

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

RULE REVIEW CHECKLIST

File No. 1328

Docket No. 05.0009.0859

DATE RECEIVED 11-5-86
REVIEW DATE ~~11-15-86~~ 14,86
DUE DATE 11-19-86

APPROVED 11-14-86 mjc
DISAPPROVED
WITHDRAWN

ADOPTED W/O HEARING ✓
EMERGENCY RULE

REVISOR APPROVED 11-13-86
REVISOR DISAPPROVED
FILED W/SEC. STATE 11-18-86
RETURNED TO AGENCY 11-18-86

___ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion
6/23/86 Date published in State Register
NO Comments

___ ~~Petition for Adoption of a Rule~~

___ ~~Board's Authorizing Resolution~~

✓ Proposed rule
YES Revisor's Certificate

✓ Notice of Intent to Adopt Rule
256.012, 144.07, 12.05 and 3 Statutory Authority
NO Small business statement
Yes Expenditure of public money statement
Yes Signature

✓ Statement of Need and Reasonableness

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
9/24/86 Date 30/25 days before adoption

✓ Publication in State Register
9/29/86 Date 30/25 days before adoption

___ ~~Resolution~~ Adopting

✓ Findings of Fact, Conclusions & Order Adopting
9/3/86, 9/4/86, 9/4/86 Date

✓ Written requests, submissions or comments

✓ Declaration of attorney
Blake Shepard Name of SAAG representing agency

___ ~~Notice of Submission to Attorney General~~

___ ~~Affidavit of Mailing Notice to Attorney General~~

✓ Certificate
✓ Order for Notice of Intent to adopt Rules w/ a Public Hearing
✓ Issue Note

SF-00006-03

STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL

Office Memorandum

TO: RALPH COREY
Minnesota Merit System

ATTN: BLAKE SHEPPARD
Special Assistant Attorney General

DATE: 11-18-86

FROM: MARTHA J. CASSERLY MJC
Special Assistant Attorney General

PHONE: 296-4692

SUBJECT: Adopted Permanent Rules Relating to Merit System for Public Safety
Adopted Permanent Rules Relating to Merit System for Health
Adopted Permanent Rules Relating to Merit System for Human Services

The above-referenced rule has been approved as to its legality by the Attorney General on November 14, 1986.

Enclosed is the agency's copy of the approved rule. This office has already filed two copies of the approved rule with the Secretary of State, who will forward one copy to the Revisor of Statutes. The fourth copy is being retained by this division of the Attorney General's Office for its records.

Also enclosed are any petitions, requests, submission or comments received by the agency and any extra copies of documents which the agency submitted to the Attorney General.

In order for a permanent rule without a hearing to become effective, your agency must publish a notice of adoption in the State Register in accordance with Minn. Stat. § 14.27. An emergency rule becomes effective five working days after approval by the Attorney General; however, the agency must publish a notice in the State Register in accordance with Minn. Stat. § 14.34.

If you have any questions in this regard, please contact me.

MJC:ag

Enclosures

cc: Maryanne Hruby
Executive Director
Legislative Commission to Review
Administrative Rules

Duane Harves
Chief Administrative Law Judge
Office of Administrative Hearings

RR1328

Department of Human Services

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1 and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is one percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

Subp. 4 and 5. [Unchanged.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1987.

Subpart 1. **Professional: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1597	2280
Accounting Supervisor	1863	2785
Administrative Assistant I	1992	2975
Administrative Assistant II	2132	3176
Administrative Assistant III	2542	3641
Adult Day Care Center Supervisor	1745	2602
Assistant Human Services Director	2785	3968
Assistant Welfare Director	3251	4627
Auditor	1863	2785
Center Coordinator	1671	2491
Chemical Dependency Coordinator	1631	2437
Collection Services Supervisor II	1745	2602
Community-Health Services Supervisor	1945	3043
Community-Relations Specialist	1786	2542
Computer Programmer	1526	2186
Day Care Center Teacher	1460	2186
Developmental Achievement Center Director	1826	2602

1	Developmental Achievement Center Teacher	1460	2186
2	Director of Business Management I	2085	2975
3	Director of Business Management II	2542	3641
4	Director of Financial Assistance	2542	3641
5	Director of Planning	2542	3641
6	Director of Public Health Nursing I	1863	2785
7	Director of Social Services	2542	3641
8	Education Supervisor	1826	2602
9	Employment Guidance Counselor	1397	1992
10	Family Service Coordinator II	1560	2132
11	Financial Assistance Supervisor I	1705	2542
12	Financial Assistance Supervisor II	1992	2975
13	Fiscal Manager	2280	3251
14	Fiscal Officer	1460	2186
15	Fiscal Supervisor I	1460	2186
16	Fiscal Supervisor II	1863	2785
17	Gerentology Counselor	1705	2542
18	Homemaker Supervisor	1826	2602
19	Human Services Director III	3043	4327
20	Human Services Supervisor I	1992	2975
21	Human Services Supervisor II	2385	3406
22	Jobs and Training Supervisor	1705	2542
23	Medical Assistance Prepayment		
24	Project Manager	1992	2975
25	Mental Health Program Manager	2132	3176
26	Mental Health Worker	1745	2602
27	Methods & Procedures Analyst	1671	2385
28	Nutrition Project Assistant Director	1460	2186
29	Nutrition Project Director	1905	2847
30	Office Manager	1364	1945
31	Office Services Supervisor II	1397	1992
32	Personnel Officer	1460	2186
33	Personnel Director	2542	3641
34	Planner (Human Services)	1826	2602
35	Psychologist I	1705	2542
36	Psychologist II	1992	2847

Psychologist III	2659	3641
Public Health Educator	1597	2280
Public Health Nurse	1597	2280
Public Health Nurse (Team Leader)	1745	2491
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1526	2186
Resident Activity Coordinator	1460	2186
Sanitarian	1460	2186
Senior Public Health Nurse	1745	2602
Social Worker (Licensing Specialist)	1460	2186
Social Worker	1491	2329
Social Worker (Child Protection Specialist)	1491	2329
Social Worker (MSW)	1705	2542
Social Worker (Child Protection Specialist) (MSW)	1705	2542
Social Services Supervisor I	1992	2975
Social Services Supervisor II	2186	3251
Staff Development Specialist	1631	2437
Staff Training Supervisor	1945	2785
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	1945	2659
Telecommunications Analyst	1863	2659
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1460	2186
Volunteer Services Coordinator II	1826	2602
Welfare Director I	2329	3481
Welfare Director II	2602	3723
Welfare Director III	2785	3968

Welfare Director IV	3043	4327
Welfare Director V	4055	5762
Work-Experience & Training Specialist	1745	2491

Subp. 2. **Professional: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1671	2385
Accounting Supervisor	1945	2909
Administrative Assistant I	2085	3113
Administrative Assistant II	2229	3330
Administrative Assistant III	2659	3800
Adult Day Care Center Supervisor	1826	2721
Assistant Human Services Director	2785	3968
Assistant Welfare Director	3251	4627
Auditor	1945	2909
Center Coordinator	1745	2602
Chemical Dependency Coordinator	1705	2542
Collections Services Supervisor II	1826	2721
Community-Health Services Supervisor	2036	3176
Community-Relations Specialist	1863	2659
Computer Programmer	1597	2280
Day Care Center Teacher	1526	2280
Developmental Achievement Center Director	1905	2721
Developmental Achievement Center Teacher	1526	2280
Director of Business Management I	2186	3113
Director of Business Management II	2659	3800
Director of Financial Assistance	2659	3800
Director of Planning	2659	3800
Director of Public Health Nursing I	1945	2909
Director of Social Services	2659	3800
Education Supervisor	1905	2721
Employment Guidance Counselor	1460	2085
Family Service Coordinator II	1631	2229
Financial Assistance Supervisor I	1786	2659

1	Financial Assistance Supervisor II	2085	3113
2	Fiscal Manager	2385	3406
3	Fiscal Officer	1526	2280
4	Fiscal Supervisor I	1526	2280
5	Fiscal Supervisor II	1945	2909
6	Gerentology Counselor	1786	2659
7	Homemaker Supervisor	1905	2721
8	Human Services Director III	3043	4327
9	Human Services Supervisor I	2085	3113
10	Human Services Supervisor II	2491	3562
11	Jobs and Training Supervisor	1786	2659
12	Medical Assistance Prepayment		
13	Project Manager	2085	3113
14	Mental Health Program Manager	2229	3330
15	Mental Health Worker	1826	2721
16	Methods & Procedures Analyst	1745	2491
17	Nutrition Project Assistant Director	1526	2280
18	Nutrition Project Director	1992	2975
19	Office Manager	1427	2036
20	Office Services Supervisor II	1460	2085
21	Personnel Officer	1526	2280
22	Personnel Director	2659	3800
23	Planner (Human Services)	1905	2721
24	Psychologist I	1786	2659
25	Psychologist II	2085	2975
26	Psychologist III	2785	3800
27	Public Health Educator	1671	2385
28	Public Health Nurse	1671	2385
29	Public Health Nurse (Team Leader)	1826	2602
30	Registered Nurse (A.A. Degree,		
31	3 year Diploma, or B.S. Degree)	1597	2280
32	Resident Activity Coordinator	1526	2280
33	Sanitarian	1526	2280
34	Senior Public Health Nurse	1826	2721
35	Social Worker (Licensing Specialist)	1526	2280
36	Social Worker	1560	2437

Social Worker (Child Protection Specialist)	1560	2437
Social Worker (MSW)	1786	2659
Social Worker (Child Protection Specialist) (MSW)	1786	2659
Social Services Supervisor I	2085	3113
Social Services Supervisor II	2280	3406
Staff Development Specialist	1705	2542
Staff Training Supervisor	2036	2909
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	2036	2785
Telecommunications Analyst	1945	2785
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1526	2280
Volunteer Services Coordinator II	1905	2721
Welfare Director I	2329	3481
Welfare Director II	2602	3723
Welfare Director III	2785	3968
Welfare Director IV	3043	4327
Welfare Director V	4055	5762
Work-Experience & Training Specialist	1826	2602

Subp. 3. **Professional: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1745	2491
Accounting Supervisor	2036	3043
Administrative Assistant I	2186	3251

1	Administrative Assistant II	2329	3481
2	Administrative Assistant III	2785	3968
3	Adult Day Care Center Supervisor	1905	2847
4	Assistant Human Services Director	2785	3968
5	Assistant Welfare Director	3251	4627
6	Auditor	2036	3043
7	Center Coordinator	1826	2721
8	Chemical Dependency Coordinator	1786	2659
9	Collections Services Supervisor II	1905	2847
10	Community-Health Services Supervisor	2132	3330
11	Community-Relations Specialist	1945	2785
12	Computer Programmer	1671	2385
13	Day Care Center Teacher	1597	2385
14	Developmental Achievement Center Director	1992	2847
15	Developmental Achievement Center Teacher	1597	2385
16	Director of Business Management I	2280	3251
17	Director of Business Management II	2785	3968
18	Director of Financial Assistance	2785	3968
19	Director of Planning	2785	3968
20	Director of Public Health Nursing I	2132	3043
21	Director of Social Services	2785	3968
22	Education Supervisor	1992	2847
23	Employment Guidance Counselor	1526	2186
24	Family Service Coordinator II	1705	2329
25	Financial Assistance Supervisor I	1863	2785
26	Financial Assistance Supervisor II	2186	3251
27	Fiscal Manager	2491	3562
28	Fiscal Officer	1597	2385
29	Fiscal Supervisor I	1597	2385
30	Fiscal Supervisor II	2036	3043
31	Gerentology Counselor	1863	2785
32	Homemaker Supervisor	1992	2847
33	Human Services Director III	3043	4327
34	Human Services Supervisor I	2186	3251
35	Human Services Supervisor II	2602	3723
36	Jobs and Training Supervisor	1863	2785

Mental Health Program Manager		2329	3481
Mental Health Worker		1905	2847
Methods & Procedures Analyst		1826	2602
Nutrition Project Assistant Director		1597	2385
Nutrition Project Director		2085	3113
Office Manager		1491	2132
Office Services Supervisor II		1526	2186
Personnel Officer		1597	2385
Personnel Director		2785	3968
Planner (Human Services)		1992	2847
Psychologist I		1863	2785
Psychologist II		2186	3113
Psychologist III		2909	3968
Public Health Educator		1745	2491
Public Health Nurse		1826	2491
Public Health Nurse (Team Leader)		2036	2785
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)		1745	2385
Resident Activity Coordinator		1597	2385
Sanitarian		1597	2385
Senior Public Health Nurse		1992	2847
Social Worker (Licensing Specialist)		1597	2385
Social Worker		1631	2542
Social Worker (Child Protection Specialist)		1631	2542
Social Worker (MSW)		1863	2785
Social Worker (Child Protection Specialist) (MSW)		1863	2785
Social Services Supervisor I		2186	3251
Social Services Supervisor II		2385	3562
Staff Development Specialist		1786	2659
Staff Training Supervisor		2132	3043
Student Social Worker (Intern)	Rate proposed by appointing authority.		
Student Social			

Worker (SWEP)	Rate proposed by appointing authority.		
Systems Programmer Analyst		2132	2909
Telecommunications Analyst		2036	2909
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.		
Volunteer Services Coordinator I		1597	2385
Volunteer Services Coordinator II		1992	2847
Welfare Director I		2329	3481
Welfare Director II		2602	3723
Welfare Director III		2785	3968
Welfare Director IV		3043	4327
Welfare Director V		4055	5762
Work-Experience & Training Specialist		1905	2721

Subp. 4. **Support personnel: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1044	1427
Accounting Technician	1091	1560
Adult Day Care Center Program Coordinator	1117	1671
Case Aide	1117	1671
Chemical Dependency Counselor	1364	1786
Child Health Aide	933	1278
Child Support Officer I	1278	1826
Child Support Officer II	1460	1992
Collections Officer	1278	1826
Collection Services Supervisor I	1597	2186
Community Service Aide	839	1250
Computer Operations Specialist	1197	1560
Coordinator of Aging	1278	1905
Developmental Achievement Center Instructor	1117	1671
Employment Technician	1117	1671

Family Service Aide I	912	1364
Family Service Aide II	1044	1560
Family Service Coordinator I	1224	1671
Family Service/Home Health Aide	912	1364
Financial Assistance Specialist	1397	1992
Financial Worker	1117	1671
Food Stamp Corrective Action Specialist	1397	1992
Home Health Aide	912	1364
Home Health Aide Coordinator	1224	1671
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1597	2280
Housing Rehabilitation Specialist	1250	1786
Licensed Practical Nurse	1197	1631
Office Services Supervisor I	1224	1671
Personnel Aide	1141	1560
Public Health Aide	839	1250
Senior Citizen's Aide	912	1364
Welfare Fraud Investigator	1597	2085

Subp. 5. **Support personnel: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1091	1491
Accounting Technician	1141	1631
Adult Day Care Center Program Coordinator	1168	1745
Case Aide	1168	1745
Chemical Dependency Counselor	1427	1863
Child Health Aide	976	1334
Child Support Officer I	1334	1905
Child Support Officer II	1526	2085
Collections Officer	1334	1905
Collection Services Supervisor I	1671	2280

Community Service Aide	876	1307
Computer Operations Specialist	1250	1631
Coordinator of Aging	1334	1992
Developmental Achievement Center Instructor	1168	1745
Employment Technician	1168	1745
Family Service Aide I	955	1427
Family Service Aide II	1091	1631
Family Service Coordinator I	1278	1745
Family Service/Home Health Aide	955	1427
Financial Assistance Specialist	1460	2085
Financial Worker	1168	1745
Food Stamp Corrective Action Specialist	1460	2085
Home Health Aide	955	1427
Home Health Aide Coordinator	1278	1745
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1671	2385
Housing Rehabilitation Specialist	1307	1863
Licensed Practical Nurse	1250	1705
Office Services Supervisor I	1278	1745
Personnel Aide	1197	1631
Public Health Aide	876	1307
Senior Citizen's Aide	955	1427
Welfare Fraud Investigator	1671	2186

Subp. 6. **Support personnel: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1141	1560
Accounting Technician	1197	1705
Adult Day Care Center Program Coordinator	1224	1826
Case Aide	1224	1826
Chemical Dependency Counselor	1491	1945

Child Health Aide		1069	1460
Child Support Officer I		1397	1992
Child Support Officer II		1597	2186
Collections Officer		1397	1992
Collection Services Supervisor I		1745	2385
Community Service Aide		912	1364
Computer Operations Specialist		1307	1705
Coordinator of Aging		1397	2085
Developmental Achievement Center Instructor		1224	1826
Employment Technician		1224	1826
Family Service Aide I		999	1491
Family Service Aide II		1141	1705
Family Service Coordinator I		1334	1826
Family Service/Home Health Aide		999	1491
Financial Assistance Specialist		1526	2186
Financial Worker		1224	1826
Food Stamp Corrective Action Specialist		1526	2186
Home Health Aide		999	1491
Home Health Aide Coordinator		1334	1826
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.		
Housing Coordinator		1745	2491
Housing Rehabilitation Specialist		1364	1945
Licensed Practical Nurse		1307	1786
Office Services Supervisor I		1334	1826
Personnel Aide		1250	1705
Public Health Aide		912	1364
Senior Citizen's Aide		999	1491
Welfare Fraud Investigator		1745	2280

Subp. 7. **Clerical: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum

Administrative Secretary	1030	1410
Clerk I	758	1030
Clerk II	866	1234
Clerk III	1030	1410
Clerk-Typist I	831	1128
Clerk-Typist II	866	1234
Clerk-Typist III	1030	1473
Clerk-Steno	902	1234
Data Entry Operator	831	1128
Information Systems Specialist	902	1234
Legal Secretary	1030	1410
Switchboard Operator	831	1128

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 8. **Clerical: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1151	1503
Clerk I	866	1128
Clerk II	986	1344
Clerk III	1151	1503
Clerk-Typist I	942	1234
Clerk-Typist II	986	1344
Clerk-Typist III	1151	1575
Clerk-Steno	1030	1344
Data Entry Operator	942	1234
Information Systems Specialist	1030	1344
Legal Secretary	1151	1503
Switchboard Operator	942	1234

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 9. **Clerical: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1263	1648
Clerk I	942	1234
Clerk II	1088	1473
Clerk III	1207	1575
Clerk-Typist I	1030	1344
Clerk-Typist II	1088	1473
Clerk-Typist III	1207	1648
Clerk-Steno	1128	1473
Data Entry Operator	1030	1344
Information Systems Specialist	1128	1473
Legal Secretary	1207	1575
Switchboard Operator	1030	1344

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 10. **Maintenance and trades: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum	Maximum
Auto Driver	869	1120
Bus Driver	947	1214
Janitor	947	1214

Subp. 11. **Maintenance and trades: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors

who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum	Maximum
Auto Driver	1120	1440
Bus Driver	1167	1502
Janitor	1120	1440

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV 18 1986
Joan Anderson Growe
Secretary of State
11:55 AM JH

APPROVED AS TO FORM AND LEGALITY
November 14 1986
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY M J Cassedy
SPECIAL ASSISTANT ATTORNEY GENERAL

Department of Health

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is one percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, 1987.

The tables in parts 4670.4210 to 4670.4240 list minimum and maximum salary steps in monthly salary amounts for the specified classes of positions.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Assistant Director of Environmental Health	1992	2847
Director of Environmental Health	2280	3251
Director of Public Health Nursing I	1863	2785
Public Health Educator	1597	2280
Public Health Nurse	1597	2280
Public Health Nurse (Team Leader)	1745	2491
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1526	2186
Sanitarian	1460	2186
Senior Public Health Nurse	1745	2602

Subp. 2. **Plan B.**

	Minimum	Maximum
Assistant Director of Environmental Health	2085	2975
Director of Environmental Health	2385	3406
Director of Public Health Nursing I	1945	2909
Public Health Educator	1671	2385
Public Health Nurse	1671	2385
Public Health Nurse (Team Leader)	1826	2602
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1597	2280
Sanitarian	1526	2280
Senior Public Health Nurse	1826	2721

Subp. 3. **Plan C.**

	Minimum	Maximum
Assistant Director of Environmental Health	2186	3113
Director of Environmental Health	2491	3562
Director of Public Health Nursing I	2132	3043
Public Health Educator	1745	2491
Public Health Nurse	1826	2491
Public Health Nurse (Team Leader)	2036	2785
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree	1745	2385
Sanitarian	1597	2385

Senior Public Health Nurse	1992	2847

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Bookkeeper	1091	1560
Home Health Aide	912	1364
Home Health Aide Coordinator	1224	1671
Inspector	1224	1671
Licensed Practical Nurse	1197	1631
Public Health Aide	839	1250

Subp. 2. **Plan B.**

	Minimum	Maximum
Bookkeeper	1141	1631
Home Health Aide	955	1427
Home Health Aide Coordinator	1278	1745
Inspector	1278	1745
Licensed Practical Nurse	1250	1705
Public Health Aide	876	1307

Subp. 3. **Plan C.**

	Minimum	Maximum
Bookkeeper	1197	1705
Home Health Aide	999	1491
Home Health Aide Coordinator	1334	1826
Inspector	1334	1826
Licensed Practical Nurse	1307	1786
Public Health Aide	912	1364

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	758	1030
Clerk II	866	1234
Clerk III	1030	1410
Clerk-Typist I	831	1128
Clerk-Typist II	866	1234
Clerk-Typist III	1030	1473
Clerk-Steno	902	1234
Switchboard Operator	831	1128

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	866	1128
Clerk II	986	1344
Clerk III	1151	1503
Clerk-Typist I	942	1234
Clerk-Typist II	986	1344
Clerk-Typist III	1151	1575
Clerk-Steno	1030	1344
Switchboard Operator	942	1234

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	942	1234
Clerk II	1088	1473
Clerk III	1207	1575
Clerk-Typist I	1030	1344
Clerk-Typist II	1088	1473
Clerk-Typist III	1207	1648
Clerk-Steno	1128	1473
Switchboard Operator	1030	1344

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

Subp. 2. **Plan A.**

	Minimum	Maximum
Janitor	947	1214

Subp. 3. **Plan B.**

	Minimum	Maximum
Janitor	1120	1440

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV 18 1986
Joan Anderson Growe
Secretary of State
11:50 A.M. JH

APPROVED AS TO FORM AND LEGALITY
November 14 1986
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY M J Cassedy
SPECIAL ASSISTANT ATTORNEY GENERAL

Department of Public Safety

Adopted Permanent Rules Relating to the Merit System

Rules as Adopted

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is one percent for employees on the professional and clerical salary schedules.

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY SERVICES), 1987; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Administrative Officer	1597	2186
Assistant Emergency Management Director	1397	1992
Communications Officer	1397	1905
Operations Officer	1597	2186
Public Information Officer	1597	2186
Radiological Officer	1397	1905
Safety Services Coordinator	1597	2186

Subp. 2. **Plan B.**

	Minimum	Maximum
Administrative Officer	1671	2280
Assistant Emergency Management Director	1460	2085
Communications Officer	1460	1992
Operations Officer	1671	2280
Public Information Officer	1671	2280
Radiological Officer	1460	1992
Safety Services Coordinator	1671	2280

Subp. 3. **Plan C.**

	Minimum	Maximum
Administrative Officer	1745	2385
Assistant Emergency Management Director	1526	2186
Communications Officer	1526	2085
Operations Officer	1745	2385
Public Information Officer	1745	2385
Radiological Officer	1526	2085
Safety Services Coordinator	1745	2385

7520.1100 COMPENSATION PLAN (EMERGENCY SERVICES), 1987; CLERICAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	758	1030
Clerk II	866	1234
Clerk III	1030	1410
Clerk-Typist I	831	1128

Clerk-Typist II		866	1234
Clerk-Typist III		1030	1473
Clerk-Steno		902	1234

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	866	1128
Clerk II	986	1344
Clerk III	1151	1503
Clerk-Typist I	942	1234
Clerk-Typist II	986	1344
Clerk-Typist III	1151	1575
Clerk-Steno	1030	1344

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	942	1234
Clerk II	1088	1473
Clerk III	1207	1575
Clerk-Typist I	1030	1344
Clerk-Typist II	1088	1473
Clerk-Typist III	1207	1648
Clerk-Steno	1128	1473

APPROVED AS TO FORM AND LEGALITY

November 14 1986

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY M J Cassedy
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV 18 1986

Joan Anderson Growe
Secretary of State

11:50 AM JH

MEMORANDUM

MINNESOTA MERIT SYSTEM

TO: Howard Kaibel
Administrative Law Judge

DATE: Sept. 25, 1986

FROM: Ralph W. Corey
Merit System Supervisor

PHONE: 612-296-3996

SUBJECT: Notice of Solicitation

There were no responses received by our office to our Notice of Solicitation published in the State Register on June 23, 1986.

RWC:rb/rwc134

Competitive Pool (Existing Law)

Pursuant to Minn. Laws 1986, Ch. 465, Article 1, Section 13

Total Pool Available (Priority to Manufacturing Projects) $293,422,800

For:

Pollution Control/Waste Management Projects $ 54,064,560.

Commercial Redevelopment Projects $ 95,312,980.

Competitive Pool (Federal Volume Limitation Act)

Pursuant to Minn. Laws 1986, Ch. 465, Article 1, Section 19

Total Pool Available (Priority to a-General Obligation Projects, b-Manufacturing Projects) $284,741,237.

For:

Pollution Control/Waste Management Projects $ 59,856,247.

Commercial Redevelopment/Multifamily Housing Projects $101,008,432.

Qualified 501(c)(3) Bond Pool (Federal Volume Limitation Act)

Pursuant to Minn. Laws 1986, Ch. 465, Article 1, Section 20

Total Pool Available $ 76,900,000.

Pursuant to Minn. Laws 1986, Ch. 465, Article 1, Section 13, Subd. 2, Section 19, Subd. 2, Section 20, Subd. 3, and Section 21, Subd. 2, issuers requesting allocations of issuance authority must submit applications, any applicable deposit and any other supporting documents required. Application forms are available from the Department upon request.

Department of Health
Office of Health Systems Development

Outside Opinions Sought Concerning a Request for a Waiver of HMO Statutes and Rules by Primary Care Network

Notice is hereby given that the Department of Health is seeking opinions and comments pertaining to a request by Primary Care Network for a waiver of HMO statutes and rules regarding coverage of outpatient prescription drugs in group contracts covering fewer than 50 enrollees. Waivers of prescription drugs are authorized for demonstration projects by Minn. Stat. § 62D.30.

The request submitted by Primary Care Network is available for inspection during normal business hours at the following location:

Alternative Delivery Systems
Room 450
Minnesota Department of Health
Minneapolis, Minnesota 55440

Comments on the request must be received by June 30, 1986.

Departments of Human Services, Health, and Public Safety
Merit System

Outside Opinion Sought Concerning Merit System Rules

Notice is hereby given that the Minnesota Department of Human Services, the Minnesota Department of Health and the Minnesota Department of Public Safety are considering proposed amendments to Minnesota Rules, parts 9575.0350, 9575.1500-9575.1580, 4670.1320, 4670.4200-4670.4240, 7520.0650 and 7520.1000-7520.1100.

The proposed changes will affect the Merit System's compensation plans and salary schedules for 1987.

The agency's authority to amend the proposed rules is contained in Minnesota Statutes, sections 256.012, 144.071 and 12.22, subd. 3.

All interested or affected groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements of information and comment may be addressed to:

Ralph W. Corey, Supervisor
Minnesota Merit System
Fourth Floor, Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155

Oral statements of information and comment will be received during regular business hours over the telephone at (612) 296-3996.

All statements of information and comment will be received until further notice. Any written material received by the Department shall become part of the hearing record.

Department of Labor & Industry

Notice of Correction to Prevailing Wage Rates

The commercial wage rates certified on June 1, 1986 for labor classification *420 ROOFER* in Big Stone, Swift and Traverse counties were certified in error.

The correct rates may be obtained by contacting the State Register and Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155.

Steve Keefe, Commissioner
Department of Labor & Industry

Minnesota Sentencing Guidelines Commission

Notice of Public Hearing to Consider Modifications to the Sentencing Guidelines

The Minnesota Sentencing Guidelines Commission will hold a public hearing on Thursday, July 24, 1986, at 5:30 PM in Hearing Room 10, Ground Floor, State Office Building, 435 Park, St. Paul, Minnesota. The public hearing is to consider proposed modifications to the sentencing guidelines regarding rankings for crimes created by new legislation, effective date of guideline modifications, permissive consecutive escape sentences, increased durations for severity level X, and additional aggravating departure factors.

Copies of the proposed modifications are available, free of charge, by contacting the Minnesota Sentencing Guidelines Commission at 51 State Office Building, St. Paul, MN 55155, or by calling (612) 296-0144.

All interested persons are encouraged to attend the hearing and offer comments. Persons wishing to speak may register in advance by contacting the Commission staff at the above address/telephone number.

The Commission will hold the record open for five days after the public hearing to accept additional written comment on the proposed modifications. On July 29, 1986, the Commission will meet in Room 10, State Office Building, 435 Park Street, St. Paul, Minnesota to formally adopt or reject the proposed modifications. If adopted the modifications as indicated will become effective August 1, 1986. Those requiring legislative review will become effective August 1, 1987 absent legislative action to the contrary.

Proposed Modifications Effective August 1, 1986

Proposed Addition to Section II.D.2.b. (Aggravating Factors for Departure)

(6) The offender committed, for hire, a crime against the person.

(7) The offender committed a crime against the person in furtherance of criminal activity by an organized gang where an organized gang is defined as an association of five or more persons, with an established hierarchy, formed to encourage gang members to perpetrate crimes or to provide support to gang members who do commit crimes.

Proposed Change to Section II.F.3. (Concurrent/Consecutive Sentences):

Betty Carlson
Merit System
C4

Description	Maximum Bond Amount	Initial Owner; Operator or Manager	Location
New apartment building (approx. 69 units)	$4,145,000	A partnership, corporation or other entity, one or more of the members of which is Brighton Development Corp., Richard Brustad, David D. and Margaret E. Lucas, Keith and Linda Donaldson; or a related party.	Seventh Street, N.E. & Third Ave. N.E., Minneapolis, MN.
Rehabilitation of one six-story warehouse building into apartment units (approx. 90 units)	$4,900,000	A partnership, corporation or other entity, one or more members of which is Lancer & Associates, Inc., Lance W. Peterson; or a related party.	319 East Kellogg Blvd.; St. Paul, MN.
New townhouse/apartment buildings (approx. 60 units)	$3,102,000	A partnership, corporation or other entity, one or more of the members of which is Terry Hartman, Rickey Hartman, Forest Oak Builders, Creek Meadows Corp., Holmes Park Village, Ltd. Partnership, Donald T. Knutson; or a related party.	114th Ave. & Robinson Dr. North; Coon Rapids, MN.

The proceeds received by the Agency from the sale of the bonds net of costs of issuance and the establishment of reserves will be loaned to the Developers for the acquisition and construction or rehabilitation of the facilities. The bonds will be payable from the loan repayments and other revenues of the Agency. The State of Minnesota will not be liable thereon and the bonds will not be a debt of the State.

All persons interested will be given an opportunity to express their views. Persons desiring to speak at the hearing must so request in writing at least 24 hours before the hearing. Oral remarks by any person will be limited to 10 minutes. Written comments may also be submitted to the undersigned, which written comments will be considered at the hearing.

Dated: July 28, 1986

Minnesota Housing Finance Agency
BY James J. Solem, Executive Director

Department of Human Services

Extension of Deadline on Request for Proposal for Prepaid Health Plans

Notice was published in the *State Register*, Monday, June 16, 1986, for proposals to provide health care services to General Assistance Medical Care (GAMC) recipients in St. Louis County. The deadline for submitting a proposal has been extended to 4:00 p.m., August 15, 1986. Please direct proposals and inquiries to:

William E. Novak
Department of Human Services
Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55515
Phone: 612/296-1725

Department of Human Services
Department of Health
Department of Public Safety
Merit System

[redacted]

Notice is hereby given that the comment period for the notice of intent to solicit outside opinion concerning Minnesota Merit System rules, published in the *State Register* June 23, 1986, will end on August 11, 1986.

JUL 29 ...

Questions concerning the comment period may be addressed to:

Ralph W. Corey, Supervisor
Minnesota Merit System
Fourth Floor, Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Phone: (612) 296-3996

Pollution Control Agency—Division of Water Quality

Outside Opinion Sought Concerning Revisions to Rules Governing Award of State and Federal Grants and Loans for Municipal Wastewater Treatment Facilities

Notice is hereby given that the Minnesota Pollution Control Agency is seeking information or opinions from sources outside th Agency in preparing to adopt permanent rules governing the municipal wastewater treatment facilities state and federal constructio grants and loan programs.

Minnesota Rules Chapter 7075 governs the award of federal and state grants and loans for the planning and construction o publicly owned wastewater treatment facilities. The rules will be revised to provide for administration of a revolving loan progra as authorized in Minnesota Laws 1986, Chapter 465, Art. 3, Section 6. In addition, the rules will be revised to provide for improve utilization of unrestricted funds to speed the construction of wastewater treatment facilities and to provide for the reimbursemer of municipalities, through grants and/or loans, for a portion of the capital costs of service contracts with private entities providin wastewater treatment. See Minnesota Laws 1986, Chapter 465, Art. 4, Section 8. The Agency will also receive comments an suggested revisions to other parts of Chapter 7075.

Adoption of permanent rules is authorized by Minnesota Statutes, section 116.16, subdivision 5.

The Minnesota Pollution Control Agency requests information and comments concerning the subject of these rules. Intereste or affected persons or groups may submit statements of information or comments orally or in writing.

Written statements should be addressed to:

Sharon Meyer
Division of Water Quality
Minnesota Pollution Control Agency
1935 West County Road B-2
Roseville, Minnesota 55113

Oral statements of information and comment will be received over the telephone at (612) 296-7230 Monday-Friday between th hours of 9:00 a.m. and 4:00 p.m.

All statements of information and comment shall be accepted until September 30, 1986. Any written material received by th Minnesota Pollution Control Agency shall become a part of the rule file in the event that the rules are adopted.

Department of Transportation

Amended Order and Notice of Street and Highway Routes Designated and Permitted t Carry the Gross Weights Allowed under Minn. Stat. § 169.825

Whereas, the Commissioner of Transportation has made his Order No. 68884, as amended by Orders Nos. 69226, 69269, 6927 69344, 69353, 69595, 69770, 69796, 70006, 70031, 70152, 70455, 70520, 70580, 70652, 70698, 70747, 70749, 70765, 7101 71070, 71172, and 71313 designating and permitting certain street and highway routes, or segments of those routes, to carry t gross weights allowed under Minnesota Statutes § 169.825, and

Whereas, the Commissioner has determined that the additional following routes, or segment of routes, should be designated carry the gross weights allowed under Minnesota Statutes § 169.825.

IT IS HEREBY ORDERED that Commissioner of Transportation Order No. 68884 is amended this date by adding the followir designated streets and highway routes, or segment of routes, as follows:

Department of Health

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is ~~four~~ one percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, ~~1986~~ 1987.

The tables in parts 4670.4210 to 4670.4240 list minimum and maximum salary steps in monthly salary amounts for the specified classes of positions.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~1972~~	1992	~~2819~~	2847
Director of Environmental Health	~~2257~~	2280	~~3219~~	3251
Director of Public Health Nursing I	~~1845~~	1863	~~2757~~	2785
Public Health Educator	~~1581~~	1597	~~2257~~	2280
Public Health Nurse	~~1581~~	1597	~~2257~~	2280
Public Health Nurse (Team Leader)	~~1728~~	1745	~~2466~~	2491
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1511~~	1526	~~2164~~	2186
Sanitarian	~~1446~~	1460	~~2164~~	2186
Senior Public Health Nurse	~~1728~~	1745	~~2576~~	2602

Subp. 2. **Plan B.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2064~~	2085	~~2946~~	2975
Director of Environmental Health	~~2361~~	2385	~~3372~~	3406
Director of Public Health Nursing I	~~1926~~	1945	~~2880~~	2909
Public Health Educator	~~1654~~	1671	~~2361~~	2385
Public Health Nurse	~~1654~~	1671	~~2361~~	2385
Public Health Nurse (Team Leader)	~~1808~~	1826	~~2576~~	2602
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1581~~	1597	~~2257~~	2280
Sanitarian	~~1511~~	1526	~~2257~~	2280
Senior Public Health Nurse	~~1808~~	1826	~~2694~~	2721

Subp. 3. **Plan C.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2164~~	2186	~~3082~~	3113
Director of Environmental Health	~~2466~~	2491	~~3527~~	3562
Director of Public Health Nursing I	~~2111~~	2132	~~3013~~	3043
Public Health Educator	~~1728~~	1745	~~2466~~	2491
Public Health Nurse	~~1808~~	1826	~~2466~~	2491
Public Health Nurse (Team Leader)	~~2016~~	2036	~~2757~~	2785
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree	~~1728~~	1745	~~2361~~	2385
Sanitarian	~~1581~~	1597	~~2361~~	2385

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Senior Public Health Nurse ~~1972~~ 1992 ~~2819~~ 2847

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Bookkeeper	~~1080~~	1091	~~1545~~	1560
Home Health Aide	~~885~~	912	~~1265~~	1364
Home Health Aide Coordinator	~~1185~~	1224	~~1615~~	1671
Inspector	~~1185~~	1224	~~1615~~	1671
Licensed Practical Nurse	~~1185~~	1197	~~1615~~	1631
Public Health Aide	~~796~~	839	~~1130~~	1250

Subp. 2. **Plan B.**

	Minimum		Maximum	
Bookkeeper	~~1130~~	1141	~~1615~~	1631
Home Health Aide	~~924~~	955	~~1321~~	1427
Home Health Aide Coordinator	~~1238~~	1278	~~1688~~	1745
Inspector	~~1238~~	1278	~~1688~~	1745
Licensed Practical Nurse	~~1238~~	1250	~~1688~~	1705
Public Health Aide	~~831~~	876	~~1185~~	1307

Subp. 3. **Plan C.**

	Minimum		Maximum	
Bookkeeper	~~1185~~	1197	~~1688~~	1705
Home Health Aide	~~966~~	999	~~1383~~	1491
Home Health Aide Coordinator	~~1294~~	1334	~~1768~~	1826
Inspector	~~1294~~	1334	~~1768~~	1826
Licensed Practical Nurse	~~1294~~	1307	~~1768~~	1786
Public Health Aide	~~867~~	912	~~1238~~	1364

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~750~~	758	~~1020~~	1030
Clerk II	~~857~~	866	~~1222~~	1234
Clerk III	~~1020~~	1030	~~1396~~	1410
Clerk-Typist I	~~785~~	831	~~1117~~	1128
Clerk-Typist II	~~857~~	866	~~1222~~	1234
Clerk-Typist III	~~998~~	1030	~~1427~~	1473
Clerk-Steno	~~893~~	902	~~1222~~	1234
Switchboard Operator	~~823~~	831	~~1117~~	1128

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~857~~	866	~~1117~~	1128
Clerk II	~~976~~	986	~~1331~~	1344
Clerk III	~~1140~~	1151	~~1488~~	1503
Clerk-Typist I	~~893~~	942	~~1222~~	1234
Clerk-Typist II	~~976~~	986	~~1331~~	1344
Clerk-Typist III	~~1140~~	1151	~~1488~~	1575
Clerk-Steno	~~1020~~	1030	~~1331~~	1344
Switchboard Operator	~~933~~	942	~~1222~~	1234

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~933~~	942	~~1222~~	1234
Clerk II	~~1067~~	1088	~~1458~~	1473
Clerk III	~~1195~~	1207	~~1559~~	1575
Clerk-Typist I	~~976~~	1030	~~1331~~	1344
Clerk-Typist II	~~1067~~	1088	~~1458~~	1473
Clerk-Typist III	~~1195~~	1207	~~1559~~	1648
Clerk-Steno	~~1117~~	1128	~~1458~~	1473
Switchboard Operator	~~1020~~	1030	~~1331~~	1344

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

Subp. 2. **Plan A.**

	Minimum	Maximum
Janitor	~~938~~ 947	~~1202~~ 1214

Subp. 3. **Plan B.**

	Minimum	Maximum
Janitor	~~1109~~ 1120	~~1426~~ 1440

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Merit System

AGENCY: Department of Health

MINNESOTA RULES: Chapter 4670

The attached rules are approved for publication
in the State Register

Susan E. Quayle

Susan E. Quayle
Assistant Revisor

Department of Public Safety

Proposed Permanent Rules Relating to the Merit System

Rules as Proposed

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~four~~ one percent for employees on the professional and clerical salary schedules.

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1986~~ 1987; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1581~~	1597	~~2164~~	2186
Emergency Management Director	~~1383~~	1397	~~1972~~	1992
Communications Officer	~~1383~~	1397	~~1886~~	1905
Operations Officer	~~1581~~	1597	~~2164~~	2186
Public Information Officer	~~1581~~	1597	~~2164~~	2186
Radiological Officer	~~1383~~	1397	~~1886~~	1905
Safety Services Coordinator	~~1581~~	1597	~~2164~~	2186

Subp. 2. **Plan B.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1654~~	1671	~~2257~~	2280
Emergency Management Director	~~1446~~	1460	~~2064~~	2085
Communications Officer	~~1446~~	1460	~~1972~~	1992
Operations Officer	~~1654~~	1671	~~2257~~	2280
Public Information Officer	~~1654~~	1671	~~2257~~	2280
Radiological Officer	~~1446~~	1460	~~1972~~	1992
Safety Services Coordinator	~~1654~~	1671	~~2257~~	2280

Subp. 3. **Plan C.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1728~~	1745	~~2361~~	2385
Emergency Management Director	~~1511~~	1526	~~2164~~	2186
Communications Officer	~~1511~~	1526	~~2064~~	2085
Operations Officer	~~1728~~	1745	~~2361~~	2385
Public Information Officer	~~1728~~	1745	~~2361~~	2385
Radiological Officer	~~1511~~	1526	~~2064~~	2085
Safety Services Coordinator	~~1728~~	1745	~~2361~~	2385

7520.1100 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1986~~ 1987; CLERICAL.

Subpart 1. **Plan A.**

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

	Minimum	Maximum
Clerk I	~~750~~ 758	~~1020~~ 1030
Clerk II	~~857~~ 866	~~1222~~ 1234
Clerk III	~~1020~~ 1030	~~1396~~ 1410
Clerk-Typist I	~~785~~ 831	~~1117~~ 1128
Clerk-Typist II	~~857~~ 866	~~1222~~ 1234
Clerk-Typist III	~~998~~ 1030	~~1427~~ 1473
Clerk-Steno	~~893~~ 902	~~1222~~ 1234

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	~~857~~ 866	~~1117~~ 1128
Clerk II	~~976~~ 986	~~1331~~ 1344
Clerk III	~~1140~~ 1151	~~1488~~ 1503
Clerk-Typist I	~~893~~ 942	~~1222~~ 1234
Clerk-Typist II	~~976~~ 986	~~1331~~ 1344
Clerk-Typist III	~~1140~~ 1151	~~1488~~ 1575
Clerk-Steno	~~1020~~ 1030	~~1331~~ 1344

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	~~933~~ 942	~~1222~~ 1234
Clerk II	~~1067~~ 1088	~~1458~~ 1473
Clerk III	~~1195~~ 1207	~~1559~~ 1575
Clerk-Typist I	~~976~~ 1030	~~1331~~ 1344
Clerk-Typist II	~~1067~~ 1088	~~1458~~ 1473
Clerk-Typist III	~~1195~~ 1207	~~1559~~ 1648
Clerk-Steno	~~1117~~ 1128	~~1458~~ 1473

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to the Merit System

AGENCY: Department of Public Safety

MINNESOTA RULES: Chapter 7520

The attached rules are approved for publication
in the State Register

Susan E. Quayle

Susan E. Quayle
Assistant Revisor

Department of Human Services

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1 and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~four~~ one percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

Subp. 4 and 5. [Unchanged.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1986~~ 1987.

Subpart 1. **Professional: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Accountant	~~1581~~	1597	~~2257~~	2280
Accounting Supervisor	~~1845~~	1863	~~2757~~	2785
Administrative Assistant I	~~1926~~	1992	~~2880~~	2975
Administrative Assistant II	~~2111~~	2132	~~3145~~	3176
Administrative Assistant III	~~2413~~	2542	~~3447~~	3641
Adult Day Care Center Supervisor	~~1615~~	1745	~~2413~~	2602
Assistant Human Services Director	~~2757~~	2785	~~3929~~	3968
Assistant Welfare Director	~~3219~~	3251	~~4581~~	4627
Auditor	~~1845~~	1863	~~2757~~	2785
Center Coordinator	~~1654~~	1671	~~2466~~	2491
Chemical Dependency Coordinator	~~1654~~	1631	~~2466~~	2437
Collection Services Supervisor II	~~1768~~	1745	~~2633~~	2602
Community-Health Services Supervisor	~~1926~~	1945	~~3013~~	3043
Community-Relations Specialist	~~1886~~	1786	~~2694~~	2542
Computer Programmer	~~1511~~	1526	~~2164~~	2186
Day Care Center Teacher	~~1446~~	1460	~~2164~~	2186
Developmental Achievement Center Director	~~1808~~	1826	~~2576~~	2602

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

1	Developmental Achievement Center Teacher	~~1446~~	1460	~~2164~~	2186
2	Director of Business Management I	~~2111~~	2085	~~2880~~	2975
3	Director of Business Management II	~~2517~~	2542	~~3605~~	3641
4	Director of Financial Assistance	~~2517~~	2542	~~3605~~	3641
5	Director of Planning	~~2517~~	2542	~~3605~~	3641
6	Director of Public Health Nursing I	~~1845~~	1863	~~2757~~	2785
7	Director of Social Services	~~2517~~	2542	~~3605~~	3641
8	Education Supervisor	~~1808~~	1826	~~2576~~	2602
9	Employment Guidance Counselor	~~1383~~	1397	~~1972~~	1992
10	Family Service Coordinator II	~~1581~~	1560	~~2164~~	2132
11	Financial Assistance Supervisor I	1705		2542	
12	Financial Assistance Supervisor II	~~1972~~	1992	~~2946~~	2975
13	Fiscal Manager	~~2257~~	2280	~~3219~~	3251
14	Fiscal Officer	1460		2186	
15	Fiscal Supervisor I	1460		2186	
16	Fiscal Supervisor II	~~1808~~	1863	~~2694~~	2785
17	Gerentology Counselor	~~1688~~	1705	~~2517~~	2542
18	Homemaker Supervisor	~~1808~~	1826	~~2576~~	2602
19	Human Services Director III	~~3013~~	3043	~~4284~~	4327
20	Human Services Supervisor I	~~1926~~	1992	~~2880~~	2975
21	Human Services Supervisor II	~~2361~~	2385	~~3372~~	3406
22	Jobs and Training Supervisor	1705		2542	
23	Medical Assistance Prepayment	1992		2975	
24	Project Manager				
25	Mental Health Program Manager	~~2111~~	2132	~~3145~~	3176
26	Mental Health Worker	~~1728~~	1745	~~2576~~	2602
27	Methods & Procedures Analyst	~~1688~~	1671	~~2413~~	2385
28	Nutrition Project Assistant Director	~~1446~~	1460	~~2164~~	2186
29	Nutrition Project Director	~~1886~~	1905	~~2819~~	2847
30	Office Manager	~~1383~~	1364	~~1972~~	1945
31	Office Services Supervisor II	~~1383~~	1397	~~1972~~	1992
32	Personnel Officer	~~1446~~	1460	~~2164~~	2186
33	Personnel Director	~~2413~~	2542	~~3447~~	3641
34	Planner (Human Services)	~~1808~~	1826	~~2576~~	2602
35	Psychologist I	~~1688~~	1705	~~2517~~	2542
36	Psychologist II	~~1972~~	1992	~~2819~~	2847

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

Psychologist III	~~2633~~	2659	~~3605~~	3641
Public Health Educator	~~1581~~	1597	~~2257~~	2280
Public Health Nurse	~~1581~~	1597	~~2257~~	2280
Public Health Nurse (Team Leader)	~~1728~~	1745	~~2466~~	2491
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1511~~	1526	~~2164~~	2186
Resident Activity Coordinator	~~1446~~	1460	~~2164~~	2186
Sanitarian	~~1446~~	1460	~~2164~~	2186
Senior Public Health Nurse	~~1728~~	1745	~~2576~~	2602
Social Worker (Licensing Specialist)	~~1446~~	1460	~~2164~~	2186
Social Worker	~~1446~~	1491	~~2257~~	2329
Social Worker (Child Protection Specialist)	~~1446~~	1491	~~2257~~	2329
Social Worker (MSW)	~~1688~~	1705	~~2517~~	2542
Social Worker (Child Protection Specialist) (MSW)	~~1688~~	1705	~~2517~~	2542
Social Services Supervisor I	~~1926~~	1992	~~2880~~	2975
Social Services Supervisor II	~~2164~~	2186	~~3219~~	3251
Staff Development Specialist	~~1654~~	1631	~~2466~~	2437
Staff Training Supervisor	~~1926~~	1945	~~2757~~	2785
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~1972~~	1945	~~2694~~	2659
Telecommunications Analyst	~~1845~~	1863	~~2633~~	2659
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1446~~	1460	~~2164~~	2186
Volunteer Services Coordinator II	~~1808~~	1826	~~2576~~	2602
Welfare Director I	~~2306~~	2329	~~3447~~	3481
Welfare Director II	~~2576~~	2602	~~3686~~	3723
Welfare Director III	~~2757~~	2785	~~3929~~	3968
Welfare Director IV	~~3013~~	3043	~~4284~~	4327

APPROVED BY THE REVISOR OF STATUTES OFFICE BY:

Welfare Director V	~~4015~~	4055	~~5705~~	5762
Work-Experience & Training Specialist	~~1728~~	1745	~~2466~~	2491

Subp. 2. **Professional: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Accountant	~~1654~~	1671	~~2361~~	2385
Accounting Supervisor	~~1926~~	1945	~~2880~~	2909
Administrative Assistant I	~~2016~~	2085	~~3013~~	3113
Administrative Assistant II	~~2207~~	2229	~~3297~~	3330
Administrative Assistant III	~~2517~~	2659	~~3605~~	3800
Adult Day Care Center Supervisor	~~1688~~	1826	~~2517~~	2721
Assistant Human Services Director	~~2757~~	2785	~~3929~~	3968
Assistant Welfare Director	~~3219~~	3251	~~4581~~	4627
Auditor	~~1926~~	1945	~~2880~~	2909
Center Coordinator	~~1728~~	1745	~~2576~~	2602
Chemical Dependency Coordinator	~~1728~~	1705	~~2576~~	2542
Collections Services Supervisor II	~~1845~~	1826	~~2757~~	2721
Community-Health Services Supervisor	~~2016~~	2036	~~3145~~	3176
Community-Relations Specialist	~~1972~~	1863	~~2819~~	2659
Computer Programmer	~~1581~~	1597	~~2257~~	2280
Day Care Center Teacher	~~1511~~	1526	~~2257~~	2280
Developmental Achievement Center Director	~~1886~~	1905	~~2694~~	2721
Developmental Achievement Center Teacher	~~1511~~	1526	~~2257~~	2280
Director of Business Management I	~~2207~~	2186	~~3013~~	3113
Director of Business Management II	~~2633~~	2659	~~3762~~	3800
Director of Financial Assistance	~~2633~~	2659	~~3762~~	3800
Director of Planning	~~2633~~	2659	~~3762~~	3800
Director of Public Health Nursing I	~~1926~~	1945	~~2880~~	2909
Director of Social Services	~~2633~~	2659	~~3762~~	3800
Education Supervisor	~~1886~~	1905	~~2694~~	2721
Employment Guidance Counselor	~~1446~~	1460	~~2064~~	2085
Family Service Coordinator II	~~1654~~	1631	~~2257~~	2229
Financial Assistance Supervisor I	1786		2659	
Financial Assistance Supervisor II	~~2064~~	2085	~~3082~~	3113

APPROVED IN THE
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Fiscal Manager	~~2361~~	2385	~~3372~~	3406
Fiscal Officer	1526		2280	
Fiscal Supervisor I	1526		2280	
Fiscal Supervisor II	~~1886~~	1945	~~2819~~	2909
Gerentology Counselor	~~1768~~	1786	~~2633~~	2659
Homemaker Supervisor	~~1886~~	1905	~~2694~~	2721
Human Services Director III	~~3013~~	3043	~~4284~~	4327
Human Services Supervisor I	~~2016~~	2085	~~3013~~	3113
Human Services Supervisor II	~~2466~~	2491	~~3527~~	3562
Jobs and Training Supervisor	1786		2659	
Medical Assistance Prepayment Project Manager	2085		3113	
Mental Health Program Manager	~~2207~~	2229	~~3297~~	3330
Mental Health Worker	~~1808~~	1826	~~2694~~	2721
Methods & Procedures Analyst	~~1768~~	1745	~~2517~~	2491
Nutrition Project Assistant Director	~~1511~~	1526	~~2257~~	2280
Nutrition Project Director	~~1972~~	1992	~~2946~~	2975
Office Manager	~~1446~~	1427	~~2064~~	2036
Office Services Supervisor II	~~1446~~	1460	~~2064~~	2085
Personnel Officer	~~1511~~	1526	~~2257~~	2280
Personnel Director	~~2517~~	2659	~~3605~~	3800
Planner (Human Services)	~~1886~~	1905	~~2694~~	2721
Psychologist I	~~1768~~	1786	~~2633~~	2659
Psychologist II	~~2064~~	2085	~~2946~~	2975
Psychologist III	~~2757~~	2785	~~3762~~	3800
Public Health Educator	~~1654~~	1671	~~2361~~	2385
Public Health Nurse	~~1654~~	1671	~~2361~~	2385
Public Health Nurse (Team Leader)	~~1808~~	1826	~~2576~~	2602
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1581~~	1597	~~2257~~	2280
Resident Activity Coordinator	~~1511~~	1526	~~2257~~	2280
Sanitarian	~~1511~~	1526	~~2257~~	2280
Senior Public Health Nurse	~~1808~~	1826	~~2694~~	2721
Social Worker (Licensing Specialist)	~~1511~~	1526	~~2257~~	2280
Social Worker	~~1511~~	1560	~~2361~~	2437
Social Worker (Child Protection				

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

Specialist)	~~1511~~	1560	~~2361~~	2437
Social Worker (MSW)	~~1768~~	1786	~~2633~~	2659
Social Worker (Child Protection Specialist) (MSW)	~~1768~~	1786	~~2633~~	2659
Social Services Supervisor I	~~2016~~	2085	~~3013~~	3113
Social Services Supervisor II	~~2257~~	2280	~~3372~~	3406
Staff Development Specialist	~~1728~~	1705	~~2576~~	2542
Staff Training Supervisor	~~2016~~	2036	~~2880~~	2909
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2064~~	2036	~~2819~~	2785
Telecommunications Analyst	~~1926~~	1945	~~2757~~	2785
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1511~~	1526	~~2257~~	2280
Volunteer Services Coordinator II	~~1886~~	1905	~~2694~~	2721
Welfare Director I	~~2306~~	2329	~~3447~~	3481
Welfare Director II	~~2576~~	2602	~~3686~~	3723
Welfare Director III	~~2757~~	2785	~~3929~~	3968
Welfare Director IV	~~3013~~	3043	~~4284~~	4327
Welfare Director V	~~4015~~	4055	~~5705~~	5762
Work-Experience & Training Specialist	~~1808~~	1826	~~2576~~	2602

Subp. 3. **Professional: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Accountant	~~1728~~	1745	~~2466~~	2491
Accounting Supervisor	~~2016~~	2036	~~3013~~	3043
Administrative Assistant I	~~2111~~	2186	~~3145~~	3251
Administrative Assistant II	~~2306~~	2329	~~3447~~	3481

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

1	Administrative Assistant III	~~2633~~	2785	~~3762~~	3968
2	Adult Day Care Center Supervisor	~~1768~~	1905	~~2633~~	2847
3	Assistant Human Services Director	~~2757~~	2785	~~3929~~	3968
4	Assistant Welfare Director	~~3219~~	3251	~~4581~~	4627
5	Auditor	~~2016~~	2036	~~3013~~	3043
6	Center Coordinator	~~1808~~	1826	~~2694~~	2721
7	Chemical Dependency Coordinator	~~1808~~	1786	~~2694~~	2659
8	Collections Services Supervisor II	~~1926~~	1905	~~2880~~	2847
9	Community-Health Services Supervisor	~~2111~~	2132	~~3297~~	3330
10	Community-Relations Specialist	~~2064~~	1945	~~2946~~	2785
11	Computer Programmer	~~1654~~	1671	~~2361~~	2385
12	Day Care Center Teacher	~~1581~~	1597	~~2361~~	2385
13	Developmental Achievement Center Director	~~1972~~	1992	~~2819~~	2847
14	Developmental Achievement Center Teacher	~~1581~~	1597	~~2361~~	2385
15	Director of Business Management I	~~2306~~	2280	~~3145~~	3251
16	Director of Business Management II	~~2757~~	2785	~~3929~~	3968
17	Director of Financial Assistance	~~2757~~	2785	~~3929~~	3968
18	Director of Planning	~~2757~~	2785	~~3929~~	3968
19	Director of Public Health Nursing I	~~2111~~	2132	~~3013~~	3043
20	Director of Social Services	~~2757~~	2785	~~3929~~	3968
21	Education Supervisor	~~1972~~	1992	~~2819~~	2847
22	Employment Guidance Counselor	~~1511~~	1526	~~2164~~	2186
23	Family Service Coordinator II	~~1728~~	1705	~~2361~~	2329
24	Financial Assistance Supervisor I	1863		2785	
25	Financial Assistance Supervisor II	~~2164~~	2186	~~3219~~	3251
26	Fiscal Manager	~~2466~~	2491	~~3527~~	3562
27	Fiscal Officer	1597		2385	
28	Fiscal Supervisor I	1597		2385	
29	Fiscal Supervisor II	~~1972~~	2036	~~2946~~	3043
30	Gerentology Counselor	~~1845~~	1863	~~2757~~	2785
31	Homemaker Supervisor	~~1972~~	1992	~~2819~~	2847
32	Human Services Director III	~~3013~~	3043	~~4284~~	4327
33	Human Services Supervisor I	~~2111~~	2186	~~3145~~	3251
34	Human Services Supervisor II	~~2576~~	2602	~~3686~~	3723
35	Jobs and Training Supervisor	1863		2785	
36	Mental Health Program Manager	~~2306~~	2329	~~3447~~	3481

APPROVED IN THE
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Mental Health Worker	~~1886~~	1905	~~2819~~	2847
Methods & Procedures Analyst	~~1845~~	1826	~~2633~~	2602
Nutrition Project Assistant Director	~~1581~~	1597	~~2361~~	2385
Nutrition Project Director	~~2064~~	2085	~~3082~~	3113
Office Manager	~~1511~~	1491	~~2164~~	2132
Office Services Supervisor II	~~1511~~	1526	~~2164~~	2186
Personnel Officer	~~1581~~	1597	~~2361~~	2385
Personnel Director	~~2633~~	2785	~~3762~~	3968
Planner (Human Services)	~~1972~~	1992	~~2819~~	2847
Psychologist I	~~1845~~	1863	~~2757~~	2785
Psychologist II	~~2164~~	2186	~~3082~~	3113
Psychologist III	~~2880~~	2909	~~3929~~	3968
Public Health Educator	~~1728~~	1745	~~2466~~	2491
Public Health Nurse	~~1808~~	1826	~~2466~~	2491
Public Health Nurse (Team Leader)	~~2016~~	2036	~~2757~~	2785
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)	~~1728~~	1745	~~2361~~	2385
Resident Activity Coordinator	~~1581~~	1597	~~2361~~	2385
Sanitarian	~~1581~~	1597	~~2361~~	2385
Senior Public Health Nurse	~~1972~~	1992	~~2819~~	2847
Social Worker (Licensing Specialist)	~~1581~~	1597	~~2361~~	2385
Social Worker	~~1581~~	1631	~~2466~~	2542
Social Worker (Child Protection Specialist)	~~1581~~	1631	~~2466~~	2542
Social Worker (MSW)	~~1845~~	1863	~~2757~~	2785
Social Worker (Child Protection Specialist) (MSW)	~~1845~~	1863	~~2757~~	2785
Social Services Supervisor I	~~2111~~	2186	~~3145~~	3251
Social Services Supervisor II	~~2361~~	2385	~~3527~~	3562
Staff Development Specialist	~~1808~~	1786	~~2694~~	2659
Staff Training Supervisor	~~2111~~	2132	~~3013~~	3043

Student Social Worker (Intern) Rate proposed by appointing authority.

Student Social Worker (SWEP) Rate proposed by appointing authority.

APPROVED IN THE
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Systems Programmer Analyst	~~2164~~	2132	~~2946~~	2909
Telecommunications Analyst	~~2016~~	2036	~~2880~~	2909
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1581~~	1597	~~2361~~	2385
Volunteer Services Coordinator II	~~1972~~	1992	~~2819~~	2847
Welfare Director I	~~2306~~	2329	~~3447~~	3481
Welfare Director II	~~2576~~	2602	~~3686~~	3723
Welfare Director III	~~2757~~	2785	~~3929~~	3968
Welfare Director IV	~~3013~~	3043	~~4284~~	4327
Welfare Director V	~~4015~~	4055	~~5705~~	5762
Work-Experience & Training Specialist	~~1886~~	1905	~~2694~~	2721

Subp. 4. **Support personnel: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Account Clerk	~~1034~~	1044	~~1413~~	1427
Accounting Technician	~~1080~~	1091	~~1476~~	1560
Adult Day Care Center Program Coordinator	~~1080~~	1117	~~1615~~	1671
Case Aide	~~1080~~	1117	~~1615~~	1671
Chemical Dependency Counselor	~~1350~~	1364	~~1768~~	1786
Child Health Aide	~~924~~	933	~~1265~~	1278
Child Support Officer I	~~1265~~	1278	~~1808~~	1826
Child Support Officer II	~~1446~~	1460	~~1972~~	1992
Collections Officer	~~1265~~	1278	~~1808~~	1826
Collection Services Supervisor I	~~1615~~	1597	~~2207~~	2186
Community Service Aide	~~796~~	839	~~1130~~	1250
Computer Operations Specialist	~~1212~~	1197	~~1581~~	1560
Coordinator of Aging	~~1212~~	1278	~~1808~~	1905
Developmental Achievement Center Instructor	~~1058~~	1117	~~1581~~	1671
Employment Technician	1117		1671	
Family Service Aide I	~~885~~	912	~~1265~~	1364

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Family Service Aide II	~~989~~	1044	~~1413~~	1560
Family Service Coordinator I	~~1185~~	1224	~~1615~~	1671
Family Service/Home Health Aide	~~885~~	912	~~1265~~	1364
Financial Assistance Specialist	~~1383~~	1397	~~1972~~	1992
~~Financial Assistance Supervisor I~~	~~1615~~		~~2413~~	
Financial Worker	~~1080~~	1117	~~1615~~	1671
~~Fiscal Officer~~	~~1446~~		~~2164~~	
~~Fiscal Supervisor I~~	~~1446~~		~~2164~~	
~~Food Stamp Quality Control Reviewer~~	~~1350~~		~~1845~~	
Food Stamp Corrective Action Specialist	1397		1992	
Home Health Aide	~~885~~	912	~~1265~~	1364
Home Health Aide Coordinator	~~1185~~	1224	~~1615~~	1671
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1581~~	1597	~~2257~~	2280
Housing Rehabilitation Specialist	~~1265~~	1250	~~1808~~	1786
Licensed Practical Nurse	~~1185~~	1197	~~1615~~	1631
Office Services Supervisor I	~~1212~~	1224	~~1654~~	1671
Personnel Aide	~~1156~~	1141	~~1581~~	1560
Public Health Aide	~~796~~	839	~~1130~~	1250
Senior Citizen's Aide	~~885~~	912	~~1265~~	1364
Welfare Fraud Investigator	~~1615~~	1597	~~2111~~	2085

Subp. 5. **Support personnel: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Account Clerk	~~1080~~	1091	~~1476~~	1491
Accounting Technician	~~1130~~	1141	~~1545~~	1631
Adult Day Care Center Program Coordinator	~~1130~~	1168	~~1608~~	1745
Case Aide	~~1130~~	1168	~~1608~~	1745
Chemical Dependency Counselor	~~1413~~	1427	~~1845~~	1863
Child Health Aide	~~966~~	976	~~1321~~	1334
Child Support Officer I	~~1321~~	1334	~~1886~~	1905

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Child Support Officer II	~~1511~~	1526	~~2064~~	2085
Collections Officer	~~1321~~	1334	~~1886~~	1905
Collection Services Supervisor I	~~1688~~	1671	~~2306~~	2280
Community Service Aide	~~831~~	876	~~1185~~	1307
Computer Operations Specialist	~~1265~~	1250	~~1654~~	1631
Coordinator of Aging	~~1265~~	1334	~~1886~~	1992
Developmental Achievement Center Instructor	~~1106~~	1168	~~1654~~	1745
Employment Technician	1168		1745	
Family Service Aide I	~~924~~	955	~~1321~~	1427
Family Service Aide II	~~1034~~	1091	~~1476~~	1631
Family Service Coordinator I	~~1238~~	1278	~~1688~~	1745
Family Service/Home Health Aide	~~924~~	955	~~1321~~	1427
Financial Assistance Specialist	~~1446~~	1460	~~2064~~	2085
~~Financial Assistance Supervisor I~~	~~1688~~		~~2517~~	
Financial Worker	~~1130~~	1168	~~1688~~	1745
~~Fiscal Officer~~	~~1511~~		~~2257~~	
~~Fiscal Supervisor I~~	~~1511~~		~~2257~~	
~~Food Stamp Quality Control Reviewer~~	~~1413~~		~~1926~~	
Food Stamp Corrective Action Specialist	1460		2085	
Home Health Aide	~~924~~	955	~~1321~~	1427
Home Health Aide Coordinator	~~1238~~	1278	~~1688~~	1745
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1654~~	1671	~~2361~~	2385
Housing Rehabilitation Specialist	~~1321~~	1307	~~1886~~	1863
Licensed Practical Nurse	~~1238~~	1250	~~1688~~	1705
Office Services Supervisor I	~~1265~~	1278	~~1728~~	1745
Personnel Aide	~~1212~~	1197	~~1654~~	1631
Public Health Aide	~~831~~	876	~~1185~~	1307
Senior Citizen's Aide	~~924~~	955	~~1321~~	1427
Welfare Fraud Investigator	~~1688~~	1671	~~2207~~	2186

Subp. 6. **Support personnel: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

APPROVED IN THE
REVISOR OF STATUTES
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	Minimum		Maximum	
Account Clerk	~~1130~~	1141	~~1545~~	1560
Accounting Technician	~~1185~~	1197	~~1615~~	1705
Adult Day Care Center Program Coordinator	~~1185~~	1224	~~1768~~	1826
Case Aide	~~1185~~	1224	~~1768~~	1826
Chemical Dependency Counselor	~~1476~~	1491	~~1926~~	1945
Child Health Aide	~~1058~~	1069	~~1446~~	1460
Child Support Officer I	~~1383~~	1397	~~1972~~	1992
Child Support Officer II	~~1581~~	1597	~~2164~~	2186
Collections Officer	~~1383~~	1397	~~1972~~	1992
Collection Services Supervisor I	~~1768~~	1745	~~2413~~	2385
Community Service Aide	~~867~~	912	~~1238~~	1364
Computer Operations Specialist	~~1321~~	1307	~~1728~~	1705
Coordinator of Aging	~~1321~~	1397	~~1972~~	2085
Developmental Achievement Center Instructor	~~1156~~	1224	~~1728~~	1826
Employment Technician	1224		1826	
Family Service Aide I	~~966~~	999	~~1383~~	1491
Family Service Aide II	~~1080~~	1141	~~1545~~	1705
Family Service Coordinator I	~~1294~~	1334	~~1768~~	1826
Family Service/Home Health Aide	~~966~~	999	~~1383~~	1491
Financial Assistance Specialist	~~1511~~	1526	~~2164~~	2186
~~Financial Assistance Supervisor I~~	~~1845~~		~~2757~~	
Financial Worker	~~1185~~	1224	~~1768~~	1826
~~Fiscal Officer~~	~~1581~~		~~2361~~	
~~Fiscal Supervisor I~~	~~1581~~		~~2361~~	
~~Food Stamp Quality Control Reviewer~~	~~1476~~		~~2016~~	
Food Stamp Corrective Action Specialist	1526		2186	
Home Health Aide	~~966~~	999	~~1383~~	1491
Home Health Aide Coordinator	~~1294~~	1334	~~1768~~	1826
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1728~~	1745	~~2466~~	2491
Housing Rehabilitation Specialist	~~1383~~	1364	~~1972~~	1945

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

Licensed Practical Nurse	~~1294~~	1307	~~1768~~	1786
Office Services Supervisor I	~~1321~~	1334	~~1808~~	1826
Personnel Aide	~~1265~~	1250	~~1728~~	1705
Public Health Aide	~~867~~	912	~~1238~~	1364
Senior Citizen's Aide	~~966~~	999	~~1383~~	1491
Welfare Fraud Investigator	~~1768~~	1745	~~2306~~	2280

Subp. 7. **Clerical: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Administrative Secretary	~~1020~~	1030	~~1396~~	1410
Clerk I	~~750~~	758	~~1020~~	1030
Clerk II	~~857~~	866	~~1222~~	1234
Clerk III	~~1020~~	1030	~~1396~~	1410
Clerk-Typist I	~~785~~	831	~~1117~~	1128
Clerk-Typist II	~~857~~	866	~~1222~~	1234
Clerk-Typist III	~~998~~	1030	~~1427~~	1473
Clerk-Steno	~~893~~	902	~~1222~~	1234
Data Entry Operator	~~823~~	831	~~1117~~	1128
Information Systems Specialist	~~910~~	902	~~1250~~	1234
Legal Secretary	~~1020~~	1030	~~1396~~	1410
Switchboard Operator	~~823~~	831	~~1117~~	1128

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 8. **Clerical: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Administrative Secretary	~~1140~~	1151	~~1488~~	1503
Clerk I	~~857~~	866	~~1117~~	1128
Clerk II	~~976~~	986	~~1331~~	1344
Clerk III	~~1140~~	1151	~~1488~~	1503
Clerk-Typist I	~~893~~	942	~~1222~~	1234

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Clerk-Typist II	~~976~~	986	~~1,331~~	1344
Clerk-Typist III	~~1,140~~	1151	~~1,488~~	1575
Clerk-Steno	~~1,020~~	1030	~~1,331~~	1344
Data Entry Operator	~~933~~	942	~~1,222~~	1234
Information Systems Specialist	~~1,043~~	1030	~~1,361~~	1344
Legal Secretary	~~1,140~~	1151	~~1,488~~	1503
Switchboard Operator	~~933~~	942	~~1,222~~	1234

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 9. **Clerical: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Administrative Secretary	~~1,250~~	1263	~~1,632~~	1648
Clerk I	~~933~~	942	~~1,222~~	1234
Clerk II	~~1,067~~	1088	~~1,458~~	1473
Clerk III	~~1,195~~	1207	~~1,559~~	1575
Clerk-Typist I	~~976~~	1030	~~1,331~~	1344
Clerk-Typist II	~~1,067~~	1088	~~1,458~~	1473
Clerk-Typist III	~~1,195~~	1207	~~1,559~~	1648
Clerk-Steno	~~1,117~~	1128	~~1,458~~	1473
Data Entry Operator	~~1,020~~	1030	~~1,331~~	1344
Information Systems Specialist	~~1,140~~	1128	~~1,488~~	1473
Legal Secretary	~~1,195~~	1207	~~1,559~~	1575
Switchboard Operator	~~1,020~~	1030	~~1,331~~	1344

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 10. **Maintenance and trades: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal

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OFFICE BY:

day-work rate.

	Minimum	Maximum
Auto Driver	~~860~~ 869	~~1109~~ 1120
Bus Driver	~~938~~ 947	~~1202~~ 1214
Janitor	~~938~~ 947	~~1202~~ 1214

Subp. 11. **Maintenance and trades: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum	Maximum
Auto Driver	~~1109~~ 1120	~~1426~~ 1440
Bus Driver	~~1155~~ 1167	~~1487~~ 1502
Janitor	~~1109~~ 1120	~~1426~~ 1440

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Merit System

AGENCY: Department of Human Services

MINNESOTA RULES: Chapter 9575

The attached rules are approved for publication
in the State Register

Susan E. Quayle

Susan E. Quayle
Assistant Revisor

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100	NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Public Safety proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 12.12, subd. 3.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9/8/86

RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 12.12, subd. 3.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9/8/86

Rudy Perpich

RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240

NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 144.071.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9/9/86

SISTER MARY MADONNA ASHTON
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 144.071.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9/9/86

Sr. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500	NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 256.012.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9-8-86

LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9-8-86

LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE LEONARD W. LEVINE
COMMISSIONER OF HUMAN SERVICES

BEFORE SISTER MARY MADONNA ASHTON
COMMISSIONER OF HEALTH

BEFORE RUDY PERPICH
GOVERNOR

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING SALARY ADJUSTMENTS AND INCREASES; AND THE COMPENSATION PLAN.

STATEMENT OF NEED AND REASONABLENESS

I. The following considerations constitute the 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 grant-in-aid funds for its various human services, 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 and Code of Federal regulations cited herein where the following programs have statutory or regulatory requirement for the establishment and maintenance of personnel standards on a merit basis:

Aid to Families With Dependent Children - "AFDC" [42 USC sec. 602 (a) (5)]
Food Stamps [7 USC sec. 2020 (e) (B)]
Medical Assistance - "MA" [42 USC sec. 1396 (a) (4) (A)]
Aid to the Blind [42 USC sec. 1202 (a) (5) (A)]
Aid to the Permanently and Totally Disabled [42 USC sec. 1352 (a) (5) (A)]
Aid to the Aged, Blind or Disabled [42 USC sec. 1382 (a) (5) (A)]
State and Community Programs on Aging [42 USC sec. 3027 (a) (4)]
Adoption Assistance and Foster Care [42 USC 671 (a) (5)]
Old-Age Assistance [42 USC 302 (a) (5) (A)]
National Health Planning and Resources Development, Public Health, Service Act [42 USC 300m-1 (b) (4) (B)]
Child Welfare Services [45 CFR 1392.49 (c)]
Emergency Management Assistance [44 CFR 302.5]

2. Pursuant to such congressional action the Office of Personnel Management, acting under authority transferred to the United States Civil Service Commission from the Departments of Health, Education and Welfare, Labor, and Agriculture by the Intergovernmental Personnel Act (IPA) of 1970 and subsequently transferred on January 1, 1979, to the Office of Personnel Management by the Reorganization Plan Number Two of 1978, promulgated the Standards for a Merit System of Personnel Administration 48 Fed. Reg. 9209-9212 (March 4, 1983), codified at 5 CFR Part 900, Subpart F, which imposes on the State of Minnesota general requirements for a merit system of personnel administration in the administration of the federal grant-in-aid programs. (See, Footnote 1 Supra.)

3. Under the aforementioned grant-in-aid programs the State of Minnesota, through its appropriate agencies, is the grantee of federal programs 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 the applicable federal standards. Those standards require that in order for the agencies under the Minnesota Merit System to be eligible to receive federal grant-in-aid funds the Minnesota Merit System rules must specifically include, among other things, an active recruitment, selection and appointment program, current classification and compensation plans, training, retention on the basis of performance, and fair nondiscriminatory treatment of applicants and employees with due regard to their privacy and constitutional rights (48 Fed. Reg. 9211 (March 4, 1983), codified at 5 CFR sec. 900.603).

4. In conformance with 5 CFR Pat 900, Subpart F, the Minnesota Legislature enacted Minn Stat. sec. 12.22 Subd. 3, sec. 144.071 and sec. 256.012[2/], which respectively authorize the governor, the commissioner of health, and the commissioner of human services 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.[3/]

6. The Minnesota Supreme Court upheld the Authority of the Commissioner of Human Services and by implication that of the Commissioner of Health and the governor to promulgate personnel rules and regulations in quashing a writ of mandamus brought by the Hennepin County Welfare Board against the county auditor in attempting to force payment of salaries in excess of the maximum rates established by the Director of Social Welfare.[4/] State ex rel. Hennepin County Welfare Board and another v. Robert F. Fitzsimmons, et. al., 239 Minn. 407, 420, 58 N.A. 2d 882, (1953). The court stated:

> .....It is clear that the Director of Social Welfare was clearly right in adopting and promulgating a merit plan which includes initial, intervening, and maximum rates of pay for each class of position of the county welfare board system included within the plan and that 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 program nor the determination of his tenure of office and individual compensation.

2/ See also Minn. Stat. secs. 393.07 (5), 256.01 (4), 393.07 (3) and 256.011.

3/ Minnesota Rules parts 9575.0010 - 9575.1580, parts 7520.0100 - 7520.1200, and parts 4670.0100 - 4670.4300.

4/ "Director of Social Welfare" was the former title of the Commissioner of Human Services.

7. 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 Employee Labor Relations Act (Minn. Stat. secs. 179.61 - 179.77).

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 Adjustments and Increases; Recommended Adjustments

Minnesota Rules, parts 9575.0350, subpart 3; 4670.1320 and 7520.0650, subpart 3.

These rules specify in percentage terms the recommended general salary adjustment for all Merit System employees on all salary schedules. Minnesota Rules, parts 9575.0320, 4670.1200 and 7520.0620 require adjustments to Merit System compensation plans in both even-numbered and odd-numbered years. Adjustments always include a recommended general salary adjustment for employees. Therefore, parts 9575.0350 subpart 3; 4670.1320 and 7520.0650 subpart 3 must be amended annually, by varying percentage amounts.

Amendments are proposed to parts 9575.0350, subpart 3; 4670.1320 and 7520.0650 subpart 3 changing the Merit System general salary adjustment recommended for employees on all salary schedules from four percent to one percent. These amendments are necessary in order to comply with Merit System rule provisions governing recommended salary adjustments for employees proposed in even-numbered years, for implementation on January 1 of the following year.

Minnesota Rules, part 9575.0320, subpart 4; part 4670.1200, subpart 4 and part 7520.0620, subpart 4 requires the Merit System Supervisor recommend increases in the rates of pay for Merit System classifications and a general salary adjustment for employees proposed in even-numbered years, for implementation on January 1 of the following year.

The recommendation must be arrived at by following a formula specified in these rules involving changes in the consumer price index for urban wage earners and clerical workers for Minneapolis-St. Paul, as published by the Bureau of Labor Statistics, new series index (1967=100). The formula requires the Merit System Supervisor to recommend that, except for those classes for which a different comparability adjustment is required by the rules, all rates of pay for all classes be adjusted by an amount equal to 80 percent of the increase in the consumer price index between June of the current year and June of the preceding year. The recommended amount must be rounded to the nearest tenth of a percent, not to exceed nine percent. The rules further provide that the same percentage increase recommended for all rates of pay shall also be recommended as a general salary adjustment for all employees.

The Bureau of Labor Statistic's June 1986 consumer price index report for Minneapolis-St. Paul showed an increase in the consumer price index for the period June, 1985, to June, 1986, of 1.2 percent for urban wage earners and clerical workers. Eighty percent of this increase equals one percent rounded to the nearest tenth of a percent and so, under the formula, the recommended general salary adjustment for all employees in the Merit System is one percent. This change will become effective January 1, 1987. Therefore, in order to comply with current language, which has the force and effect of law, the proposed amendment must be one percent.

If approved, this amendment will adjust the minimum, intervening and maximum salary rates for the majority of Merit System classes by 1% and provide a recommended 1% general salary adjustment for all Merit System employees. Some Merit System classes will be proposed to have their minimum, intervening and maximum salary rates adjusted by a differing percentage in accordance with 9575.0320 subpart 6; 4670.1200 subpart 6 and 7520.0620 subpart 6.

It should be emphasized that the recommended salary adjustment of 1% is simply that, a recommendation. It lacks the binding effect of a negotiated collective bargaining agreement. Agencies, even those not covered by a collective bargaining agreement, are not required to adopt the Merit System recommended salary adjustment but have the flexibility to adopt a different salary adjustment (or no adjustment at all) for their employees.

Under whatever salary adjustment is finally adopted by an agency, the only salary increases that agencies are required to make by this recommended adjustment are those necessary to bring the salaries of individual employees up to the new minimum salary rate for their classification on the Merit System compensation plan adopted by the agency for that classification.

Another point is that, under Merit System rules (9575.0300 subpart 1; 4670.1000 and 7520.0600 subpart 1), Merit System compensation plans do not apply to employees included in a formally recognized bargaining unit. There are 36 Merit System agencies where most employees are covered by a collective bargaining agreement and employee compensation is the product of negotiation between the appointing authority and the exclusive representative. In these agencies, the only employees subject to the Merit System compensation plans are those in positions that are excluded from the bargaining unit by virtue of being supervisory or confidential in nature.

B. Compensation Plan

Minnesota Rules, parts 9575.1500; 4670.4200-4670.4240 and 7520.1000 - 7520.1100

Amendments proposed to these parts specifically recommend adjustments to the 1986 minimum and maximum salaries for all Merit System classifications of positions covered by the Human Services, Health and Emergency Services Merit System rules to be effective January 1, 1987.

Amendments to these rules are necessary to implement all adjustments required by rule language in parts 9575.0320, subpart 6 and 9575.0350 subpart 3; 4670.1200 subpart 6; 4670.1320; 7520.0620, subpart 6 and 7520.0650, subpart 3. These rules require adjustments to rates of pay based on changes in the Twin City Consumer price index and comparability adjustments, as necessary, to correct compensation inequities based on comparable work value. These adjustments include a one percent adjustment for many classes and varying adjustments for other classes. The latter adjustments are necessary to comply with the provisions of Minn. Stat. Sections 471.991-471.999 requiring the establishment of equitable compensation relationships between classes of positions based on their comparable work value as determined by a formal job evaluation process.

As background, the 1984 state Legislature passed Minn. Stat. Sections 471.991-417.999, known as the Local Government Pay Equity Act, which required the Merit System to ensure equitable compensation relationships between Merit System classes of positions based on the comparable work value of the positions as determined by a job evaluation system. Under the statute, classes of positions can no longer be compensated similarly merely because the duties and responsibilities performed are similar. Rather, jobs must be compensated according to whether the comparable work value of the positions to the organization are similar (Minn. Stat. Section 471.991 subd. 3 and 5).

In response to this legislative mandate, the Merit System conducted a job evaluation in late 1984 and early 1985 of all Merit System classifications, using the same job evaluation system used by the State of Minnesota which was developed by Hay and Associates, a large personnel management consulting firm.

The Merit System proposed adjustments to the minimum and maximum salaries for Merit System classes being presented today have their origin, initially, in the passage by the 1984 Legislature of Minn. Stat. Sections 471.991-471.999 also known as the Local Government Pay Equity Act.

It requires the Merit System, where applicable, to ensure that equitable compensation relationships between classes of positions be established based on the comparable work value of positions as determined by a job evaluation system. The law merely provides that a job evaluation system be used to determine comparable work value but was non-specific as to the system to be used. The Merit System salary adjustments to minimum and maximum salaries for 1986 are principally based on the results of the job evaluation study used by the Merit System to determine the comparable work value of its classes of positions. The importance of this study to the amendments requires a more detailed explanation of the job evaluation process that was followed by the Merit System.

The Hay Guide Chart-Profile method of job evaluation focuses on the factors of the knowledge required to do the job, the kind of thinking needed to solve problems commonly faced on the job and the responsibilities faced on the job. These three factors represent the degree of know-how, problem-solving and accountability present in a position. A fourth factor of working conditions surrounding the position is also used to evaluate positions, where appropriate.

The decision to use the Hay method was made for several reasons. Hay and Associates developed this method in 1951 and the method is presently being used by over 4,000 profit and non-profit organizations in 30 counties.

This indicates a proven track record in the field of job evaluation that has withstood the test of time. The factors used in this method of job evaluation are similar to those factors referred to in the Local Government Pay Equity Act as being necessary to measure in order to determine the comparable work value of classes of positions. Since the State of Minnesota also used the Hay evaluation system to conduct its comparable work study, choosing the same system allowed the Merit System to use the expertise of certain state employees with experience in this system in conducting its own study.

The Hay system allows jobs to be ranked in the order of importance within the organization and also to determine appropriate distances between job ranks. The focus of the Hay system is on the nature and requirements of the job itself and not on the skills or background or characteristics of pay of the employee in the position. Finally, there are many similar classes of positions in both the Merit System and the state classification system, allowing for direct comparisons between the two during the course of the evaluation. These factors established a reasonable basis for selecting the Hay method of job evaluation as the one to be used in conducting the Merit System comparable worth study.

The Merit System comparable worth study began on October 30, 1984 and was completed by approximately the middle of January of 1985. The rating process was conducted by two seven-member committees and involved rating some 300 individual positions in 144 separate Merit System classifications of positions. During the course of the study, a consultant from Hay and Associates provided the committees with approximately three days of training involving both initial training in using the Hay system and continued assistance in applying the system to the evaluation process. A point to be emphasized is that many of the committee members were familiar with the nature of the duties and responsibilities performed by employees in Merit System classifications.

The committees rated actual positions using individual position descriptions completed by employees rather than generic class specifications. In all cases, care was exercised to ensure that position descriptions evaluated were representative samples of the kinds of work performed by employees in the class and represented positions in both urban and rural counties. Because of the large number of employees in the Social Worker and Financial Worker series of classes, both committees rated some 20 social worker and 14 financial worker positions.

The actual evaluation process first involved providing each committee member with a copy of the position description to be evaluated and each member independently rated the position on the three factors of know-how, problem-solving and accountability using the Hay guide charts. The committee facilitator placed the separate evaluations on a blackboard and discussion took place, factor by factor, on differences between the individual evaluations. The end result of the discussion was that a consensus was arrived at by the committee as a whole as to the proper rating for the position on each factor. The ratings on the three factors were totaled in accordance with a prescribed formula which is part of the Hay job evaluation system and the resulting figure became the Hay rating for that position or, in some cases, that class of positions.

Once the process was completed, the committees went back and evaluated all classes of positions on the factor of working conditions which resulted in minor adjustments in point totals to only a few classes. The final ratings arrived at for all classes represented an array of point totals for each class ranging from 1418 points for the Welfare Director V class to 86 points for the Clerk I class.

The committee's final ratings were then correlated, on a sample basis, by Hay and Associates as part of a quality review process designed to determine the validity of the ratings. Actual position descriptions and the Committee ratings of those positions were reviewed and the ratings received an almost perfect correlation from Hay indicating that, in their opinion, the committees did apply the Hay guide charts in a consistent and proper manner in evaluating Merit System positions. It also indicated that there was internal consistency exercised by the two committees in the rating process.

The last step in the total process involved the translation of point totals for each class into recommended salary ranges for each class to be effective January 1, 1986. Hay and Associates recommends that when there is a just noticeable difference in point totals between two classes exceeding 15%, then separate classes should be maintained. In developing proposed salary ranges for classes from the Hay point totals arrived at in the study, the Merit System adopted the 15% difference used by Hay and Associates as a rule of thumb in determining where pay differences should occur between classes. All classes of positions from Welfare Director V with 1418 points to Clerk I with 86 points were placed into groups where the point total spread between the lowest and the highest rated class in each group did not exceed 15%. The initial objective in recommending new minimum and maximum salary rates for all classes in the same group was to provide identical or similar salary ranges between classes with identical or similar Hay point ratings, indicating identical or similar comparable work values. This objective is consistent with the statutory mandate to ensure equitable compensation relationships between classes of positions based on their comparable work value.

In view of the fact that salary ranges for some classes were already considerably higher than salary ranges for other classes with similar Hay point ratings and, because of our reluctance to propose significant reductions to current salary ranges, it was not feasible to attain that initial objective in all cases. In those situations, the objective then became one of narrowing the salary range differences that already existed between classes with identical or similar Hay point ratings. That objective is also consistent with the goal of establishing equitable compensation relationships between classes of positions.

Some recommendations involved freezing salary ranges at their 1985 levels and others involved recommended adjustments of considerable less than the general adjustment of 4%.

Given the results of the pay equity study, those recommendations were appropriate but were not easy to make. It would have been far easier to have recommended some sort of adjustment or a more significant salary range adjustment for these classes. However, that decision would have been wrong for the following reasons.

1. It would have continued already existing compensation inequities making further and greater compensation adjustments necessary in the future.
2. It would have had the effect of ignoring the results of the pay equity study which was a valid study.
3. It would have conflicted with the basic objective contained in the Local Government Pay Equity Act of achieving equitable compensation relationships between classes based on their comparable work value as determined by a job evaluation system.
4. It would have been a fiscally irresponsible decision in terms of its impact on local appointing authorities.

The purpose in providing this background is to show that the job evaluation system used by the Merit System to determine the comparable work value of all its classes of positions is a valid system.

In the Hay system, evaluators can not assign points to job factors in a completely subjective or random fashion. All jobs must be rated on the same job-relevant factors of know-how, problem-solving, accountability and working conditions. All committee members had to use the same Hay guide charts in determining point totals for each job factor evaluated. The number of possible point totals that could be assigned each factor are limited by the Hay guide charts. All committee members had to follow the same formula in arriving at a final point total for each class of positions. The use of multiple raters in evaluating all jobs minimized the effect that a single rater's subjectivity could have on the final rating for a job. The point to be made in this is that the study involved applying a systematic review process in a uniform manner that maximized objectivity in arriving at Hay point totals for all Merit System classes.

The results of the study formed the basis for the proposed adjustments to minimum, intervening and maximum rates of pay for Merit System classes to be effective January 1, 1986. All of the amendments as well as the use of the Hay evaluation method to determine the comparable work value of positions was approved by the Office of Administrative Hearings, subsequent to a public hearing held on October 30, 1985.

Complete pay equity is difficult, if not impossible, to implement all at one time. The State of Minnesota took two bienniums or four years to achieve what they consider to be complete pay equity within their compensation structure.

The 1986 Merit System salary range adjustments represented an initial effort by the Merit System to comply with the statutorily-based requirement to establish equitable compensation relationships between all classes of positions regardless of the gender-makeup of those classes (female-dominated, male-dominated or balanced classes of employees). It is both reasonable and necessary to continue the process of adjusting Merit System salary ranges to correct salary inequities based on the comparable work value of positions and to do it on a gradual basis to minimize the fiscal impact on counties facing increased minimum salary rates for Merit System classes of positions.

Proposed amendments to parts 9575.1500, 4670.4200-4670.4240 and 7520.1000-7520.1100 adjust the minimum and maximum salaries for many Merit System classes by 1%, based on the current rule language in 9575.0320 subpart 4; 4670.1200 subpart 4 and 7520.0620 subpart 4 requiring that the adjustments to salary ranges be the same as the general salary adjustment recommended for employees in even-numbered years. However, several of the proposed amendments to 9575.1500, 4670.4200-4670.4240 and 7520.1000-7520.1100 do not recommend a 1% adjustment to the minimum and maximum salaries for certain classes of positions, based on the results of the Merit System's job evaluation study and the continuing need to make adjustments in salary ranges to achieve equitable compensation relationships between jobs.

For some classes of positions, a straight 1% adjustment is not appropriate because of the need to establish equitable compensation relationships between classes of positions based on their comparable work value. These recommended adjustments are based on attaining the mandated objective of having an internally consistent Merit System compensation plan with reasonable compensation relationships existing between classes of positions based on their comparable work value as determined by Hay point totals. Classes with similar or identical Hay point totals indicate similar or identical comparable work values and similar or identical salary ranges should be provided for these classes.

In order to accomplish this, some of these proposed adjustments exceed the 1% general adjustment to minimum and maximum salaries while others actually result in a small reduction in minimum and maximum salaries from 1986 levels.

In proposing these varying adjustments, the Merit System staff went through the same process as in 1985 of comparing the current salaries and Hay point totals of classes in the same group.

Adjustments proposed to the salary ranges for all classes in the same group result in either identical or similar salary ranges being provided for classes with identical or similar Hay point ratings or a reduction in the salary range differentials that currently exist between classes in the same group that have identical or similar Hay point ratings.

Minnesota Rules, part 9575.1500 is the Department of Human Services Merit System Compensation plan. The plan contains three separate salary schedules (designated as Plan A, B and C) for professional, support and clerical classes of positions and two separate salary schedules (designated as Plan A and B) for maintenance and trades classes of positions. This factor is important since proposed adjustments for some classes are not the same on all plans.

Amendments are proposed to part 9575.1500 providing class titles and minimum and maximum salaries for new classes that have been established in response to a need for a new classification in one or more agencies. New classes established are: Employment Technician, Jobs and Training Supervisor and Medical Assistance Prepayment Project Manager. These amendments are necessary and reasonable to ensure that Merit System salary schedules contain both appropriate class titles and salary ranges reflective of the various functions actually being performed by Merit System employees.

Additional amendments for part 9575.1500 provide for the moving of the classes of Fiscal Officer, Fiscal Supervisor I and Financial Assistance Supervisor I from the support salary schedule to the professional salary schedule. This has been done, again, as part of the Merit System's attempt to come into compliance with the provisions of the Local Government Pay Equity Act. These three classifications have received job evaluation points equal to or greater than other classifications currently in the professional salary schedule. It is reasonable to move these classes from the support salary schedule to the professional salary schedule, since the levels of know-how, problem-solving and accountability for these classes are equal to the levels required in other professional positions.

Based on the results of the Merit System 1984-1985 Hay study, adjustments proposed to minimum and maximum salaries for Human Service Merit System professional classifications are 1% with the following exceptions:

1. Administrative Assistant I, Fiscal Supervisor II, Social Services Supervisor I, Social Worker and Social Worker (Child Protection Specialist) minimum and maximum salaries are adjusted approximately 3% on all salary schedules.
2. Administrative Assistant III and Personnel Director minimum and maximum salaries are adjusted by approximately 5% on all salary schedules.
3. Adult Day Care Center Supervisor minimum and maximum salaries are adjusted by approximately 7% on all salary schedules.
4. Chemical Dependency Coordinator, Collections Services Supervisor II, Family Service Coordinator II, Methods and Procedures Analyst, Office Manager, Staff Development Specialist and Systems Programmer Analyst minimum and maximum salaries are reduced to the next lower step from their 1986 minimum and maximum salaries on all salary schedules.

5. Community Relations Specialist minimum and maximum salaries are reduced approximately 5% from their 1986 minimum and maximum salaries on all salary schedules.

6. Director of Business Management I minimum salaries are reduced to the next lower step from their 1986 minimum salaries on all salary schedules and maximum salaries are adjusted by approximately 3% on all salary schedules.

7. Financial Assistance Supervisor I minimum and maximum salaries are adjusted by approximately 5% on the A and B salary schedules and by 1% on the C salary schedules.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System support classifications are 1% with the following exceptions:

1. Accounting Technician minimum salaries are adjusted by 1% and maximum salaries by approximately 5% on all salary schedules.

2. Adult Day Care Center Coordinator, Case Aide, Family Service Coordinator I, Financial Worker and Home Health Aide Coordinator minimum and maximum salaries are adjusted by approximately 3% on all salary schedules.

3. Collections Services Supervisor I, Computer Operations Specialist, Housing Rehabilitation Specialist, Personnel Aide and Welfare Fraud Investigator minimum and maximum salaries are reduced to the next lower step from their 1986 minimum and maximum salaries on all salary schedules.

4. Community Service Aide, Family Service Aide II and Public Health Aide minimum salaries are adjusted by approximately 5% and maximum salaries by approximately 10% on all salary schedules.

5. Coordinator of Aging and Development Achievement Center Instructor minimum and maximum salaries are adjusted by approximately 5% on all salary schedules.

6. Family Service Aide I, Family Service/Home Health Aide, Home Health Aide and Senior Citizen's Aide minimum salaries are adjusted by approximately 3% and maximum salaries are adjusted approximately 8% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Human Service Merit System clerical classifications are 1% with the following exceptions:

1. Clerk Typist I minimum salaries are adjusted by approximately 5% and maximum salaries by 1% on all salary schedules.
2. Clerk Typist III minimum and maximum salaries are adjusted by approximately 3% on the A salary schedule and minimum salaries are adjusted by 1% and maximum salaries by approximately 5% on the B and C salary schedules.
3. Information Systems Specialist minimum and maximum salaries are reduced to the next lower step from their 1986 minimum and maximum salaries on all schedules.

Adjustments proposed to minimum and maximum salaries for all Human Service Merit System maintenance and trades classifications are 1%.

Minnesota Rules, part 4670.4200-4670.4240 is the Department of Health Merit System compensation plan. It, too, contains three separate salary schedules (designated as Plan A, B and C) for professional, support and clerical classes of positions and two separate salary schedules (Plan A and B) for building maintenance classes of positions. As with proposed amendments to the Human Services Merit System compensation plan, proposed amendments for certain classes are not the same on all plans.

Adjustments proposed to minimum and maximum salaries for all Health Merit System professional classifications are 1%.

Adjustments proposed to minimum and maximum salaries for Health Merit System support classifications are 1% with the following exceptions:

1. Home Health Aide minimum salaries are adjusted by approximately 3% and maximum salaries are adjusted approximately 8% on all salary schedules.
2. Home Health Aide Coordinator and Inspector minimum and maximum salaries are adjusted by approximately 3% on all salary schedules.
3. Public Health Aide minimum salaries are adjusted by approximately 5% and maximum salaries by approximately 10% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Health Merit System clerical classifications are 1% with the following exceptions:

1. Clerk Typist I minimum salaries are adjusted by approximately 5% and maximum salaries by 1% on all salary schedules.
2. Clerk Typist III minimum and maximum salaries are adjusted by approximately 3% on the A salary schedule and minimum salaries are adjusted by 1% and maximum salaries by approximately 5% on the B and C salary schedules.

Adjustments proposed to minimum and maximum salaries for all Health Merit System building maintenance classifications are 1%.

Minnesota Rules, part 7520.1000-7520.1100 is the Emergency Services Merit System compensation plan. It contains three separate salary schedules (designated as Plan A, B and C) for professional and clerical classes of positions. Proposed amendments for certain classes are not the same on all plans.

Adjustments proposed to minimum and maximum salaries for all Emergency Services Merit System professional classifications are 1%.

Adjustments proposed to minimum and maximum salaries for Emergency Services Merit System clerical classifications are 1% with the following exceptions:

1. Clerk Typist I minimum salaries are adjusted by approximately 5% and maximum salaries by 1% on all salary schedules.
2. Clerk Typist III minimum and maximum salaries are adjusted by approximately 3% on the A salary schedule and minimum salaries are adjusted by 1% and maximum salaries by approximately 5% on the B and C salary schedules.

The Merit System recognizes that these proposed adjustments to minimum and maximum salary rates for Merit System classes do not constitute the final step in attaining equitable compensation relationships between all classes of positions based on the comparable work value of those classes of positions. However, they represent a reasonable approach to continue the process, begun in 1986, of eliminating compensation inequities between classes based on their comparable work value and are necessary to achieve the objectives of establishing equitable and reasonable compensation relationships between Merit System classes of positions as mandated by the Local Government Pay Equity Act.

In proposing these adjustments, special emphasis was placed on the results of the Hay job evaluation study applied to all Merit System classifications which determined the comparable work value of classes of positions. The adjustments will bring closer together, in terms of their compensation levels, those classes of positions which were rated similarly in terms of know-how, problem-solving and accountability necessary to perform the work as well as the working conditions surrounding the work.

They do not affect the proposed amendment recommending that all Merit System employees receive a 1% general adjustment in their salaries or the minimum rate of pay for the class in which they are employed, whichever is greater, to be effective January 1, 1987. The general adjustment recommended for incumbent employees is based solely on the Consumer Price Index, not on factors related to comparable worth.

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

Ralph W. Corey

Ralph W. Corey

Merit System Supervisor

Dated: 9/2/86

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES CONCERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 9575.0350 AND 9575.1500

AFFIDAVIT OF MAILING

Nancy Storelee, being first duly sworn, deposes and says:

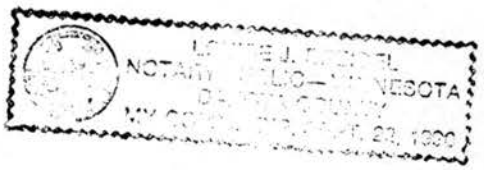
That on the 24th day of September, 1986, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notices by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid, to all persons and associations who have requested that their names be placed on file with the Department of Human Services for the purpose of receiving notice of hearing by this Department.

Nancy Storelee

Subscribed and sworn to before me

this 24 day of September, 1986

Louise J. Breidel



STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500	NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 256.012.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9-8-86



LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9-8-86

LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF PROPOSED AMENDMENTS
TO EXISTING RULES OF THE MINNESOTA
MERIT SYSTEM GOVERNING THE COMPENSATION
PLAN AND SALARY ADJUSTMENTS

AFFIDAVIT OF MAILING

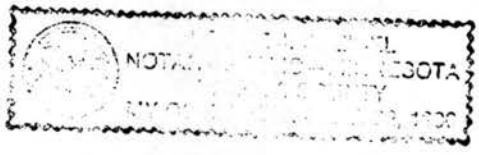
Rose Ann Bauer being first duly sworn, deposes and says:

That on the 24th day of September, 1986, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer than Twenty-five Persons Request a Hearing and the Notice of Intent to Amend Rules Without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-five or more Persons Request a Hearing by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid, on all persons and associations who have requested that their names be placed on file with the Department of Health for the purpose of receiving notice of the proposed adoption of rules of this Department.

Rose Ann Bauer

Subscribed and sworn to before me
this 24 day of September, 1986.

Louise J. Brendel



STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240

NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 144.071.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9/9/86

SISTER MARY MADONNA ASHTON
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 144.071.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9/9/86

S. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF PROPOSED AMENDMENTS
TO EXISTING RULES OF THE MINNESOTA
MERIT SYSTEM GOVERNING THE COMPENSATION
PLAN AND SALARY ADJUSTMENTS

AFFIDAVIT OF MAILING

Rose Ann Bauer being first duly sworn, deposes and says:

That on the 24th day of September, 1986, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer than Twenty-five Persons Request a Hearing and the Notice of Intent to Amend Rules Without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-five or more Persons Request a Hearing by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid, on all persons and associations who have requested that their names be placed on file with the Department of Public Safety for the purpose of receiving notice of the proposed adoption of rules of this Department.

Rose Ann Bauer

Subscribed and sworn to before me
this 24 day of September, 1986.

Louise J. Brickl



STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100

NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Public Safety proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 12.12, subd. 3.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9/8/86

Rudy Perpich

RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 12.12, subd. 3.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9/8/86

Rudy Perpich

RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 9575.0350 AND 9575.1500

AFFIDAVIT OF ADDITIONAL MAILING

Nancy Storelee, being first duly sworn, deposes and says:

That on the 24th day of September, 1986, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notices, by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid to the following parties:

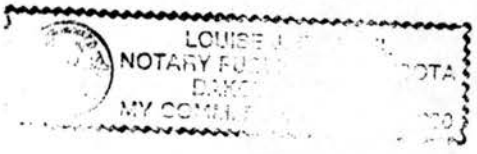
.The 87 Minnesota County Human Service Boards
.The 75 County Board Chairpersons
.Personnel
.County Welfare Unions

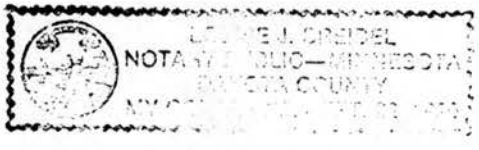
Nancy Storelee

Subscribed and sworn to before me

this 24 day of September 1986

Louise J. Beidel





STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500	NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 256.012.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9-8-86



LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9-8-86

LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF PROPOSED AMENDMENTS TO EXISTING RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS

AFFIDAVIT OF ADDITIONAL MAILING

Rose Ann Bauer being first duly sworn, deposes and says:

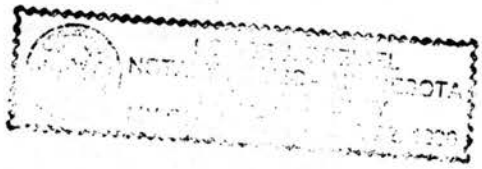
That on the 24th day of September, 1986, at the City of St. Paul, County of Ramsey, State of Minnesota, in addition to serving the attached Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer than Twenty-five Persons Request a Hearing and the Notice of Intent to Amend Rules Without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-five or more Persons Request a Hearing to all persons and associations who have requested that their names be placed on file for the purpose of receiving notice of the proposed adoption of rules by this Department, she also served the attached Notices by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid to the following agencies:

Commissioner, Department of Health
Personnel Director, Department of Health
Merit System Council - 3
Affirmative Action Director, Department of Human Services

Rose Ann Bauer

Subscribed and sworn to before me
this 24 day of September, 1986.

Louise J. Burdick



STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240	NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 144.071.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9/9/86

SISTER MARY MADONNA ASHTON
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 144.071.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9/9/86

Sr. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF PROPOSED AMENDMENTS TO EXISTING RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS

AFFIDAVIT OF ADDITIONAL MAILING

Rose Ann Bauer being first duly sworn, deposes and says:

That on the 24th day of September, 1986, at the City of St. Paul, County of Ramsey, State of Minnesota, in addition to serving the attached Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer than Twenty-five Persons Request a Hearing and the Notice of Intent to Amend Rules Without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-five or more Persons Request a Hearing to all persons and associations who have requested that their names be placed on file for the purpose of receiving notice of the proposed adoption of rules by this Department, she also served the attached Notices by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid to the following agencies:

Merit System Council - 3
Affirmative Action Director, Department of Human Services
Local and County Emergency Management Agencies - 21

Rose Ann Bauer

Subscribed and sworn to before me
this 24 day of September, 1986.

Louise J. Budd

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100	NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND NOTICE OF INTENT TO AMEND RULES WITH A PUBLIC HEARING IF TWENTY-FIVE OR MORE PERSONS REQUEST A HEARING

NOTICE IS HEREBY GIVEN that the Minnesota Department of Public Safety proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 12.12, subd. 3.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor--Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

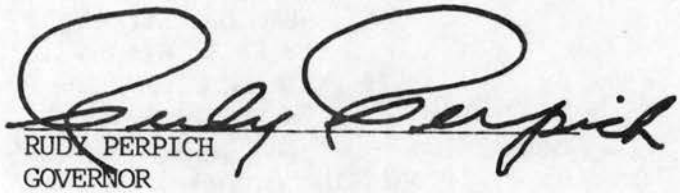
A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the State Register, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9/8/86



RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Existing Rules Concerning the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100	NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO AMEND RULES WITHOUT A HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel , Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 12.12, subd. 3.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9/8/86

Rudy Perpich

RUDY PERPICH
GOVERNOR

(b) not more than 50 percent of the center's licensed capacity shall be made up of participants who are not capable of taking appropriate action for self-preservation under emergency conditions;

(c) the center shall be located on a floor level with all exits directly to grade without any intervening stairs;

(d) the center shall be protected with a complete automatic detection system consisting of:

i. automatic smoke detectors in all corridors and at the top of all stairways, and

ii. automatic detectors in boiler and furnace rooms, kitchens, storage rooms, janitor closets, laundries, and other hazardous areas. This system shall be inspected and approved by a fire marshal. In buildings equipped with manual fire alarm systems, the manual fire alarm and automatic detection systems shall be electrically interconnected; and

(e) the center shall demonstrate to the commissioner the ability to evacuate the entire center population within three minutes.

C. Centers serving only participants who are not capable of taking appropriate action for self-preservation under emergency conditions shall meet all applicable building and fire code requirements relative to group I occupancies as specified in the State Building Code.

D. The center shall provide the commissioner, the building official, and the fire marshal with the documentation required in part 9555.9660, item K, if the center is to meet the occupancy code requirements under item A or item B, subitem (2).

Subp. 3. **Signal system in restrooms.** Restrooms used by participants must be equipped with a mechanism that participants can use to signal staff members by light or by sound if participants need assistance.

Subp. 4. **Usable space requirements.** The licensed capacity of a center shall be limited by the amount of usable indoor space available to the center for adult day care programming. The total indoor space used by the day care program must equal at least 40 square feet for each day care participant and each day care staff member present at the center. In determining the square footage of usable indoor space available, a center must not count:

A. hallways, stairways, closets, offices, restrooms, and utility and storage areas; or

B. more than 25 percent of the space occupied by furniture or equipment used by participants or staff.

Subp. 5. **Private space.** The usable indoor space available to a center must include a room or an area that can be used as private space for providing personal hygiene services or social services to participants.

Subp. 6. **Equipment and furnishings.** Each center shall provide the equipment and furnishings in items A to E:

A. a sturdy, nonfolding chair for each participant who does not require or prefer a wheelchair;

B. stable tables that are accessible to all participants and staff and accommodate dining and program activity needs;

C. age-appropriate games, books, crafts, and other materials to implement daily program activities;

D. one cot, couch, or recliner per eight participants; and

E. one television set, AM/FM radio, phonograph, or tape player.

Subp. 7. **Temperature.** A minimum temperature of 70 degrees Fahrenheit must be maintained in indoor areas used by participants.

Subp. 8. **Ventilation.** Outside doors and windows which are used for ventilation must be screened in summer months.

Subp. 9. **Air quality.** The center must comply with Minnesota Statutes, sections 144.411 to 144.417, the Minnesota Clean Indoor Air Act.

Department of Human Services

Proposed Permanent Rules Relating to Merit System

Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer Than Twenty-Five Persons Request a Hearing in Response to Notice of Intent to Amend Rules without a Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand.

Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel, Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 75 county welfare and human services agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration.

The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to part 9575.1500 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

KEY: 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." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

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The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9 September 1986

Leonard W. Levine
Commissioner

Notice of Intent to Amend Rules without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-Five or More Persons Request a Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 256.012.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20.

PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor—Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

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If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

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The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the *State Register*, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness.

Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9 September 1986

Leonard W. Levine
Commissioner

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1 and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~four~~ one percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

Subp. 4 and 5. [Unchanged.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1986~~ 1987.

Subpart 1. **Professional: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Accountant	~~1581~~	1597	~~2257~~	2280
Accounting Supervisor	~~1845~~	1863	~~2757~~	2785
Administrative Assistant I	~~1926~~	1992	~~2880~~	2975
Administrative Assistant II	~~2111~~	2132	~~3145~~	3176
Administrative Assistant III	~~2413~~	2542	~~3447~~	3641
Adult Day Care Center Supervisor	~~1615~~	1745	~~2413~~	2602
Assistant Human Services Director	~~2757~~	2785	~~3929~~	3968
Assistant Welfare Director	~~3219~~	3251	~~4581~~	4627
Auditor	~~1845~~	1863	~~2757~~	2785

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	Minimum		Maximum	
Center Coordinator	~~1654~~	1671	~~2466~~	2491
Chemical Dependency Coordinator	~~1654~~	1631	~~2466~~	2437
Collection Services Supervisor II	~~1768~~	1745	~~2633~~	2602
Community-Health Services Supervisor	~~1926~~	1945	~~3013~~	3043
Community-Relations Specialist	~~1886~~	1786	~~2694~~	2542
Computer Programmer	~~1511~~	1526	~~2164~~	2186
Day Care Center Teacher	~~1446~~	1460	~~2164~~	2186
Developmental Achievement Center Director	~~1808~~	1826	~~2576~~	2602
Developmental Achievement Center Teacher	~~1446~~	1460	~~2164~~	2186
Director of Business Management I	~~2111~~	2085	~~2880~~	2975
Director of Business Management II	~~2517~~	2542	~~3605~~	3641
Director of Financial Assistance	~~2517~~	2542	~~3605~~	3641
Director of Planning	~~2517~~	2542	~~3605~~	3641
Director of Public Health Nursing I	~~1845~~	1863	~~2757~~	2785
Director of Social Services	~~2517~~	2542	~~3605~~	3641
Education Supervisor	~~1808~~	1826	~~2576~~	2602
Employment Guidance Counselor	~~1383~~	1397	~~1972~~	1992
Family Service Coordinator II	~~1581~~	1560	~~2164~~	2132
Financial Assistance Supervisor I	1705		2542	
Financial Assistance Supervisor II	~~1972~~	1992	~~2946~~	2975
Fiscal Manager	~~2257~~	2280	~~3219~~	3251
Fiscal Officer	1460		2186	
Fiscal Supervisor I	1460		2186	
Fiscal Supervisor II	~~1808~~	1863	~~2694~~	2785
Gerentology Counselor	~~1688~~	1705	~~2517~~	2542
Homemaker Supervisor	~~1808~~	1826	~~2576~~	2602
Human Services Director III	~~3013~~	3043	~~4284~~	4327
Human Services Supervisor I	~~1926~~	1992	~~2880~~	2975
Human Services Supervisor II	~~2361~~	2385	~~3372~~	3406
Jobs and Training Supervisor	1705		2542	
Medical Assistance Prepayment Project Manager	1992		2975	
Mental Health Program Manager	~~2111~~	2132	~~3145~~	3176
Mental Health Worker	~~1728~~	1745	~~2576~~	2602
Methods & Procedures Analyst	~~1688~~	1671	~~2413~~	2385
Nutrition Project Assistant Director	~~1446~~	1460	~~2164~~	2186
Nutrition Project Director	~~1886~~	1905	~~2819~~	2847
Office Manager	~~1383~~	1364	~~1972~~	1945
Office Services Supervisor II	~~1383~~	1397	~~1972~~	1992
Personnel Officer	~~1446~~	1460	~~2164~~	2186
Personnel Director	~~2413~~	2542	~~3447~~	3641
Planner (Human Services)	~~1808~~	1826	~~2576~~	2602
Psychologist I	~~1688~~	1705	~~2517~~	2542
Psychologist II	~~1972~~	1992	~~2819~~	2847
Psychologist III	~~2633~~	2659	~~3605~~	3641
Public Health Educator	~~1581~~	1597	~~2257~~	2280
Public Health Nurse	~~1581~~	1597	~~2257~~	2280
Public Health Nurse (Team Leader)	~~1728~~	1745	~~2466~~	2491
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)				
Resident Activity Coordinator	~~1511~~	1526	~~2164~~	2186
Sanitarian	~~1446~~	1460	~~2164~~	2186
Senior Public Health Nurse	~~1446~~	1460	~~2164~~	2186
Social Worker (Licensing Specialist)	~~1728~~	1745	~~2576~~	2602
Social Worker	~~1446~~	1460	~~2164~~	2186
	~~1446~~	1491	~~2257~~	2329

	Minimum		Maximum	
Social Worker (Child Protection Specialist)	~~1446~~	1491	~~2257~~	2329
Social Worker (MSW)	~~1688~~	1705	~~2517~~	2542
Social Worker (Child Protection Specialist) (MSW)	~~1688~~	1705	~~2517~~	2542
Social Services Supervisor I	~~1926~~	1992	~~2880~~	2975
Social Services Supervisor II	~~2164~~	2186	~~3219~~	3251
Staff Development Specialist	~~1654~~	1631	~~2466~~	2437
Staff Training Supervisor	~~1926~~	1945	~~2757~~	2785
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~1972~~	1945	~~2694~~	2659
Telecommunications Analyst	~~1845~~	1863	~~2633~~	2659
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1446~~	1460	~~2164~~	2186
Volunteer Services Coordinator II	~~1808~~	1826	~~2576~~	2602
Welfare Director I	~~2306~~	2329	~~3447~~	3481
Welfare Director II	~~2576~~	2602	~~3686~~	3723
Welfare Director III	~~2757~~	2785	~~3929~~	3968
Welfare Director IV	~~3013~~	3043	~~4284~~	4327
Welfare Director V	~~4015~~	4055	~~5705~~	5762
Work-Experience & Training Specialist	~~1728~~	1745	~~2466~~	2491

Subp. 2. **Professional: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicabl to the specified classes of positions:

	Minimum		Maximum	
Accountant	~~1654~~	1671	~~2361~~	2385
Accounting Supervisor	~~1926~~	1945	~~2880~~	2909
Administrative Assistant I	~~2016~~	2085	~~3013~~	3113
Administrative Assistant II	~~2207~~	2229	~~3297~~	3330
Administrative Assistant III	~~2517~~	2659	~~3605~~	3800
Adult Day Care Center Supervisor	~~1688~~	1826	~~2517~~	2721
Assistant Human Services Director	~~2757~~	2785	~~3929~~	3968
Assistant Welfare Director	~~3219~~	3251	~~4581~~	4627
Auditor	~~1926~~	1945	~~2880~~	2909
Center Coordinator	~~1728~~	1745	~~2576~~	2602
Chemical Dependency Coordinator	~~1728~~	1705	~~2576~~	2542
Collections Services Supervisor II	~~1845~~	1826	~~2757~~	2721
Community-Health Services Supervisor	~~2016~~	2036	~~3145~~	3176
Community-Relations Specialist	~~1972~~	1863	~~2819~~	2659
Computer Programmer	~~1581~~	1597	~~2257~~	2280
Day Care Center Teacher	~~1511~~	1526	~~2257~~	2280
Developmental Achievement Center Director	~~1886~~	1905	~~2694~~	2721
Developmental Achievement Center Teacher	~~1511~~	1526	~~2257~~	2280

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	Minimum		Maximum	
Director of Business Management I	~~2207~~	2186	~~3013~~	3113
Director of Business Management II	~~2633~~	2659	~~3762~~	3800
Director of Financial Assistance	~~2633~~	2659	~~3762~~	3800
Director of Planning	~~2633~~	2659	~~3762~~	3800
Director of Public Health Nursing I	~~1926~~	1945	~~2880~~	2909
Director of Social Services	~~2633~~	2659	~~3762~~	3800
Education Supervisor	~~1886~~	1905	~~2694~~	2721
Employment Guidance Counselor	~~1446~~	1460	~~2064~~	2085
Family Service Coordinator II	~~1651~~	1631	~~2257~~	2229
Financial Assistance Supervisor I	1786		2659	
Financial Assistance Supervisor II	~~2064~~	2085	~~3082~~	3113
Fiscal Manager	~~2361~~	2385	~~3372~~	3406
Fiscal Officer	1526		2280	
Fiscal Supervisor I	1526		2280	
Fiscal Supervisor II	~~1886~~	1945	~~2819~~	2909
Gerentology Counselor	~~1768~~	1786	~~2633~~	2659
Homemaker Supervisor	~~1886~~	1905	~~2694~~	2721
Human Services Director III	~~3013~~	3043	~~4284~~	4327
Human Services Supervisor I	~~2016~~	2085	~~3013~~	3113
Human Services Supervisor II	~~2466~~	2491	~~3527~~	3562
Jobs and Training Supervisor	1786		2659	
Medical Assistance Prepayment Project Manager	2085		3113	
Mental Health Program Manager	~~2207~~	2229	~~3297~~	3330
Mental Health Worker	~~1808~~	1826	~~2694~~	2721
Methods & Procedures Analyst	~~1768~~	1745	~~2517~~	2491
Nutrition Project Assistant Director	~~1511~~	1526	~~2257~~	2280
Nutrition Project Director	~~1972~~	1992	~~2946~~	2975
Office Manager	~~1446~~	1427	~~2064~~	2036
Office Services Supervisor II	~~1446~~	1460	~~2064~~	2085
Personnel Officer	~~1511~~	1526	~~2257~~	2280
Personnel Director	~~2517~~	2659	~~3605~~	3800
Planner (Human Services)	~~1886~~	1905	~~2694~~	2721
Psychologist I	~~1768~~	1786	~~2633~~	2659
Psychologist II	~~2064~~	2085	~~2946~~	2975
Psychologist III	~~2757~~	2785	~~3762~~	3800
Public Health Educator	~~1654~~	1671	~~2361~~	2385
Public Health Nurse	~~1654~~	1671	~~2361~~	2385
Public Health Nurse (Team Leader)	~~1808~~	1826	~~2576~~	2602
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1581~~	1597	~~2257~~	2280
Resident Activity Coordinator	~~1511~~	1526	~~2257~~	2280
Sanitarian	~~1511~~	1526	~~2257~~	2280
Senior Public Health Nurse	~~1808~~	1826	~~2694~~	2721
Social Worker (Licensing Specialist)	~~1511~~	1526	~~2257~~	2280
Social Worker	~~1511~~	1560	~~2361~~	2437
Social Worker (Child Protection Specialist)	~~1511~~	1560	~~2361~~	2437
Social Worker (MSW)	~~1768~~	1786	~~2633~~	2659
Social Worker (Child Protection Specialist) (MSW)	~~1768~~	1786	~~2633~~	2659
Social Services Supervisor I	~~2016~~	2085	~~3013~~	3113
Social Services Supervisor II	~~2257~~	2280	~~3372~~	3406
Staff Development Specialist	~~1728~~	1705	~~2576~~	2542
Staff Training Supervisor	~~2016~~	2036	~~2880~~	2909

	Minimum		Maximum	
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2061~~	2036	~~2819~~	2785
Telecommunications Analyst	~~1926~~	1945	~~2757~~	2785
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1511~~	1526	~~2257~~	2280
Volunteer Services Coordinator II	~~1886~~	1905	~~2694~~	2721
Welfare Director I	~~2306~~	2329	~~3447~~	3481
Welfare Director II	~~2576~~	2602	~~3686~~	3723
Welfare Director III	~~2757~~	2785	~~3929~~	3968
Welfare Director IV	~~3013~~	3043	~~4284~~	4327
Welfare Director V	~~4015~~	4055	~~5705~~	5762
Work-Experience & Training Specialist	~~1808~~	1826	~~2576~~	2602

Subp. 3. **Professional: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Accountant	~~1728~~	1745	~~2466~~	2491
Accounting Supervisor	~~2016~~	2036	~~3013~~	3043
Administrative Assistant I	~~2111~~	2186	~~3145~~	3251
Administrative Assistant II	~~2306~~	2329	~~3447~~	3481
Administrative Assistant III	~~2633~~	2785	~~3762~~	3968
Adult Day Care Center Supervisor	~~1768~~	1905	~~2633~~	2847
Assistant Human Services Director	~~2757~~	2785	~~3929~~	3968
Assistant Welfare Director	~~3219~~	3251	~~4581~~	4627
Auditor	~~2016~~	2036	~~3013~~	3043
Center Coordinator	~~1808~~	1826	~~2694~~	2721
Chemical Dependency Coordinator	~~1808~~	1786	~~2694~~	2659
Collections Services Supervisor II	~~1926~~	1905	~~2880~~	2847
Community-Health Services Supervisor	~~2111~~	2132	~~3297~~	3330
Community-Relations Specialist	~~2064~~	1945	~~2946~~	2785
Computer Programmer	~~1654~~	1671	~~2361~~	2385
Day Care Center Teacher	~~1581~~	1597	~~2361~~	2385
Developmental Achievement Center Director	~~1972~~	1992	~~2819~~	2847
Developmental Achievement Center Teacher	~~1581~~	1597	~~2361~~	2385
Director of Business Management I	~~2306~~	2280	~~3145~~	3251
Director of Business Management II	~~2757~~	2785	~~3929~~	3968
Director of Financial Assistance	~~2757~~	2785	~~3929~~	3968
Director of Planning	~~2757~~	2785	~~3929~~	3968
Director of Public Health Nursing I	~~2111~~	2132	~~3013~~	3043
Director of Social Services	~~2757~~	2785	~~3929~~	3968
Education Supervisor	~~1972~~	1992	~~2819~~	2847
Employment Guidance Counselor	~~1511~~	1526	~~2164~~	2186
Family Service Coordinator II	~~1728~~	1705	~~2361~~	2329
Financial Assistance Supervisor I	1863		2785	

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	Minimum		Maximum	
Financial Assistance Supervisor II	~~2164~~	2186	~~3219~~	3251
Fiscal Manager	~~2466~~	2491	~~3527~~	3562
Fiscal Officer	1597		2385	
Fiscal Supervisor I	1597		2385	
Fiscal Supervisor II	~~1972~~	2036	~~2946~~	3043
Gerentology Counselor	~~1845~~	1863	~~2757~~	2785
Homemaker Supervisor	~~1972~~	1992	~~2819~~	2847
Human Services Director III	~~3013~~	3043	~~4284~~	4327
Human Services Supervisor I	~~2111~~	2186	~~3145~~	3251
Human Services Supervisor II	~~2576~~	2602	~~3686~~	3723
Jobs and Training Supervisor	1863		2785	
Mental Health Program Manager	~~2306~~	2329	~~3447~~	3481
Mental Health Worker	~~1886~~	1905	~~2819~~	2847
Methods & Procedures Analyst	~~1845~~	1826	~~2633~~	2602
Nutrition Project Assistant Director	~~1581~~	1597	~~2361~~	2385
Nutrition Project Director	~~2064~~	2085	~~3082~~	3113
Office Manager	~~1511~~	1491	~~2164~~	2132
Office Services Supervisor II	~~1511~~	1526	~~2164~~	2186
Personnel Officer	~~1581~~	1597	~~2361~~	2385
Personnel Director	~~2633~~	2785	~~3762~~	3968
Planner (Human Services)	~~1972~~	1992	~~2819~~	2847
Psychologist I	~~1845~~	1863	~~2757~~	2785
Psychologist II	~~2164~~	2186	~~3082~~	3113
Psychologist III	~~2880~~	2909	~~3929~~	3968
Public Health Educator	~~1728~~	1745	~~2466~~	2491
Public Health Nurse	~~1808~~	1826	~~2466~~	2491
Public Health Nurse (Team Leader)	~~2016~~	2036	~~2757~~	2785
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)	~~1728~~	1745	~~2361~~	2385
Resident Activity Coordinator	~~1581~~	1597	~~2361~~	2385
Sanitarian	~~1581~~	1597	~~2361~~	2385
Senior Public Health Nurse	~~1972~~	1992	~~2819~~	2847
Social Worker (Licensing Specialist)	~~1581~~	1597	~~2361~~	2385
Social Worker	~~1581~~	1631	~~2466~~	2542
Social Worker (Child Protection Specialist)	~~1581~~	1631	~~2466~~	2542
Social Worker (MSW)	~~1845~~	1863	~~2757~~	2785
Social Worker (Child Protection Specialist) (MSW)	~~1845~~	1863	~~2757~~	2785
Social Services Supervisor I	~~2111~~	2186	~~3145~~	3251
Social Services Supervisor II	~~2361~~	2385	~~3527~~	3562
Staff Development Specialist	~~1808~~	1786	~~2694~~	2659
Staff Training Supervisor	~~2111~~	2132	~~3013~~	3043
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2164~~	2132	~~2946~~	2909
Telecommunications Analyst	~~2016~~	2036	~~2880~~	2909
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1581~~	1597	~~2361~~	2385
Volunteer Services Coordinator II	~~1972~~	1992	~~2819~~	2847

	Minimum		Maximum	
Welfare Director I	~~2306~~	2329	~~3447~~	3481
Welfare Director II	~~2576~~	2602	~~3686~~	3723
Welfare Director III	~~2757~~	2785	~~3929~~	3968
Welfare Director IV	~~3013~~	3043	~~4284~~	4327
Welfare Director V	~~4015~~	4055	~~5705~~	5762
Work-Experience & Training Specialist	~~1886~~	1905	~~2694~~	2721

Subp. 4. **Support personnel: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Account Clerk	~~1034~~	1044	~~1413~~	1427
Accounting Technician	~~1080~~	1091	~~1476~~	1560
Adult Day Care Center Program Coordinator	~~1080~~	1117	~~1615~~	1671
Case Aide	~~1080~~	1117	~~1615~~	1671
Chemical Dependency Counselor	~~1350~~	1364	~~1768~~	1786
Child Health Aide	~~924~~	933	~~1265~~	1278
Child Support Officer I	~~1265~~	1278	~~1808~~	1826
Child Support Officer II	~~1446~~	1460	~~1972~~	1992
Collections Officer	~~1265~~	1278	~~1808~~	1826
Collection Services Supervisor I	~~1615~~	1597	~~2207~~	2186
Community Service Aide	~~796~~	839	~~1130~~	1250
Computer Operations Specialist	~~1212~~	1197	~~1581~~	1560
Coordinator of Aging	~~1212~~	1278	~~1808~~	1905
Developmental Achievement Center Instructor	~~1058~~	1117	~~1581~~	1671
Employment Technician	1117		1671	
Family Service Aide I	~~885~~	912	~~1265~~	1364
Family Service Aide II	~~989~~	1044	~~1413~~	1560
Family Service Coordinator I	~~1185~~	1224	~~1615~~	1671
Family Service/Home Health Aide	~~885~~	912	~~1265~~	1364
Financial Assistance Specialist	~~1383~~	1397	~~1972~~	1992
~~Financial Assistance Supervisor I~~	~~1615~~		~~2413~~	
Financial Worker	~~1080~~	1117	~~1615~~	1671
~~Fiscal Officer~~	~~1446~~		~~2164~~	
~~Fiscal Supervisor I~~	~~1446~~		~~2164~~	
~~Food Stamp Quality Control Reviewer~~	~~1350~~		~~1845~~	
Food Stamp Corrective Action Specialist	1397		1992	
Home Health Aide	~~885~~	912	~~1265~~	1364
Home Health Aide Coordinator	~~1185~~	1224	~~1615~~	1671
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1581~~	1597	~~2257~~	2280
Housing Rehabilitation Specialist	~~1265~~	1250	~~1808~~	1786
Licensed Practical Nurse	~~1185~~	1197	~~1615~~	1631
Office Services Supervisor I	~~1212~~	1224	~~1654~~	1671
Personnel Aide	~~1156~~	1141	~~1581~~	1560
Public Health Aide	~~796~~	839	~~1130~~	1250
Senior Citizen's Aide	~~885~~	912	~~1265~~	1364
Welfare Fraud Investigator	~~1615~~	1597	~~2111~~	2085

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Subp. 5. **Support personnel: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Account Clerk	~~1080~~	1091	~~1476~~	1491
Accounting Technician	~~1130~~	1141	~~1545~~	1631
Adult Day Care Center Program Coordinator	~~1130~~	1168	~~1688~~	1745
Case Aide	~~1130~~	1168	~~1688~~	1745
Chemical Dependency Counselor	~~1413~~	1427	~~1845~~	1863
Child Health Aide	~~966~~	976	~~1321~~	1334
Child Support Officer I	~~1321~~	1334	~~1886~~	1905
Child Support Officer II	~~1511~~	1526	~~2064~~	2085
Collections Officer	~~1321~~	1334	~~1886~~	1905
Collection Services Supervisor I	~~1688~~	1671	~~2306~~	2280
Community Service Aide	~~831~~	876	~~1185~~	1307
Computer Operations Specialist	~~1265~~	1250	~~1654~~	1631
Coordinator of Aging	~~1265~~	1334	~~1886~~	1992
Developmental Achievement Center Instructor	~~1106~~	1168	~~1654~~	1745
Employment Technician	1168		1745	
Family Service Aide I	~~924~~	955	~~1321~~	1427
Family Service Aide II	~~1034~~	1091	~~1476~~	1631
Family Service Coordinator I	~~1238~~	1278	~~1688~~	1745
Family Service/Home Health Aide	~~924~~	955	~~1321~~	1427
Financial Assistance Specialist	~~1446~~	1460	~~2064~~	2085
~~Financial Assistance Supervisor I~~	~~1688~~		~~2517~~	
Financial Worker	~~1130~~	1168	~~1688~~	1745
~~Fiscal Officer~~	~~1511~~		~~2257~~	
~~Fiscal Supervisor I~~	~~1511~~		~~2257~~	
~~Food Stamp Quality Control Reviewer~~	~~1413~~		~~1926~~	
Food Stamp Corrective Action Specialist	1460		2085	
Home Health Aide	~~924~~	955	~~1321~~	1427
Home Health Aide Coordinator	~~1238~~	1278	~~1688~~	1745
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator				
Housing Rehabilitation Specialist	~~1654~~	1671	~~2361~~	2385
Licensed Practical Nurse	~~1321~~	1307	~~1886~~	1863
Office Services Supervisor I	~~1238~~	1250	~~1688~~	1705
Personnel Aide	~~1265~~	1278	~~1728~~	1745
Public Health Aide	~~1212~~	1197	~~1654~~	1631
Senior Citizen's Aide	~~831~~	876	~~1185~~	1307
Welfare Fraud Investigator	~~924~~	955	~~1321~~	1427
	~~1688~~	1671	~~2207~~	2186

Subp. 6. **Support personnel: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Account Clerk	~~1130~~	1141	~~1545~~	1560
Accounting Technician	~~1185~~	1197	~~1615~~	1705
Adult Day Care Center Program Coordinator	~~1185~~	1224	~~1768~~	1826
Case Aide	~~1185~~	1224	~~1768~~	1826
Chemical Dependency Counselor	~~1476~~	1491	~~1926~~	1945
Child Health Aide	~~1058~~	1069	~~1446~~	1460
Child Support Officer I	~~1383~~	1397	~~1972~~	1992
Child Support Officer II	~~1581~~	1597	~~2164~~	2186
Collections Officer	~~1383~~	1397	~~1972~~	1992

	Minimum		Maximum	
Collection Services Supervisor I	~~1768~~	1745	~~2413~~	2385
Community Service Aide	~~867~~	912	~~1238~~	1364
Computer Operations Specialist	~~1321~~	1307	~~1728~~	1705
Coordinator of Aging	~~1321~~	1397	~~1972~~	2085
Developmental Achievement Center Instructor	~~1156~~	1224	~~1728~~	1826
Employment Technician	1224		1826	
Family Service Aide I	~~966~~	999	~~1383~~	1491
Family Service Aide II	~~1080~~	1141	~~1545~~	1705
Family Service Coordinator I	~~1294~~	1334	~~1768~~	1826
Family Service/Home Health Aide	~~966~~	999	~~1383~~	1491
Financial Assistance Specialist	~~1511~~	1526	~~2164~~	2186
~~Financial Assistance Supervisor I~~	~~1845~~		~~2757~~	
Financial Worker	~~1185~~	1224	~~1768~~	1826
~~Fiscal Officer~~	~~1581~~		~~2361~~	
~~Fiscal Supervisor I~~	~~1581~~		~~2361~~	
~~Food Stamp Quality Control Reviewer~~	~~1476~~		~~2016~~	
Food Stamp Corrective Action Specialist	1526		2186	
Home Health Aide	~~966~~	999	~~1383~~	1491
Home Health Aide Coordinator	~~1294~~	1334	~~1768~~	1826
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1728~~	1745	~~2466~~	2491
Housing Rehabilitation Specialist	~~1383~~	1364	~~1972~~	1945
Licensed Practical Nurse	~~1294~~	1307	~~1768~~	1786
Office Services Supervisor I	~~1321~~	1334	~~1808~~	1826
Personnel Aide	~~1265~~	1250	~~1728~~	1705
Public Health Aide	~~867~~	912	~~1238~~	1364
Senior Citizen's Aide	~~966~~	999	~~1383~~	1491
Welfare Fraud Investigator	~~1768~~	1745	~~2306~~	2280

Subp. 7. **Clerical: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Administrative Secretary	~~1020~~	1030	~~1396~~	1410
Clerk I	~~750~~	758	~~1020~~	1030
Clerk II	~~857~~	866	~~1222~~	1234
Clerk III	~~1020~~	1030	~~1396~~	1410
Clerk-Typist I	~~785~~	831	~~1117~~	1128
Clerk-Typist II	~~857~~	866	~~1222~~	1234
Clerk-Typist III	~~998~~	1030	~~1427~~	1473
Clerk-Steno	~~893~~	902	~~1222~~	1234
Data Entry Operator	~~823~~	831	~~1117~~	1128
Information Systems Specialist	~~910~~	902	~~1250~~	1234
Legal Secretary	~~1020~~	1030	~~1396~~	1410
Switchboard Operator	~~823~~	831	~~1117~~	1128

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

KEY: 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." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Subp. 8. **Clerical: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Administrative Secretary	~~1140~~	1151	~~1488~~	1503
Clerk I	~~857~~	866	~~1117~~	1128
Clerk II	~~976~~	986	~~1331~~	1344
Clerk III	~~1140~~	1151	~~1488~~	1503
Clerk-Typist I	~~893~~	942	~~1222~~	1234
Clerk-Typist II	~~976~~	986	~~1331~~	1344
Clerk-Typist III	~~1140~~	1151	~~1488~~	1575
Clerk-Steno	~~1020~~	1030	~~1331~~	1344
Data Entry Operator	~~933~~	942	~~1222~~	1234
Information Systems Specialist	~~1043~~	1030	~~1361~~	1344
Legal Secretary	~~1140~~	1151	~~1488~~	1503
Switchboard Operator	~~933~~	942	~~1222~~	1234

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 9. **Clerical: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum		Maximum	
Administrative Secretary	~~1250~~	1263	~~1632~~	1648
Clerk I	~~933~~	942	~~1222~~	1234
Clerk II	~~1067~~	1088	~~1458~~	1473
Clerk III	~~1195~~	1207	~~1559~~	1575
Clerk-Typist I	~~976~~	1030	~~1331~~	1344
Clerk-Typist II	~~1067~~	1088	~~1458~~	1473
Clerk-Typist III	~~1195~~	1207	~~1559~~	1648
Clerk-Steno	~~1117~~	1128	~~1458~~	1473
Data Entry Operator	~~1020~~	1030	~~1331~~	1344
Information Systems Specialist	~~1140~~	1128	~~1488~~	1473
Legal Secretary	~~1195~~	1207	~~1559~~	1575
Switchboard Operator	~~1020~~	1030	~~1331~~	1344

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 10. **Maintenance and trades: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum		Maximum	
Auto Driver	~~860~~	869	~~1109~~	1120
Bus Driver	~~938~~	947	~~1202~~	1214
Janitor	~~938~~	947	~~1202~~	1214

Subp. 11. **Maintenance and trades: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum		Maximum	
Auto Driver	~~1109~~	1120	~~1426~~	1440
Bus Driver	~~1155~~	1167	~~1487~~	1502
Janitor	~~1109~~	1120	~~1426~~	1440

Department of Health

Proposed Permanent Rules Relating to Merit System

Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer Than Twenty-Five Persons Request a Hearing in Response to Notice of Intent to Amend Rules without a Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel, Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 144.071.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

KEY: 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." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communciate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9 September 1986

Sister Mary Madonna Ashton
Commissioner

Notice of Intent to Amend Rules without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-Five or More Persons Request a Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 144.071.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HEALTH. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor—Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for county and local public health agencies. The rules apply to all positions and employees engaged in the administration of health programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 4670.4200-4670.4240 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now availabie and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the *State Register*, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness.

Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9 September 1986

Sister Mary Madonna Ashton
Commissioner

Rules as Proposed

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is ~~four~~ one percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, ~~1986~~ 1987.

The tables in parts 4670.4210 to 4670.4240 list minimum and maximum salary steps in monthly salary amounts for the specified classes of positions.

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4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~1972~~	1992	~~2819~~	2847
Director of Environmental Health	~~2257~~	2280	~~3219~~	3251
Director of Public Health Nursing I	~~1845~~	1863	~~2757~~	2785
Public Health Educator	~~1581~~	1597	~~2257~~	2280
Public Health Nurse	~~1581~~	1597	~~2257~~	2280
Public Health Nurse (Team Leader)	~~1728~~	1745	~~2466~~	2491
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1511~~	1526	~~2164~~	2186
Sanitarian	~~1446~~	1460	~~2164~~	2186
Senior Public Health Nurse	~~1728~~	1745	~~2576~~	2602

Subp. 2. **Plan B.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2064~~	2085	~~2946~~	2975
Director of Environmental Health	~~2361~~	2385	~~3372~~	3406
Director of Public Health Nursing I	~~1926~~	1945	~~2880~~	2909
Public Health Educator	~~1654~~	1671	~~2361~~	2385
Public Health Nurse	~~1654~~	1671	~~2361~~	2385
Public Health Nurse (Team Leader)	~~1808~~	1826	~~2576~~	2602
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1581~~	1597	~~2257~~	2280
Sanitarian	~~1511~~	1526	~~2257~~	2280
Senior Public Health Nurse	~~1808~~	1826	~~2694~~	2721

Subp. 3. **Plan C.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2164~~	2186	~~3082~~	3113
Director of Environmental Health	~~2466~~	2491	~~3527~~	3562
Director of Public Health Nursing I	~~2111~~	2132	~~3013~~	3043
Public Health Educator	~~1728~~	1745	~~2466~~	2491
Public Health Nurse	~~1808~~	1826	~~2466~~	2491
Public Health Nurse (Team Leader)	~~2016~~	2036	~~2757~~	2785
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree	~~1728~~	1745	~~2361~~	2385
Sanitarian	~~1581~~	1597	~~2361~~	2385
Senior Public Health Nurse	~~1972~~	1992	~~2819~~	2847

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Bookkeeper	~~1080~~	1091	~~1545~~	1560
Home Health Aide	~~885~~	912	~~1265~~	1364
Home Health Aide Coordinator	~~1185~~	1224	~~1615~~	1671
Inspector	~~1185~~	1224	~~1615~~	1671
Licensed Practical Nurse	~~1185~~	1197	~~1615~~	1631
Public Health Aide	~~796~~	839	~~1130~~	1250

Subp. 2. **Plan B.**

	Minimum		Maximum	
Bookkeeper	~~1130~~	1141	~~1615~~	1631
Home Health Aide	~~924~~	955	~~1321~~	1427
Home Health Aide Coordinator	~~1238~~	1278	~~1688~~	1745

	Minimum		Maximum	
Inspector	~~1238~~	1278	~~1688~~	1745
Licensed Practical Nurse	~~1238~~	1250	~~1688~~	1705
Public Health Aide	~~831~~	876	~~1185~~	1307

Subp. 3. **Plan C.**

	Minimum		Maximum	
Bookkeeper	~~1185~~	1197	~~1688~~	1705
Home Health Aide	~~966~~	999	~~1383~~	1491
Home Health Aide Coordinator	~~1294~~	1334	~~1768~~	1826
Inspector	~~1294~~	1334	~~1768~~	1826
Licensed Practical Nurse	~~1294~~	1307	~~1768~~	1786
Public Health Aide	~~867~~	912	~~1238~~	1364

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~750~~	758	~~1020~~	1030
Clerk II	~~857~~	866	~~1222~~	1234
Clerk III	~~1020~~	1030	~~1396~~	1410
Clerk-Typist I	~~785~~	831	~~1117~~	1128
Clerk-Typist II	~~857~~	866	~~1222~~	1234
Clerk-Typist III	~~998~~	1030	~~1427~~	1473
Clerk-Steno	~~893~~	902	~~1222~~	1234
Switchboard Operator	~~823~~	831	~~1117~~	1128

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~857~~	866	~~1117~~	1128
Clerk II	~~976~~	986	~~1331~~	1344
Clerk III	~~1140~~	1151	~~1488~~	1503
Clerk-Typist I	~~893~~	942	~~1222~~	1234
Clerk-Typist II	~~976~~	986	~~1331~~	1344
Clerk-Typist III	~~1140~~	1151	~~1488~~	1575
Clerk-Steno	~~1020~~	1030	~~1331~~	1344
Switchboard Operator	~~933~~	942	~~1222~~	1234

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~933~~	942	~~1222~~	1234
Clerk II	~~1067~~	1088	~~1458~~	1473
Clerk III	~~1195~~	1207	~~1559~~	1575
Clerk-Typist I	~~976~~	1030	~~1331~~	1344
Clerk-Typist II	~~1067~~	1088	~~1458~~	1473
Clerk-Typist III	~~1195~~	1207	~~1559~~	1648
Clerk-Steno	~~1117~~	1128	~~1458~~	1473
Switchboard Operator	~~1020~~	1030	~~1331~~	1344

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4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

Subp. 2. **Plan A.**

	Minimum		Maximum	
Janitor	~~938~~	947	~~1202~~	1214

Subp. 3. **Plan B.**

	Minimum		Maximum	
Janitor	~~1109~~	1120	~~1426~~	1440

Department of Human Services

Proposed Permanent Rules Relating to Adult Day Care Center Licensure

Notice of Intent to Adopt a Rule without a Public Hearing and Notice of Intent to Adopt a Rule with a Public Hearing if Twenty-five or More Persons Request a Hearing

Notice is hereby given that the State Department of Human Services proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 245.781 to 245.812.

Persons interested in this rule shall have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule and comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, UNLESS A SUFFICIENT NUMBER WITHDRAW THEIR REQUEST, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Department of Human Services between October 30, 1986 and November 10, 1986 at 612/297-1490.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Martha O'Toole
Department of Human Services
4th Floor, Centennial Office Building
St. Paul, MN 55155
Telephone: 612/297-1490

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on October 29, 1986.

The proposed rule may be modified if the modifications are supported by data and views and do not result in a substantial change in the proposed rule as noticed.

Minnesota Rules, parts 9555.9600 to 9555.9730 establish standards and procedures for licensing day care centers serving functionally impaired adults. "Functionally impaired" is defined in Minnesota Statutes, section 245.782, subdivision 14 as "having a condition that includes having substantial difficulty in carrying out one or more of the essential major activities of daily living, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, or having a disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life and requiring support to maintain independence in the community." The purpose of the rule parts is to protect the health, safety and rights of adult day care participants by requiring licensure of non-residential day care facilities serving functionally impaired adults.

Parts 9555.9600 to 9555.9730 do not apply to an identifiable unit in a nursing home, hospital, or boarding care home licensed by the commissioner of health that provides day care for five or fewer functionally impaired adults who are not residents; to day

retirement of an existing deputy registrar whose office does not comply with the requirements for distance or number of applications for registration processed. If, within three months, a new deputy registrar appointment is not accepted by the person to be appointed or if the office is not established by the appropriate local government, then part 7406.0300 applies.

Department of Public Safety

Proposed Permanent Rules Relating to the Merit System

Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer Than Twenty-Five Persons Request a Hearing in Response to Notice of Intent to Amend Rules without a Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, on November 12, 1986, commencing at 9:30 a.m. and continuing until all interested persons or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of hearing which is to be included in the hearing record may be mailed to Howard L. Kaibel, Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone (612) 341-7608 either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during this three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in Minnesota Statutes, section 14.50.

The rule hearing is governed by Minnesota Statutes, sections 14.01-14.56 and by Minnesota Rules parts 1400.0200-1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 12.12, subd. 3.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph Corey. Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Ralph Corey.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge'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. 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 Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the Secretary of State.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument 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 Administrative Hearings at a minimal charge.

Minnesota Statutes, Chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A Lobbyist is defined in Minnesota Statutes, section 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than $250, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101.

Dated: 9 September 1986

Rudy Perpich
Governor

Notice of Intent to Amend Rules without a Public Hearing and Notice of Intent to Amend Rules with a Public Hearing if Twenty-Five or More Persons Request a Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Department of Public Safety proposes to adopt the above-entitled rule changes without a public hearing following the procedures set forth in Minnesota Statutes, sections 14.22 to 14.28. The statutory authority of the Department to make the proposed rule changes is contained in Minnesota Statutes, section 12.12, subd. 3.

Interested persons shall have 30 days (until October 29, 1986) to submit comments in support of or in opposition to the proposed rule changes. Comment is encouraged. Each comment should identify the portion of the proposed rule change being addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, sections 14.131 to 14.20.

PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON NOVEMBER 12, 1986, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF PUBLIC SAFETY. To verify whether a hearing will be held, please call the Merit System between October 30, 1986 and November 10, 1986 at 612/296-3996.

KEY: **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." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Ralph W. Corey
Merit System Supervisor
Minnesota Department of Human Services
Fourth Floor—Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone 612/296-3996

Comments or requests for a public hearing must be received by 4:30 p.m. on October 29, 1986. The proposed rule may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

The Minnesota Merit System rules provide for a system of personnel administration for 21 county and local emergency services agencies. The rules apply to all positions and employees engaged in the administration of emergency services programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration.

The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, the proposed changes would provide for a general salary adjustment of 1% for merit system employees effective January 1, 1987.

Proposed revisions to parts 7520.1000-7520.1100 (the compensation plan) provide for adjustments of varying amounts to the minimum and maximum salaries for classes covered by the Merit System. These adjustments have been proposed to correct compensation inequities based upon comparable work value.

The cost to local public bodies of implementing the proposed rule changes will not exceed $100,000 for calendar year 1987.

A fiscal note explaining the costs to local agencies of complying with the rule has been prepared according to the requirements of Laws of Minnesota 1985 Special Session, Chapter 10, sections 34-38. A free copy of the fiscal note may be obtained by contacting Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Ralph W. Corey.

A Statement of Need and Reasonableness that describes the need for and the reasonableness of each provision of the proposed changes and identifies the data and information relied upon to support the proposed changes has been prepared and is also available from Ralph W. Corey upon request.

If no hearing is required, the Department shall submit to the Attorney General the proposed rule and notice as published in the *State Register*, the rule as proposed for adoption, any written comments received by the Department and the Statement of Need and Reasonableness. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ralph W. Corey.

Dated: 9 September 1986

Rudy Perpich
Governor

Rules as Proposed

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~four~~ one percent for employees on the professional and clerical salary schedules.

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1986~~ 1987; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1581~~	1597	~~2164~~	2186
Emergency Management Director	~~1383~~	1397	~~1972~~	1992
Communications Officer	~~1383~~	1397	~~1886~~	1905
Operations Officer	~~1581~~	1597	~~2164~~	2186
Public Information Officer	~~1581~~	1597	~~2164~~	2186
Radiological Officer	~~1383~~	1397	~~1886~~	1905
Safety Services Coordinator	~~1581~~	1597	~~2164~~	2186

Subp. 2. **Plan B.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1654~~	1671	~~2257~~	2280
Emergency Management Director	~~1446~~	1460	~~2064~~	2085
Communications Officer	~~1446~~	1460	~~1972~~	1992
Operations Officer	~~1654~~	1671	~~2257~~	2280
Public Information Officer	~~1654~~	1671	~~2257~~	2280
Radiological Officer	~~1446~~	1460	~~1972~~	1992
Safety Services Coordinator	~~1654~~	1671	~~2257~~	2280

Subp. 3. **Plan C.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1728~~	1745	~~2361~~	2385
Emergency Management Director	~~1511~~	1526	~~2164~~	2186
Communications Officer	~~1511~~	1526	~~2064~~	2085
Operations Officer	~~1728~~	1745	~~2361~~	2385
Public Information Officer	~~1728~~	1745	~~2361~~	2385
Radiological Officer	~~1511~~	1526	~~2064~~	2085
Safety Services Coordinator	~~1728~~	1745	~~2361~~	2385

7520.1100 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1986~~ 1987; CLERICAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~750~~	758	~~1020~~	1030
Clerk II	~~857~~	866	~~1222~~	1234
Clerk III	~~1020~~	1030	~~1396~~	1410
Clerk-Typist I	~~785~~	831	~~1117~~	1128
Clerk-Typist II	~~857~~	866	~~1222~~	1234
Clerk-Typist III	~~998~~	1030	~~1427~~	1473
Clerk-Steno	~~893~~	902	~~1222~~	1234

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~857~~	866	~~1117~~	1128
Clerk II	~~976~~	986	~~1331~~	1344
Clerk III	~~1140~~	1151	~~1488~~	1503
Clerk-Typist I	~~893~~	942	~~1222~~	1234
Clerk-Typist II	~~976~~	986	~~1331~~	1344

KEY: 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." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

	Minimum		Maximum	
Clerk-Typist III	~~1140~~	1151	~~1488~~	1575
Clerk-Steno	~~1020~~	1030	~~1331~~	1344

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~933~~	942	~~1222~~	1234
Clerk II	~~1067~~	1088	~~1458~~	1473
Clerk III	~~1195~~	1207	~~1559~~	1575
Clerk-Typist I	~~976~~	1030	~~1331~~	1344
Clerk-Typist II	~~1067~~	1088	~~1458~~	1473
Clerk-Typist III	~~1195~~	1207	~~1559~~	1648
Clerk-Steno	~~1117~~	1128	~~1458~~	1473

ADOPTED RULES

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

Office of the Attorney General

Adopted Rules Relating to Rule Reviews

The rule proposed and published at *State Register*, Volume 10, Number 27, pages 1457-1473, December 30, 1985 (10 S.R. 1457) and Volume 10, Number 29, pages 1547, January 13, 1986 (10 S.R. 1547) is adopted with modifications. The entire rule, with the modifications, is as follows:

Rules as Adopted

2010.0200 AUTHORITY.

Parts 2010.0200 to 2010.1400 govern the submittal to and review by the attorney general of rules adopted without a public hearing pursuant to Minnesota Statutes, sections 14.22 to 14.28 and emergency rules adopted pursuant to Minnesota Statutes, sections 14.29 to 14.36 by agencies pursuant to the Administrative Procedure Act, Minnesota Statutes, chapter 14.

2010.0300 DOCUMENTS NECESSARY FOR REVIEW OF A RULE ADOPTED WITHOUT A PUBLIC HEARING.

To submit a rule adopted without a public hearing to the attorney general for review and approval pursuant to Minnesota Statutes, section 14.26, the agency must submit to the attorney general the following documents:

A. A copy or photocopy of the notice of solicitation of outside information or opinions as published in the *State Register*, if the agency sought to obtain information or opinions in preparing to propose a rule from sources outside the agency as provided by Minnesota Statutes, section 14.10. For the recommended format of the notice, see part 2010.9900.

B. A copy of the petition for adoption, suspension, amendment, or repeal of a rule if the agency has adopted the rule in response to a petition filed pursuant to Minnesota Statutes, section 14.09 and part 2010.0600. For the prescribed format of the petition, see part 2010.9905.

C. If the agency is a multi-member agency as provided in Minnesota Statutes, section 15.0597, subdivision 1a, the certificate of the multi-member agency's authorizing resolution or a copy of a delegation of authority. The resolution must direct and

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of the Rule of the State Department of Human Services Governing the Compensation Plan and Salary Adjustments, Minn. Rules parts 9575.0350 and 9575.1500

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT A PUBLIC HEARING

Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on September 29, 1986, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 on September 24, 1986. The Statement of Need and Reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking list and published in the State Register and was available to the public.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. No requests for a public hearing on the rule were received by the agency.

No requests for notice of submission to the attorney general were received by the agency.

Based on the comments and evidence in the record before the agency, I find the following:

No changes are being made between the rule as proposed and the rule as adopted.

During the comment period, one letter was received from Sara Asmus, Fiscal Supervisor I in the Wadena County Social Service Department. Ms. Asmus requested that the Merit System reconsider the maximum salary proposed for the classification of Fiscal Supervisor I in Minn. rules, part 9575.1500. She requested that an additional step be added to the range.

The proposed rule is left unchanged because, based upon the number of job evaluation points the Fiscal Supervisor I classification received, it should be assigned the same salary range as Fiscal Officer. The position of Fiscal Supervisor I was given the same number of job evaluation points in the Merit System's job evaluation study as was Fiscal Officer. Classifications with similar or identical job evaluation point totals indicate similar or identical comparable work values and as a result, identical salary ranges should be provided.

Supervision of the accounting unit in an agency is not the primary function of a Fiscal Supervisor I. The primary functions of both the Fiscal Supervisor I and Fiscal Officer classes are to perform the accounting and budgeting responsibilities, whereas the primary function of other positions such as Social Services Supervisor I and Financial Assistance Supervisor I is to supervise the work of staff in their respective units. In fact, in most instances, Fiscal Supervisor I positions have only 2 or 3 paraprofessional and/or clerical staff reporting to them.

The Merit System is attempting to come into compliance with the requirements of the Local Government Pay Equity Act. Proposed part 9575.1500 establish minimum and maximum salaries which further bring the Merit System into compliance with the requirements of this law.

The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Minnesota Rules, parts 9575.0350 and 9575.1500 is adopted this 3rd day of November, 1986, pursuant to authority vested in me by Minnesota Statutes, section 256.012.



LEONARD W. LEVINE
COMMISSIONER OF HUMAN SERVICES

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Adoption of the Rule of the State Department of Public Safety Governing the Compensation Plan and Salary Adjustments, Minn. Rules parts 7520.0650 and 7520.1000-1100	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT A PUBLIC HEARING

Notice of the Governor's intent to adopt the above-entitled rule was published in the State Register on September 29, 1986, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 on September 24, 1986. The Statement of Need and Reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking list and published in the State Register and was available to the public.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. No requests for a public hearing on the rule were received by the agency.

No submissions or comments on the rule were received by the agency. No requests for notice of submission to the attorney general were received by the agency.

Based on the comments and evidence in the record before the agency, I find the following:

The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Minnesota Rules, parts 7520.0650 and 7520.1000-1100 is adopted this 4th day of November, 1986, pursuant to authority vested in me by Minnesota Statutes, section 12.12, subd. 3.

Rudy Perpich

RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of the Rule of the State Department of Health Governing the Compensation Plan and Salary Adjustments, Minn. Rules parts 4670.1320 and 4670.4200-4240

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT A PUBLIC HEARING

Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on September 29, 1986, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 on September 24, 1986. The Statement of Need and Reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking list and published in the State Register and was available to the public.

All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. No requests for a public hearing on the rule were received by the agency.

No submissions or comments on the rule were received by the agency. No requests for notice of submission to the attorney general were received by the agency.

Based on the comments and evidence in the record before the agency, I find the following:

The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Minnesota Rules, parts 4670.1320 and 4670.4200-4240 is adopted this 4th day of November, 1986, pursuant to authority vested in me by Minnesota Statutes, section 144.071.

S. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
COMMISSIONER OF HEALTH

STATE OF MINNESOTA

DEPARTMENTS OF HUMAN SERVICES, HEALTH AND PUBLIC SAFETY

In the Matter of the Proposed Adoption of the Rules of the State Departments of Human Services, Health and Public Safety Governing the Compensation Plan and Salary Adjustments

DECLARATION OF COUNSEL

I, Blake Shepard, Special Assistant Attorney General, do hereby declare that I have examined the above-captioned rule, and the supporting rulemaking record, and that, based on my examination, the Administrative Procedure Act and Minnesota Rules, chapter 2010 have been followed. Any exceptions are listed below. For Attorney General billing purposes, the four-digit docket client code is 0859.

Blake Shepard

Blake Shepard
Special Assistant Attorney General

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES CONCERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 9575.0350 AND 9575.1500

CERTIFICATE

I hereby certify that the list of persons, associations and other interested groups who have requested, pursuant to Minnesota Statutes, section 14.14, subdivision 1a, and 14.22 or 14.30, that their names be placed on the State Department of Human Services rulemaking mailing list is accurate, complete, and current as of this 24th day of September, 1986.

Nancy Storelee

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS

CERTIFICATE

I hereby certify that the list of persons, associations, and other interested groups who have requested, pursuant to Minnesota Statutes, Section 14.14, subd. 1, that their names be placed on file with and maintained by the Department of Health for the purpose of receiving notice of the proposed adoption of rules by this Department is accurate and complete as of 9:15, A.M., this 23rd day of September, 1986.

D. J. Woodard

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS
TO EXISTING RULES OF THE MINNESOTA MERIT
SYSTEM GOVERNING THE COMPENSATION PLAN
AND SALARY ADJUSTMENTS

CERTIFICATE

I hereby certify that the list of persons, associations, and other interested groups who have requested, pursuant to Minnesota Statutes, Section 14.14, subd. 1, that their names be placed on file with and maintained by the Department of Public Safety for the purpose of receiving notice of the proposed adoption of rules by this Department is accurate and complete as of 9:40, A.M., this 23 day of September, 1986.

Nancy Kelly

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of Rules of the State Department of Human Services Governing the Minnesota Merit System

ORDER FOR NOTICE OF INTENT TO ADOPT RULES WITHOUT PUBLIC HEARING

IT IS ORDERED this 9th day of September, 1986 that a Notice of Intent to Adopt Rules Without Public Hearing in the above-entitled matter be given to all persons who have registered their names with the State Department of Human Services for that purpose and be published in the State Register.

STATE OF MINNESOTA

LEONARD W. LEVINE
COMMISSIONER

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Rules of the State Department of Health Governing the Minnesota Merit System

ORDER FOR NOTICE OF INTENT TO ADOPT RULES WITHOUT PUBLIC HEARING

IT IS ORDERED this 9th day of September, 1986 that a Notice of Intent to Adopt Rules Without Public Hearing in the above-entitled matter be given to all persons who have registered their names with the State Department of Health for that purpose and be published in the State Register.

STATE OF MINNESOTA

Sr. Mary Madonna Ahrlton

COMMISSIONER OF HEALTH

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Adoption of Rules of the State Department of Public Safety Governing the Minnesota Merit System

ORDER FOR NOTICE OF INTENT TO ADOPT RULES WITHOUT PUBLIC HEARING

IT IS ORDERED this 8 th day of September, 1986 that a Notice of Intent to Adopt Rules Without Public Hearing in the above-entitled matter be given to all persons who have registered their names with the State Department of Public Safety for that purpose and be published in the State Register.

STATE OF MINNESOTA

GOVERNOR

HUMAN SERVICES

FISCAL NOTE

The proposed Merit System revisions to Minnesota Rules part 9575.0350, subpart 3, and part 9575.1500 provide for 1) a recommended 1% salary adjustment for those employees not covered by collective bargaining agreements in 75 county welfare departments and human services agencies covered by the Merit System and for 2) an upgrading of minimum and maximum salary rates for some classes by varying amounts, to be effective January 1, 1987. The only mandated cost to counties involves the adjustment of salaries to the 1987 proposed minimum rates for those employees not covered by collective bargaining agreements whose rates of pay are below the 1987 proposed minimum for their classifications. An agency may adopt a different adjustment from that recommended by the Merit System as long as employees are at least paid at or above minimum and at or below the maximum rates of pay for their classifications on the Merit System compensation plan adopted by the agency. Employees covered by collective bargaining agreements are exempt from this provision.

METHODOLOGY USED TO ARRIVE AT COST TO COUNTY AGENCIES FOR CALENDAR YEAR 1987:

Note: Assumptions made in calculating costs are that the appointing authorities do not adopt a different Merit System compensation plan for their employees, adopt the recommended 1% salary adjustment for employees and that individual salary increases are not granted to employees during the period between August 1, 1986, and January 1, 1987.

The monthly cost to agencies of adjusting non-union employees to the 1987 proposed minimum rates for their classifications is $7,486. This figure was arrived at by calculating the monthly cost of raising non-union employees to the 1987 proposed minimum rates for their classifications in each agency covered by the Merit System.

(The total cost figured below is only for calendar year 1987, which consists of the last half of fiscal year 1987 and the first half of fiscal year 1988. (Proposed salary adjustments for calendar year 1988 are unknown at this time.)

Cost to agencies for last half (6 months) fiscal year 1987 is $7,486 x 6 = $44,916

Cost to agencies for first half (6 months) fiscal year 1988 is $7,486 x 6 = $44,916

Federal share of salary costs for income maintenance programs = 44%

Federal share of salary costs for social service programs = 22.6%

County share of salary costs for income maintenance programs = 43%

County share of costs for social service programs = 52.3%

State share of salary costs for income maintenance programs = 13%

State share of salary costs for social service programs = 25.1%

Allocating costs equally between social services and income maintenance yields the following:

Last Half - Fiscal Year 1987	First Half - Fiscal Year 1988
Federal share of salary costs	Federal share of salary costs
$22,458 / 44% = $9,882 (IM)	$22,458 / 44% = $9,882 (IM)
$22,458 / 22.6% = $5,075 (SS)	$22,458 / 22.6% = $5,075 (SS)
Total $14,957	Total $14,957
County share of salary costs	County share of salary costs
$22,458 / 43% = $9,657 (IM)	$22,458 / 43% = $9,657 (IM)
$22,458 / 52.3 = $11,745 (SS)	$22,458 / 52.3% = $11,745 (SS)
Total $21,402	Total $21,402

State share of salary costs

$22,458 / 13% = $2,920 (IM)

$22,458 / 25.1% = $5,637 (SS)

Total $8,557

Grand Totals

Federal	$14,957
County	$21,402
State	$ 8,557
	$44,916

State share of salary costs

$22,458 / 13% = $2,920 (IM)

$22,458 / 25.1% = $5,637 (SS)

Total $8,557

Grand Totals

Federal	$14,957
County	$21,402
State	$ 8,557
	$44,916

County share of salary costs for calendar year 1987 is $21,402 + $21,402 = $42,804

State share of salary costs for calendar year 1987 is $8,557 + $8,557 = $17,114

Dated: 9-8-86

LEONARD W. LEVINE

COMMISSIONER

HEALTH

FISCAL NOTE

The proposed Merit System revisions to Minnesota Rules, parts 4670.1320 and 4670.4200-4670.4240 provide for 1) a recommended 1% salary adjustment for those employees not covered by collective bargaining agreements in local and county health agencies covered by the Merit System and for 2) an upgrading of minimum and maximum salary rates for some classes by varying amounts, to be effective January 1, 1987. The only mandated cost to county and local agencies involves the adjustment of salaries to the 1987 proposed minimum rates for those employees not covered by collective bargaining agreements whose rates of pay are below the 1987 proposed minimum for their classification. An agency may adopt a different adjustment from that recommended by the Merit System as long as employees are at least paid at or above minimum and at or below the maximum rates of pay for their classifications on the Merit System compensation plan adopted by the agency. Employees covered by collective bargaining agreements are exempt from this provision. There will be no cost to county and local health agencies in implementing the proposed rule changes.

Dated: 9/9/86

Sr. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON

COMMISSIONER

PUBLIC SAFETY

FISCAL NOTE

The proposed Merit System revisions to Minnesota Rules parts 7520.0650 and 7520.1000-7520.1100 provide for 1) a recommended 1% salary adjustment for those employees not covered by collective bargaining agreements in 21 local and county emergency services agencies covered by the Merit System and for 2) an upgrading of minimum and maximum salary rates for some classes by varying amounts, to be effective January 1, 1987. The only mandated cost to county and local agencies involves the adjustment of salaries to the 1987 proposed minimum rates for those employees not covered by collective bargaining agreements whose rates of pay are below the 1987 proposed minimum for their classification. An agency may adopt a different adjustment from that recommended by the Merit System as long as employees are at least paid at or above minimum and at or below the maximum rates of pay for their classifications on the Merit System compensation plan adopted by the agency. Employees covered by collective bargaining agreements are exempt from this provision. The monthly cost to agencies of adjusting non-union employees to the 1987 proposed minimum rates for their classifications is $46. This figure was arrived at by calculating the monthly cost of raising non-union employees to the 1987 proposed minimum rates for their classifications in each agency covered by the Merit System. The cost to county and local emergency services agencies in implementing the proposed rule changes will be $552 for calendar year 1987.

Dated: 9/8/86

Rudy Perpich

RUDY PERPICH

GOVERNOR

Notice of Intent

OK except for no Small Business Statem
doesn't affect small biz
35

Rule

only changes:

year, percentage and dollar amount (Salary)

256.012 ✓

144.071 ✓

12.125 No statute { incorrect - correct site is 12.22 subd 2 close call - but I say subst compl.

RECEIVED
NOV 6 1986
ATTORNEY GENERAL
ADMINISTRATIVE AGENCIES

MINNESOTA MERIT SYSTEM

FOR: COUNTY WELFARE
HUMAN SERVICE BOARDS
COUNTY AND LOCAL EMERGENCY SERVICES
COUNTY AND LOCAL PUBLIC HEALTH

OFFICE OF THE SUPERVISOR
FOURTH FLOOR, CENTENNIAL OFFICE BLDG.
ST. PAUL, MINNESOTA 55155
612/296-3996

TO: Rita Desmond
Legal Assistant
Attorney General's Office, Administrative Division

November 5, 1986

Ralph Corey

FROM: Ralph Corey
Merit System

SUBJECT: Review of a Rule Adopted Without a Public Hearing; Minnesota Rules, parts 9575.0350 and 9575.1500, 4670.1320 and 4670.4200-4240, and 7520.0650 and 7520.1000-1100

Enclosed are the documents required to be submitted under Minnesota Rules, part 2010.0300 for your review of a rule adopted without a public hearing for the above entitled matter.

Official documents in this submitted material include:

1. A copy or photocopy of the notice of solicitation of outside information or opinions as published in the State Register.

2. A copy of the proposed rule with a certificate of approval as to form by the revisor of statutes attached.

3. The notice of intent to adopt a rule without a public hearing as mailed.

4. The statement of need and reasonableness in support of the proposed rule complying with part 2010.0700.

5. The affidavit of mailing the notice of intent to adopt a rule without a public hearing. The affidavits state that the mailing list maintained by the agency pursuant to Minnesota Statutes, sections 14.22 and 14.14, subdivision 1a is accurate, complete, and current and that the notice of intent to adopt the rule without a public hearing was mailed to all persons and groups whose names appear on the list.

6. A copy or photocopy of the notice of intent to adopt the rule without a public hearing as published in the State Register.

7. Four copies of the rule as adopted. Any modification made to the proposed rule is reflected on the rule as adopted and is approved as to form by the revisor of statutes.

8. The findings of fact, conclusions, and order adopting the rule.

9. All written requests, submissions, or comments on the rule received by the agency except requests solely for copies of the rule or of the statement of need and reasonableness.

10. The declaration of the attorney in the attorney general's office who represents the agency.

11. The notice of submission of the rule to the attorney general, if applicable.

12. The affidavit of mailing notice of submission of the rule to the attorney general, if applicable.

If you have any questions on this submitted material, please call me at 296-3996.

RWC:rb

Enclosures