations is for a public rather than a private purpose. Accordingly, your question is answered in the affirmative.

It is well-settled that an expenditure by a governmental entity is unlawful if made for a private rather than a public purpose. See, e.g., Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958); Arens v. Village of Rogers, 240 Minn. 386, 61 N.W.2d 508 (1953). The Minnesota Supreme Court has explained that an expenditure will generally be considered as for a public purpose if made for ". . . such an activity as will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of a government." Visina v. Freeman, supra, 252 Minn. at 184, 89 N.W.2d at 643. In contrast, a gift to an individual is necessarily for a private purpose and invalid. Nollet v. Hoffman, 210 Minn. 88, 297 N.W. 164 (1941).

The application of the public purpose doctrine to the granting of retroactive compensation has been discussed at length in three previous opinions of the Attorney General. Ops. Atty. Gen. 270-D, Oct. 17, 1956; 161b-4, Dec. 3, 1965;

174E, March 24, 1970.

In Ops. Atty. Gen. 270-D, Oct. 17, 1956 and 161b-4, Dec. 3, 1965, this office analyzed and set forth the basic principles applicable to the instant question. As explained therein, the granting of retroactive compensation by a public employer for past services rendered is void as a gratuity in the absence of some type of agreement, understanding or consideration.[1/] However, if collective bargaining has commenced and an agreement or understanding exists to the effect that any agreed upon increase in compensation will be retroactive to a date subsequent to the commencement of negotiations, the retroactive payment is not a gratuity but is permissible as deferred compensation.[2/] Consideration for such an agreement is provided by the employees in the form of foregoing their rights to either quit or strike during the negotiation period.[3/]

These principles were further refined in Op. Atty. Gen. 174E, March 24, 1970, with reference to labor relations legislation pertaining to public employees. There, it was held that a school district could agree to make a salary increase retroactively effective to the beginning of a school year even in the absence of a prior agreement to do so because of sufficient indicia that the payments were for a public purpose.

1/ See also Nollet v. Hoffman, 210 Minn. 88, 297 N.W. 164 (1941).

2/ See also Timmerman v. City of New York, 69 N.Y.S.2d 102, aff'd 70 N.Y.S.2d 140 (1946); Christie v. Port of Olympia, 27 Wash.2d 534, 179 P.2d 294 (1947).

3/ See also Timmerman v. City of New York, supra.

In reaching that decision, special emphasis was given to the fact that teachers, under a prior version of the PELRA, were prohibited from participating in strikes and could only resign upon notification three months prior to the end of the school year. By adhering to these statutory restrictions and by continuing to work during the extended period of negotiations, it was held that the employees provided adequate consideration to permit the granting of deferred compensation and to indicate that such was for a public purpose.

Subsequent to the issuance of these opinions, the Minnesota legislature enacted[4/] the PELRA which provides a comprehensive framework for collective bargaining in the public sector. See Minn. Stat. §§ 179.61-179.76 (1976). Pursuant to the PELRA, a public employer is obligated to meet and negotiate in good faith with the exclusive representative of a bargaining unit of public employees regarding terms and conditions of employment. Minn. Stat. § 179.66, subd. 2 (1976). If the parties are unable to reach a settlement by voluntary means, the PELRA also provides for mediation and, upon the certification of an impasse, binding arbitration. Minn. Stat. §§ 179.69, 179.72 (1976). Unlike employees in the private sector, however, the PELRA permits public employees to strike only if the public employer refuses a request to participate in binding arbitration. Minn. Stat. § 179.64, subd. 7 (1976).[5/]

4/ Minn. Laws 1971, Ex. Sess., ch. 33.

5/ An exception is provided for "essential" employees who are not permitted to strike under any circumstances. Minn. Stat. § 179.64, subd. 7 (1976).

In the instant matter, the parties have been engaged in negotiations under the PELRA since prior to January 1, 1977. During this period of negotiations, the employees in question have continued to perform their duties and have refrained from participating in an illegal strike. Under these circumstances and in view of the principles discussed above, it is our opinion that the County Board may provide an increase in salary benefits retroactive to a date after the initiation of negotiations even without a prior agreement to do so. Absent evidence to the contrary, good faith negotiations within the framework established by the PELRA provide an implicit understanding as to the permissibility of deferred compensation and is sufficient to indicate that such compensation is for a public purpose. Although we rule that a public employer "may" provide increased compensation retroactively under these circumstances, the employer is, of course, under no obligation to agree to do so. Minn. Stat. § 179.66, subd. 2 (1976).

Very truly yours,

WARREN SPANNAUS
Attorney General

STEPHEN F. BEFORT
Special Assistant
Attorney General

WS:SFB:cdl

Exhibit J

SOCIAL SERVICE CENTER

County Service Building
P.O. Box 686
Brainerd, Minnesota 56401

Telephone 218-829-0311



CHILD & ADULT PROTECTIVE CARE
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FOOD STAMPS

CROW WING COUNTY

WAYNE L. LARSON, ACSW
DIRECTOR

November 17, 1978

Merit System Council
c/o Supervisor of Merit System
Department of Public Welfare
Centennial Office Building
St. Paul, Minnesota

I would like to make some comments on the recommendations made by the Hearings Examiner in relation to the Merit System salary schedule adjustments for 1979.

The initial study was reviewed by the personnel committee representing the staff as well as the welfare board. It was the impression of both groups that the recommendations were realistic and acceptable. This was the first time in my recall where we received no adverse comment on the plan from either the welfare board or the employees. We proceeded to develop our budget for 1979 based on these recommendations, which was unanimously approved by the board and it would not be possible to change.

We did not send a comment on the recommendations to be included in the hearing process, rather we take the position that comments are made if there are negative reactions to the study. We would be disappointed if adjustments were to be made at this time. We also believe that adjustment from the original recommendation would result in great confusion and inequities in our salary schedule.

We were able to work the recommended adjustments within our levy limitations imposed on that part of our budget. Any upward adjustment in that area would create problems that would be difficult to handle. We were also pleased that the recommendations are clearly within the subsequently released presidential guidelines.

The Merit System rules and schedule are flexible enough for individual counties to adjust for inequities. It would not be possible under our county administered program to solve all of the problems related to salaries in each individual county.

NOV 21 1978

In visiting with other welfare directors and attending meetings where the recommendations were discussed, it is my opinion that there has been less adverse discussion and comment on the 1979 proposals over any other that I have experienced. My request to the Merit System Council would be that the recommendations presented at the Public Hearing be accepted as presented. To do otherwise would result in confusion and discord within our departments.

Thank you for considering my comments.

SOCIAL SERVICE CENTER
CROW WING COUNTY

Wayne L. Larson, Director
WLL/ed

SWIFT COUNTY WELFARE
AND
FAMILY SERVICE AGENCY
RONALD G. LAYCOCK, DIRECTOR
BENSON, MINNESOTA 56215
612-843-3160

November 16, 1978

Merit System Council
MN Department Public Welfare
Centennial Building
St. Paul, MN 55155

Re: Proposed Salary Schedule

Attention: Ralph Corey
Merit System Supervisor

Dear Mr. Corey:

I am aware of the Hearings Officers report, having talked with you and Ms. Sundquist on Wednesday. My purpose in writing is to support your original proposal for support and professional staff.

The practice of our Board has been to consider the annual increase, both cost of living and merit when talking about salaries. The larger the cost of living adjustment, the less are the chances for a merit increase.

Given the economic situation of counties (6% levey limitation and Carters voluntary quidelines) I feel that the 5% adjustment proposed by the Merit System is reasonable and still allows for Merit increases to be considered.

Sincerely,

Ron Laycock

Ronald G. Laycock
Director

RGL:clw

NOV.20 1978

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Tel. 283-8405

AN EQUAL OPPORTUNITY EMPLOYER

November 16, 1978

Elwyn K. Boe, Director

Chairman
Minnesota Merit System Council
Department of Public Welfare
Centennial Building
St. Paul, Minnesota 55155

Dear Sir or Madam:

I am writing this letter in full support of the Department of Public Welfare's proposed 5% salary adjustments for most professional, support and maintenance and trades classes of employees and an across the board $40 per month salary adjustment for clerical employees under the Minnesota Merit System.

There was some concern expressed in testimony during and after the October 16 public hearing for increasing the amount of salary adjustments above those proposed by Commissioner Edward Dirkswager. I wish to take strong exception to any changes in the Commissioner's recommended salary plan. I believe that any further increase in these adjustments is not supported by current evidence, come at a time after County Welfare Board tax levies are fixed and are contrary to the President's request for voluntary curbs on inflationary wage increases.

My position is based upon flexibility which exists within the Minnesota Merit System rules for boards to grant anniversary/merit salary increases annually. This makes it possible for local welfare boards to increase all but clerical employee salaries as high as 9.2% or more and any further increases will result in excessive personnel costs. It is true that some boards do not exercise their authority to grant annual merit increases and this prerogative of local government should be retained.

It appears to me that the Commissioner's recommended adjustments in salary are realistic and will not prevent local agencies from hiring a sufficient number of qualified employees in all classifications on a state-wide basis.

Very truly yours,

Elwyn K. Boe

Elwyn K. Boe, Director
KOOCHICHING FAMILY SERVICES

EKB:cs

NOV 20 1978

DAKOTA COUNTY

457-0611
WELFARE DEPARTMENT



FINANCIAL DIVISION
820 SOUTHVIEW BLVD.
SOUTH ST. PAUL, MINN. 55075

SOCIAL SERVICES DIVISION
161 NO. CONCORD ST., SUITE 202
SOUTH ST. PAUL, MINN. 55075

November 16, 1978

Merit System Council
Centennial Office Building
St. Paul, Minnesota 55155

Attn: Ralph Corey
Merit System Supervisor

Dear Council Members:

On October 12, 1978, a letter, written in behalf of the Dakota County Welfare Board, was sent to Mr. Dirkswager with a copy to the Hearing Examiner conducting the hearing on salary recommendations for 1979. This letter recommended the limitation of 3 percent in the aggregate for any range adjustments implemented in 1979, in view of merit increases which are, almost universally awarded the entire staff.

We are now advised that the hearing examiner is recommending to the Council the implementing of 6 - 7 percent in range adjustments. Please be advised that we consider that recommendation to be excessive. It exceeds the original 5 percent recommended by Merit System staff and is inconsistent with wage policy guidelines suggested by the President. Further, when considering overall increases in administrative costs, an adjustment of 6 - 7 percent for existing staff, linked to a 4.5 percent merit increase during the year, places an impossible funding dilemma upon County Boards who must, by statute, limit expenditures within the 6 percent levy limitation.

It is hoped that Merit System Council members will carefully consider these factors as you review the hearing examiners report. Credibility with county employers is essential as they struggle with rising costs in all county government and limited taxing capability.

Very truly yours,

J. Paul Arneson
Director

JPA:jmb

cc: Dennis Bjerke, Human Services Director

NOV 20 1978

Stearns County Social Service Center

(COUNTY WELFARE BOARD AGENCY)

— P. S. SERRANO, Director —

ARD MEMBERS
HENRY DICKHAUS
CLARENCE KREMER
KEITH MAURER
ROBERT GAMBRINO
ARNOLD KONZ
CARLYN ELLERING
RITA HEIDGERKEN

700 St. Germain — Box 1107
St. Cloud, Mn. 56301
Tel. (612) 251-3272

November 17, 1978

Merit System Council
Minnesota Merit System
Department of Public Welfare
Centennial Office Bldg.
St. Paul, MN 55155

Re: Merit System Comp Plan

Dear Merit System Council:

I have learned that the State Hearing Examiner has rendered a decision on the proposed Merit System Comp Plan.

It is my understanding that he feels that the proposal is not reasonable and therefore is recommending 7 percent for levels other than professional. I don't know what determination he has based his decision on. I was at the hearing and heard no overwhelming hue and cry for modification of the compensation plan.

Perhaps he is not totally aware of some factors that could affect, in a negative way, adoption of his proposal.

1. Counties have a 6 percent levy limitation. All counties in the State have already set their 1979 budgets which reflect no more than 6 percent increase over the previous year for administrative costs. In counties of this size and smaller, other costs included in that limit have also increased. It would be impossible if not extremely difficult to modify budgets for next year as the state also receives and approves all county budgets which were completed in September of this year.

2. President Carter's Voluntary Wage & Price Control, I am enclosing a copy of a Newsletter which describes the wage and price guidelines, which can explain better than I how it is to work.

Limiting wage to 7 percent, which also includes fringe, etc., places us in jeopardy in our fringe proposals for 1979 - which many times is an important, if not more, than the actual salary such as a dental insurance plan.

Further, it was our intention to also propose adjustment of our clerical staff from "D" to "E" to compensate for what we consider to be lower wages in addition to the cost of living adjustment. This option is also available to other non-union counties.

NOV 2 0 1978

What I am saying is that for the Council and the Commissioner to adopt the hearing examiners recommendations might negatively affect what has already been accepted by our Board as equitable and realistic and was ready to adopt it for January 1, 1979; they may well toss the whole thing and place the whole pay and personnel plan out and start from scratch which I would not like to see at this time.

Our Board and this department has viewed Merit System proposal as a workable and equitable one. To modify at this time would make Merit System suspect in credibility and I do not feel they warrant discredit.

Sincerely,

P. S. Serrano
Director
STEARNS COUNTY SOCIAL SERVICE CENTER

PSS/bd

Enclosure: