

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

RULE REVIEW CHECKLIST

File No. 1420 | Docket No. 05.0009.0850

DATE RECEIVED 12/02/87 | ADOPTED W/O HEARING X

REVIEW DATE 12/11/87 | EMERGENCY RULE

DUE DATE 12/16/87

REVISOR APPROVED

APPROVED ✓ 12/15/87 JGJ | REVISOR DISAPPROVED

DISAPPROVED | FIELD W/SEC.STATE

WITHDRAWN | RETURNED TO AGENCY

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion

7/13/87 Date published in State Register

none 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, 144.071, 12.22(3) Statutory Authority

NO Small Business Statement

YES Expenditure of public money statement

YES Signature

✓ Statement of Need and Reasonableness

NO Small Business Statement

N/A Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule

10/14/87 Date (30)/25 days before adoption

✓ Publication in State Register

10/19/87 Date (30)/25 days before adoption

~~Resolution Adopting~~

✓ Findings of Fact, Conclusions & Order Adopting

11/25/87 Date

~~Written requests, submissions or comments~~

✓ Declaration of attorney

James Alexander Name of SAAG representing agency

~~Notice of Submission to Attorney General~~

~~Affidavit of Mailing Notice to Attorney General~~

SF-00006-05 (4/86)

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT : ATTORNEY GENERAL

DATE : December 16, 1987

TO : RALPH W. COREY
Merit System Supervisor

FROM : JULIE A. LEPPINK
Special Assistant
Attorney General

PHONE :

SUBJECT : 7-3493

In the Matter of the Adopted Rules Relating to Merit System - Public Safety, Department of Health, Human Services

The above-referenced rule has been approved as to its legality by the Attorney General on December 15, 1987.

Enclosed is the agency's copy of the approved rule. This office has already filed two copies with the Secretary of State, who will forward one copy to the Revisor of Statutes. The fourth 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.

JAL:nah

Enclosures

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

Duane Harves
Chief Administrative Law Judge
Office of Administrative Hearings

AG Copy

Department of Health

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

4670.1200 ADJUSTMENT OF THE OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. **Annual adjustments.** The compensation plan provided in parts 4670.4200 to 4670.4240 shall be adjusted annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 4670.1000. Amendments shall include a proposed general adjustment to all rates of pay in the professional, health services support, clerical, and building maintenance salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City consumer price index, the supervisor shall recommend a general

salary adjustment for all employees on the professional, health services support, clerical, and building maintenance salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 4670.1320. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, 1988.

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	2052	2932
Director of Environmental Health	2348	3349
Director of Public Health Nursing I	1919	2869
Public Health Educator	1645	2348
Public Health Nurse	1645	2348
Public Health Nurse (Team Leader)	1721	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1572	2252
Sanitarian	1504	2252
Senior Public Health Nurse	1881	2680

Subp. 2. **Plan B.**

	Minimum	Maximum
Assistant Director of Environmental Health	2148	3064

Director of Environmental Health	2457	3508
Director of Public Health Nursing I	2003	2996
Public Health Educator	1721	2457
Public Health Nurse	1721	2457
Public Health Nurse (Team Leader)	1797	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1645	2348
Sanitarian	1572	2348
Senior Public Health Nurse	1962	2803

Subp. 3. **Plan C.**

	Minimum	Maximum
Assistant Director of Environmental Health	2252	3206
Director of Environmental Health	2566	3669
Director of Public Health Nursing I	2196	3134
Public Health Educator	1797	2566
Public Health Nurse	1881	2566
Public Health Nurse (Team Leader)	2052	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree	1797	2457
Sanitarian	1645	2457
Senior Public Health Nurse	2052	2932

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Bookkeeper	1124	1607
Home Health Aide	961	1439
Home Health Aide Coordinator	1261	1721
Inspector	1261	1721
Licensed Practical Nurse	1261	1721
Public Health Aide	883	1261

Subp. 2. **Plan B.**

	Minimum	Maximum
Bookkeeper	1175	1680
Home Health Aide	1005	1504
Home Health Aide Coordinator	1316	1797
Inspector	1316	1797
Licensed Practical Nurse	1316	1797
Public Health Aide	921	1374

Subp. 3. **Plan C.**

	Minimum	Maximum
Bookkeeper	1233	1756
Home Health Aide	1151	1572
Home Health Aide Coordinator	1374	1881
Inspector	1374	1881
Licensed Practical Nurse	1374	1881
Public Health Aide	1101	1504

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	781	1061
Clerk II	892	1271
Clerk III	1061	1452
Clerk-Typist I	856	1162
Clerk-Typist II	892	1271

Clerk-Typist III	1085	1548
Clerk-Steno	892	1271
Switchboard Operator	856	1162

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	892	1162
Clerk II	1016	1384
Clerk III	1186	1548
Clerk-Typist I	970	1271
Clerk-Typist II	1016	1384
Clerk-Typist III	1214	1660
Clerk-Steno	1016	1384
Switchboard Operator	970	1271

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	970	1271
Clerk II	1110	1517
Clerk III	1243	1622
Clerk-Typist I	1061	1384
Clerk-Typist II	1110	1517
Clerk-Typist III	1271	1736
Clerk-Steno	1110	1517
Switchboard Operator	1061	1384

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

Subp. 2. **Plan A.**

	Minimum	Maximum
Janitor	975	1250

Subp. 3. **Plan B.**

	Minimum	Maximum
Janitor	1154	1483

REPEALER. Minnesota Rules, part 4670.1200, subparts 2, 4, and 6 are repealed.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 15 1987
Joan Anderson Growe
Secretary of State

2:17 PM

APPROVED AS TO FORM AND LEGALITY
December 15 1987
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY Julie A. Zappenti
SPECIAL ASSISTANT ATTORNEY GENERAL

A6COPY

Department of Public Safety

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

7520.0620 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. **Annual adjustments.** The compensation plans provided in parts 7520.1000 and 7520.1100 shall be adjusted annually to reflect changes in the level of salary rates in business and government and for similar and competing types of employment and to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 7520.0600. Amendments shall include a proposed general adjustment to all rates of pay in the professional and clerical salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City consumer price index, the supervisor shall recommend a general salary adjustment for all employees on the professional and

clerical salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 7520.0650, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

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

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY SERVICES), 1988; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Administrative Officer	1645	2252
Assistant Emergency Management Director	1439	2052
Communications Officer	1439	1962
Operations Officer	1645	2252
Public Information Officer	1645	2252
Radiological Officer	1439	1962
Safety Services Coordinator	1645	2252

Subp. 2. **Plan B.**

	Minimum	Maximum
Administrative Officer	1721	2348
Assistant Emergency Management Director	1504	2148
Communications Officer	1504	2052
Operations Officer	1721	2348
Public Information Officer	1721	2348
Radiological Officer	1504	2052
Safety Services Coordinator	1721	2348

Subp. 3. **Plan C.**

	Minimum	Maximum

Administrative Officer	1797	2457
Assistant Emergency Management Director	1572	2252
Communications Officer	1572	2148
Operations Officer	1797	2457
Public Information Officer	1797	2457
Radiological Officer	1572	2148
Safety Services Coordinator	1797	2457

7520.1100 COMPENSATION PLAN (EMERGENCY SERVICES), 1988; CLERICAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	781	1061
Clerk II	892	1271
Clerk III	1061	1452
Clerk-Typist I	856	1162
Clerk-Typist II	892	1271
Clerk-Typist III	1085	1548
Clerk-Steno	892	1271

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	892	1162
Clerk II	1016	1384
Clerk III	1186	1548
Clerk-Typist I	970	1271
Clerk-Typist II	1016	1384
Clerk-Typist III	1214	1660
Clerk-Steno	1016	1384

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	970	1271
Clerk II	1110	1517
Clerk III	1243	1622
Clerk-Typist I	1061	1384
Clerk-Typist II	1110	1517
Clerk-Typist III	1271	1736
Clerk-Steno	1110	1517

REPEALER. Minnesota Rules, part 7520.0620, subparts 2, 4, and 6 are repealed.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 15 1987
Joan Anderson Growe
Secretary of State
2:17 PM

APPROVED AS TO FORM AND LEGALITY
December 15 1987
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY Julie A. Zappink
SPECIAL ASSISTANT ATTORNEY GENERAL

AG COPY

Department of Human Services

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

9575.0320 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. **Annual adjustments.** The compensation plan provided in part 9575.1500 shall be adjusted annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City Consumer Price Index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 9575.0300. Amendments shall include a proposed general adjustment to all rates of pay in the professional, support, clerical, and maintenance and trades salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City Consumer Price Index, the supervisor shall recommend a general salary adjustment for all employees on the professional,

support, clerical, and maintenance and trades salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 9575.0350, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is three 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, 1988.

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	1645	2348
Accounting Supervisor	1919	2869
Administrative Assistant I	2052	3206
Administrative Assistant II	2196	3430
Administrative Assistant III	2618	3750
Adult Day Care Center Supervisor	1881	2680
Assistant Human Services Director	2869	4087
Assistant Welfare Director	3349	4766
Auditor	1919	2869
Chemical Dependency Coordinator	1645	2457
Collection Services Supervisor II	1721	2566
Community-Health Services Supervisor	2003	3134
Computer Programmer	1572	2252
Day Care Center Teacher	1504	2252
Developmental Achievement Center Director	1881	2680
Developmental Achievement Center Teacher	1504	2252
Director of Business Management I	2052	3064
Director of Business Management II	2618	3750
Director of Financial Assistance	2618	3750

Director of Planning	2618	3750
Director of Public Health Nursing I	1919	2869
Director of Social Services	2618	3750
Employment Guidance Counselor	1439	2052
Family Service Coordinator II	1572	2052
Financial Assistance Supervisor I	1721	2566
Financial Assistance Supervisor II	2052	3064
Fiscal Manager	2348	3349
Fiscal Officer	1504	2252
Fiscal Supervisor I	1504	2252
Fiscal Supervisor II	1919	2869
Gerontology Counselor	1721	2566
Human Services Director III	3134	4457
Human Services Supervisor I	2052	3206
Human Services Supervisor II	2457	3508
Jobs and Training Supervisor	1721	2566
Medical Assistance Prepayment Project Manager	2052	3064
Mental Health Program Manager	2196	3271
Mental Health Worker	1797	2680
Methods & Procedures Analyst	1607	2399
Nutrition Project Assistant Director	1504	2252
Nutrition Project Director	1919	2869
Office Services Supervisor II	1439	2052
Planner (Human Services)	1881	2680
Psychologist I	1721	2566
Psychologist II	2003	2869
Psychologist III	2680	3669
Public Health Educator	1645	2348
Public Health Nurse	1645	2348
Public Health Nurse (Team Leader)	1721	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1572	2252
Resident Activity Coordinator	1504	2252
Sanitarian	1504	2252
Senior Public Health Nurse	1881	2680
Senior Staff Development Specialist	1919	2869
Social Worker (Licensing Specialist)	1504	2252
Social Worker	1572	2457
Social Worker (Child Protection Specialist)	1572	2457
Social Worker (MSW)	1721	2566
Social Worker (Child Protection Specialist) (MSW)	1721	2566
Social Services Supervisor I	2052	3206
Social Services Supervisor II	2252	3508
Staff Development Specialist	1607	2399
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	1919	2618
Telecommunications Analyst	1919	2739
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1504	2252
Welfare Director I	2399	3585
Welfare Director II	2680	3835
Welfare Director III	2869	4087
Welfare Director IV	3134	4457
Welfare Director V	4177	5935
Work-Experience & Training Specialist	1721	2566

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	1721	2457
Accounting Supervisor	2003	2996
Administrative Assistant I	2148	3349
Administrative Assistant II	2296	3585
Administrative Assistant III	2739	3914
Adult Day Care Center Supervisor	1962	2803
Assistant Human Services Director	2869	4087
Assistant Welfare Director	3349	4766
Auditor	2003	2996
Chemical Dependency Coordinator	1721	2566
Collections Services Supervisor II	1797	2680
Community-Health Services Supervisor	2097	3271
Computer Programmer	1645	2348
Day Care Center Teacher	1572	2348
Developmental Achievement Center Director	1962	2803
Developmental Achievement Center Teacher	1572	2348
Director of Business Management I	2148	3206
Director of Business Management II	2739	3914
Director of Financial Assistance	2739	3914
Director of Planning	2739	3914
Director of Public Health Nursing I	2003	2996
Director of Social Services	2739	3914
Employment Guidance Counselor	1504	2148
Family Service Coordinator II	1645	2148
Financial Assistance Supervisor I	1797	2680
Financial Assistance Supervisor II	2148	3206
Fiscal Manager	2457	3508
Fiscal Officer	1572	2348
Fiscal Supervisor I	1572	2348
Fiscal Supervisor II	2003	2996
Gerontology Counselor	1797	2680
Human Services Director III	3134	4457
Human Services Supervisor I	2148	3349
Human Services Supervisor II	2566	3669
Jobs and Training Supervisor	1797	2680
Medical Assistance Prepayment Project Manager	2148	3206
Mental Health Program Manager	2296	3430
Mental Health Worker	1881	2803
Methods & Procedures Analyst	1680	2510
Nutrition Project Assistant Director	1572	2348
Nutrition Project Director	2003	2996
Office Services Supervisor II	1504	2148
Planner (Human Services)	1962	2803
Psychologist I	1797	2680
Psychologist II	2097	2996
Psychologist III	2803	3835
Public Health Educator	1721	2457
Public Health Nurse	1721	2457
Public Health Nurse (Team Leader)	1797	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1645	2348
Resident Activity Coordinator	1572	2348
Sanitarian	1572	2348
Senior Public Health Nurse	1962	2803
Senior Staff Development Specialist	2003	2996
Social Worker (Licensing Specialist)	1572	2348
Social Worker	1645	2566
Social Worker (Child Protection Specialist)	1645	2566
Social Worker (MSW)	1797	2680
Social Worker (Child Protection Specialist) (MSW)	1797	2680
Social Services Supervisor I	2148	3349
Social Services Supervisor II	2348	3669
Staff Development Specialist	1680	2510
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social		

Worker (SWEP)	Rate proposed by appointing authority.		
Systems Programmer	Analyst	2003	2739
Telecommunications	Analyst	2003	2869
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.		
Volunteer Services	Coordinator I	1572	2348
Welfare Director I		2399	3585
Welfare Director II		2680	3835
Welfare Director III		2869	4087
Welfare Director IV		3134	4457
Welfare Director V		4177	5935
Work-Experience & Training Specialist		1797	2680

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	1797	2566
Accounting Supervisor	2097	3134
Administrative Assistant I	2252	3508
Administrative Assistant II	2399	3750
Administrative Assistant III	2869	4087
Adult Day Care Center Supervisor	2052	2932
Assistant Human Services Director	2869	4087
Assistant Welfare Director	3349	4766
Auditor	2097	3134
Chemical Dependency Coordinator	1797	2680
Collections Services Supervisor II	1881	2803
Community-Health Services Supervisor	2196	3430
Computer Programmer	1721	2457
Day Care Center Teacher	1645	2457
Developmental Achievement Center Director	2052	2932
Developmental Achievement Center Teacher	1645	2457
Director of Business Management I	2252	3349
Director of Business Management II	2869	4087
Director of Financial Assistance	2869	4087
Director of Planning	2869	4087
Director of Public Health Nursing I	2097	3134
Director of Social Services	2869	4087
Employment Guidance Counselor	1572	2252
Family Service Coordinator II	1721	2252
Financial Assistance Supervisor I	1881	2803
Financial Assistance Supervisor II	2252	3349
Fiscal Manager	2566	3669
Fiscal Officer	1645	2457
Fiscal Supervisor I	1645	2457
Fiscal Supervisor II	2097	3134
Gerontology Counselor	1881	2803
Human Services Director III	3134	4457
Human Services Supervisor I	2252	3508
Human Services Supervisor II	2680	3835
Jobs and Training Supervisor	1881	2803
Medical Assistant Prepayment Project Manager	2252	3349
Mental Health Program Manager	2399	3585
Mental Health Worker	1962	2932
Methods & Procedures Analyst	1756	2618
Nutrition Project Assistant Director	1645	2457
Nutrition Project Director	2097	3134
Office Services Supervisor II	1572	2252
Planner (Human Services)	2052	2932
Psychologist I	1881	2803
Psychologist II	2196	3134
Psychologist III	2932	4003
Public Health Educator	1797	2566

Public Health Nurse	1881	2566
Public Health Nurse (Team Leader)	2052	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)	1797	2457
Resident Activity Coordinator	1645	2457
Sanitarian	1645	2457
Senior Public Health Nurse	2052	2932
Senior Staff Development Specialist	2097	3134
Social Worker (Licensing Specialist)	1645	2457
Social Worker	1721	2680
Social Worker (Child Protection Specialist)	1721	2680
Social Worker (MSW)	1881	2803
Social Worker (Child Protection Specialist) (MSW)	1881	2803
Social Services Supervisor I	2252	3508
Social Services Supervisor II	2457	3835
Staff Development Specialist	1756	2618
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	2097	2869
Telecommunications Analyst	2097	2996
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1645	2457
Welfare Director I	2399	3585
Welfare Director II	2680	3835
Welfare Director III	2869	4087
Welfare Director IV	3134	4457
Welfare Director V	4177	5935
Work-Experience & Training Specialist	1881	2803

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	1075	1470
Accounting Technician	1124	1607
Adult Day Care Center Program Coordinator	1151	1721
Case Aide	1151	1721
Chemical Dependency Counselor	1405	1840
Child Health Aide	921	1261
Child Support Officer I	1288	1840
Child Support Officer II	1504	2052
Collections Officer	1288	1840
Collection Services Supervisor I	1607	2196
Community Service Aide	883	1261
Computer Operations Specialist	1175	1536
Coordinator of Aging	1346	2003
Developmental Achievement Center Instructor	1261	1721
Employment Technician	1151	1721
Family Service Aide I	961	1439
Family Service Aide II	1101	1572
Family Service Coordinator I	1261	1721
Family Service/Home Health Aide	961	1439
Financial Assistance Specialist	1439	2052
Financial Worker	1151	1721
Food Stamp Corrective Action Specialist I	1572	2252
Food Stamp Corrective Action Specialist II	1721	2457
Home Health Aide	961	1439
Home Health Aide Coordinator	1261	1721
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor	

and the commissioner of human services.		
Housing Coordinator	1645	2348
Housing Rehabilitation Specialist	1261	1721
Licensed Practical Nurse	1261	1721
Methods and Procedures Technician	1405	1840
Office Services Supervisor I	1261	1721
Public Health Aide	883	1261
Senior Citizen's Aide	961	1439
Support and Collections Specialist	1504	2052
Support Enforcement Aide	1075	1470
Welfare Fraud Investigator	1607	2097

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	1124	1536
Accounting Technician	1175	1680
Adult Day Care Center Program Coordinator	1203	1797
Case Aide	1203	1797
Chemical Dependency Counselor	1470	1919
Child Health Aide	1005	1374
Child Support Officer I	1346	1919
Child Support Officer II	1572	2148
Collections Officer	1346	1919
Collection Services Supervisor I	1680	2296
Community Service Aide	921	1374
Computer Operations Specialist	1233	1607
Coordinator of Aging	1405	2097
Developmental Achievement Center Instructor	1316	1797
Employment Technician	1203	1797
Family Service Aide I	1005	1504
Family Service Aide II	1151	1645
Family Service Coordinator I	1316	1797
Family Service/Home Health Aide	1005	1504
Financial Assistance Specialist	1504	2148
Financial Worker	1203	1797
Food Stamp Corrective Action Specialist I	1572	2252
Food Stamp Corrective Action Specialist II	1721	2457
Home Health Aide	1005	1504
Home Health Aide Coordinator	1316	1797
Housekeeper Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.		
Housing Coordinator	1721	2457
Housing Rehabilitation Specialist	1316	1797
Licensed Practical Nurse	1316	1797
Methods and Procedures Technician	1470	1919
Office Services Supervisor I	1316	1797
Public Health Aide	921	1374
Senior Citizen's Aide	1005	1504
Support and Collections Specialist	1572	2148
Support Enforcement Aide	1124	1536
Welfare Fraud Investigator	1680	2196

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	1175	1607
Accounting Technician	1233	1756

Adult Day Care Center Program Coordinator	1261	1881
Case Aide	1261	1881
Chemical Dependency Counselor	1536	2003
Child Health Aide	1101	1504
Child Support Officer I	1405	2003
Child Support Officer II	1645	2252
Collections Officer	1405	2003
Collection Services Supervisor I	1756	2399
Community Service Aide	1101	1504
Computer Operations Specialist	1288	1680
Coordinator of Aging	1470	2196
Developmental Achievement Center Instructor	1374	1881
Employment Technician	1261	1881
Family Service Aide I	1151	1572
Family Service Aide II	1203	1721
Family Service Coordinator I	1374	1881
Family Service/Home Health Aide	1151	1572
Financial Assistance Specialist	1572	2252
Financial Worker	1261	1881
Food Stamp Corrective Action Specialist I	1572	2252
Food Stamp Corrective Action Specialist II	1721	2457
Home Health Aide	1151	1572
Home Health Aide Coordinator	1374	1881
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1797	2566
Housing Rehabilitation Specialist	1374	1881
Licensed Practical Nurse	1374	1881
Methods and Procedures Technician	1536	2003
Office Services Supervisor I	1374	1881
Public Health Aide	1101	1504
Senior Citizen's Aide	1054	1572
Support and Collections Specialist	1645	2252
Support Enforcement Aide	1175	1607
Welfare Fraud Investigator	1756	2296

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	1110	1586
Clerk I	781	1061
Clerk II	892	1271
Clerk III	1061	1452
Clerk-Typist I	856	1162
Clerk-Typist II	892	1271
Clerk-Typist III	1085	1548
Clerk-Steno	892	1271
Data Entry Operator	856	1162
Information Systems Specialist	892	1271
Legal Secretary	1061	1452
Switchboard Operator	856	1162

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	1214	1660
Clerk I	892	1162
Clerk II	1016	1384
Clerk III	1186	1548
Clerk-Typist I	970	1271
Clerk-Typist II	1016	1384
Clerk-Typist III	1214	1660
Clerk-Steno	1016	1384
Data Entry Operator	970	1271
Information Systems Specialist	1016	1384
Legal Secretary	1186	1548
Switchboard Operator	970	1271

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	1271	1736
Clerk I	970	1271
Clerk II	1110	1517
Clerk III	1243	1622
Clerk-Typist I	1061	1384
Clerk-Typist II	1110	1517
Clerk-Typist III	1271	1736
Clerk-Steno	1110	1517
Data Entry Operator	1061	1384
Information Systems Specialist	1110	1517
Legal Secretary	1243	1622
Switchboard Operator	1061	1384

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	895	1154
Bus Driver	955	1278
Janitor	975	1250

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	1130	1451
Bus Driver	1176	1514
Janitor	1154	1483

REPEALER. Minnesota Rules, part 9575.0320, subparts 2, 4, and 6, are repealed.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 15 1987
Joan Anderson Growe
Secretary of State 2:17 PM

APPROVED AS TO FORM AND LEGALITY
December 15 19 87
ROBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY Julie A. Seppanen
SPECIAL ASSISTANT ATTORNEY GENERAL

Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517
Switchboard Operator	~~1030~~	1061	~~1344~~	1384

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

Subp. 2. **Plan A.**

	Minimum		Maximum	
Janitor	~~947~~	975	~~1214~~	1250

Subp. 3. **Plan B.**

	Minimum		Maximum	
Janitor	~~1120~~	1154	~~1440~~	1483

REPEALER. Minnesota Rules, part 4670.1200, subparts 2, 4, and 6 are repealed.

Department of Human Services

Proposed Permanent Rules Relating to Merit System

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*, section 14.22 to 14.28. The specific statutory authority to adopt the rule is *Minnesota Statutes*, section 256.012.

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 unless a sufficient number withdraw their request in writing. 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*, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

A copy of the proposed rule may be viewed at any of the county welfare or human service agencies in the State of Minnesota.

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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

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.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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: 30 September 1987

Sandra S. Gardebring
Commissioner

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 Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Department of Human Services between November 19, 1987 and November 25, 1987, 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 the hearing which is to

be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 submited 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 the 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*, sections 14.15 and 14.50. The rule hearing is governed by *Minnesota Statutes*, section 14.14 to 14.20 and by *Minnesota Rules*, parts 1400.0200 to 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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 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.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

The agency's authority to adopt the proposed rules is contained in *Minnesota Statutes*, section 256.012. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. This rule is also available for viewing at each of the county welfare or human service agencies in the State of Minnesota.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Date: 30 September 1987

Sandra S. Gardebring
Commissioner

Rules as Proposed

9575.0320 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. ~~Consumer price index~~ **Annual adjustments.** The compensation plan provided in part 9575.1500 shall be adjusted ~~for~~ annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and ~~for changes in the Twin City Consumer Price Index~~ to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** ~~From the results of this study~~ After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City Consumer Price Index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 9575.0300. ~~An~~ Amendments shall include a proposed general adjustment to all rates of pay in the professional, support, clerical, and maintenance and trades salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall ~~not~~ be effective ~~until~~ on the ~~next succeeding~~ following January 1, or, for those agencies on a ~~bi-weekly~~ biweekly or four-week payroll period, on the beginning date of the first payroll period after the following ~~the next succeeding~~ January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City Consumer Price Index, the supervisor shall recommend a general salary adjustment for all employees on the professional, support, clerical, and maintenance and trades salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 9575.0350, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

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~~ three 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~~ 1988.

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~~	1645	~~2280~~	2348
Accounting Supervisor	~~1863~~	1919	~~2785~~	2869
Administrative Assistant I	~~1992~~	2052	~~2975~~	3206
Administrative Assistant II	~~2132~~	2196	~~3176~~	3430
Administrative Assistant III	~~2542~~	2618	~~3641~~	3750
Adult Day Care Center Supervisor	~~1745~~	1881	~~2602~~	2680
Assistant Human Services Director	~~2785~~	2869	~~3968~~	4087
Assistant Welfare Director	~~3251~~	3349	~~4627~~	4766
Auditor	~~1863~~	1919	~~2785~~	2869
~~Center Coordinator~~	~~1671~~		~~2491~~	
Chemical Dependency Coordinator	~~1631~~	1645	~~2437~~	2457
Collection Services Supervisor II	~~1745~~	1721	~~2602~~	2566
Community-Health Services Supervisor	~~1945~~	2003	~~3043~~	3134
~~Community Relations Specialist~~	~~1786~~		~~2542~~	
Computer Programmer	~~1526~~	1572	~~2186~~	2252
Day Care Center Teacher	~~1460~~	1504	~~2186~~	2252
Developmental Achievement Center Director	~~1826~~	1881	~~2602~~	2680
Developmental Achievement Center Teacher	~~1460~~	1504	~~2186~~	2252
Director of Business Management I	~~2085~~	2052	~~2975~~	3064
Director of Business Management II	~~2542~~	2618	~~3641~~	3750
Director of Financial Assistance	~~2542~~	2618	~~3641~~	3750
Director of Planning	~~2542~~	2618	~~3641~~	3750
Director of Public Health Nursing I	~~1863~~	1919	~~2785~~	2869
Director of Social Services	~~2542~~	2618	~~3641~~	3750
Employment Guidance Counselor	~~1397~~	1439	~~1992~~	2052
Family Service Coordinator II	~~1560~~	1572	~~2132~~	2052
Financial Assistance Supervisor I	~~1705~~	1721	~~2542~~	2566
Financial Assistance Supervisor II	~~1992~~	2052	~~2975~~	3064
Fiscal Manager	~~2280~~	2348	~~3251~~	3349
Fiscal Officer	~~1460~~	1504	~~2186~~	2252
Fiscal Supervisor I	~~1460~~	1504	~~2186~~	2252
Fiscal Supervisor II	~~1863~~	1919	~~2785~~	2869
Gerontology Counselor	~~1705~~	1721	~~2542~~	2566
~~Homemaker Supervisor~~	~~1826~~		~~2602~~	
Human Services Director III	~~3043~~	3134	~~4327~~	4457
Human Services Supervisor I	~~1992~~	2052	~~2975~~	3206
Human Services Supervisor II	~~2385~~	2457	~~3406~~	3508
Jobs and Training Supervisor	~~1705~~	1721	~~2542~~	2566
Medical Assistance Prepayment Project Manager	~~1992~~	2052	~~2975~~	3064
Mental Health Program Manager	~~2132~~	2196	~~3176~~	3271
Mental Health Worker	~~1745~~	1797	~~2602~~	2680
Methods & Procedures Analyst	~~1671~~	1607	~~2385~~	2399
Nutrition Project Assistant Director	~~1460~~	1504	~~2186~~	2252
Nutrition Project Director	~~1905~~	1919	~~2847~~	2869
Office Services Supervisor II	~~1397~~	1439	~~1992~~	2052
~~Personnel Officer~~	~~1460~~		~~2186~~	
~~Personnel Director~~	~~2542~~		~~3641~~	
Planner (Human Services)	~~1826~~	1881	~~2602~~	2680
Psychologist I	~~1705~~	1721	~~2542~~	2566
Psychologist II	~~1992~~	2003	~~2847~~	2869

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Psychologist III	~~2659~~ 2680	~~3641~~ 3669		
Public Health Educator	~~1597~~ 1645	~~2280~~ 2348		
Public Health Nurse	~~1597~~ 1645	~~2280~~ 2348		
Public Health Nurse (Team Leader)	~~1745~~ 1721	~~2491~~ 2566		
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1526~~ 1572	~~2186~~ 2252		
Resident Activity Coordinator	~~1460~~ 1504	~~2186~~ 2252		
Sanitarian	~~1460~~ 1504	~~2186~~ 2252		
Senior Public Health Nurse	~~1745~~ 1881	~~2602~~ 2680		
Senior Staff Development Specialist	~~1945~~ 1919	~~2785~~ 2869		
Social Worker (Licensing Specialist)	~~1460~~ 1504	~~2186~~ 2252		
Social Worker	~~1491~~ 1572	~~2329~~ 2457		
Social Worker (Child Protection Specialist)	~~1491~~ 1572	~~2329~~ 2457		
Social Worker (MSW)	~~1705~~ 1721	~~2542~~ 2566		
Social Worker (Child Protection Specialist) (MSW)	~~1705~~ 1721	~~2542~~ 2566		
Social Services Supervisor I	~~1992~~ 2052	~~2975~~ 3206		
Social Services Supervisor II	~~2186~~ 2252	~~3251~~ 3508		
Staff Development Specialist	~~1631~~ 1607	~~2437~~ 2399		
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~1945~~ 1919	~~2659~~ 2618		
Telecommunications Analyst	~~1863~~ 1919	~~2659~~ 2739		
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1460~~ 1504	~~2186~~ 2252		
~~Volunteer Services Coordinator II~~	~~1826~~	~~2602~~		
Welfare Director I	~~2329~~ 2399	~~3481~~ 3585		
Welfare Director II	~~2602~~ 2680	~~3723~~ 3835		
Welfare Director III	~~2785~~ 2869	~~3968~~ 4087		
Welfare Director IV	~~3043~~ 3134	~~4327~~ 4457		
Welfare Director V	~~4055~~ 4177	~~5762~~ 5935		
Work-Experience & Training Specialist	~~1745~~ 1721	~~2491~~ 2566		

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~~ 1721	~~2385~~ 2457
Accounting Supervisor	~~1945~~ 2003	~~2909~~ 2996
Administrative Assistant I	~~2085~~ 2148	~~3113~~ 3349
Administrative Assistant II	~~2229~~ 2296	~~3330~~ 3585
Administrative Assistant III	~~2659~~ 2739	~~3800~~ 3914
Adult Day Care Center Supervisor	~~1826~~ 1962	~~2721~~ 2803
Assistant Human Services Director	~~2785~~ 2869	~~3968~~ 4087
Assistant Welfare Director	~~3251~~ 3349	~~4627~~ 4766
Auditor	~~1945~~ 2003	~~2909~~ 2996
~~Center Coordinator~~	~~1745~~	~~2602~~
Chemical Dependency Coordinator	~~1705~~ 1721	~~2542~~ 2566
Collections Services Supervisor II	~~1826~~ 1797	~~2721~~ 2680
Community-Health Services Supervisor	~~2036~~ 2097	~~3176~~ 3271
~~Community Relations Specialist~~	~~1863~~	~~2659~~
Computer Programmer	~~1597~~ 1645	~~2280~~ 2348
Day Care Center Teacher	~~1526~~ 1572	~~2280~~ 2348
Developmental Achievement Center Director	~~1905~~ 1962	~~2721~~ 2803
Developmental Achievement Center Teacher	~~1526~~ 1572	~~2280~~ 2348
Director of Business Management I	~~2186~~ 2148	~~3113~~ 3206
Director of Business Management II	~~2659~~ 2739	~~3800~~ 3914
Director of Financial Assistance	~~2659~~ 2739	~~3800~~ 3914
Director of Planning	~~2659~~ 2739	~~3800~~ 3914

Director of Public Health Nursing I	~~1945~~	2003	~~2909~~	2996
Director of Social Services	~~2659~~	2739	~~3800~~	3914
Employment Guidance Counselor	~~1460~~	1504	~~2085~~	2148
Family Service Coordinator II	~~1631~~	1645	~~2229~~	2148
Financial Assistance Supervisor I	~~1786~~	1797	~~2659~~	2680
Financial Assistance Supervisor II	~~2085~~	2148	~~3113~~	3206
Fiscal Manager	~~2385~~	2457	~~3406~~	3508
Fiscal Officer	~~1526~~	1572	~~2280~~	2348
Fiscal Supervisor I	~~1526~~	1572	~~2280~~	2348
Fiscal Supervisor II	~~1945~~	2003	~~2909~~	2996
Gerontology Counselor	~~1786~~	1797	~~2659~~	2680
~~Homemaker Supervisor~~	~~1905~~		~~2721~~	
Human Services Director III	~~3043~~	3134	~~4327~~	4457
Human Services Supervisor I	~~2085~~	2148	~~3113~~	3349
Human Services Supervisor II	~~2491~~	2566	~~3562~~	3669
Jobs and Training Supervisor	~~1786~~	1797	~~2659~~	2680
Medical Assistance Prepayment Project Manager	~~2085~~	2148	~~3113~~	3206
Mental Health Program Manager	~~2229~~	2296	~~3330~~	3430
Mental Health Worker	~~1826~~	1881	~~2721~~	2803
Methods & Procedures Analyst	~~1745~~	1680	~~2491~~	2510
Nutrition Project Assistant Director	~~1526~~	1572	~~2280~~	2348
Nutrition Project Director	~~1992~~	2003	~~2975~~	2996
Office Services Supervisor II	~~1460~~	1504	~~2085~~	2148
~~Personnel Officer~~	~~1526~~		~~2280~~	
~~Personnel Director~~	~~2659~~		~~3800~~	
Planner (Human Services)	~~1905~~	1962	~~2721~~	2803
Psychologist I	~~1786~~	1797	~~2659~~	2680
Psychologist II	~~2085~~	2097	~~2975~~	2996
Psychologist III	~~2785~~	2803	~~3800~~	3835
Public Health Educator	~~1671~~	1721	~~2385~~	2457
Public Health Nurse	~~1671~~	1721	~~2385~~	2457
Public Health Nurse (Team Leader)	~~1826~~	1797	~~2602~~	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1597~~	1645	~~2280~~	2348
Resident Activity Coordinator	~~1526~~	1572	~~2280~~	2348
Sanitarian	~~1526~~	1572	~~2280~~	2348
Senior Public Health Nurse	~~1826~~	1962	~~2721~~	2803
Senior Staff Development Specialist	~~2036~~	2003	~~2909~~	2996
Social Worker (Licensing Specialist)	~~1526~~	1572	~~2280~~	2348
Social Worker	~~1560~~	1645	~~2437~~	2566
Social Worker (Child Protection Specialist)	~~1560~~	1645	~~2437~~	2566
Social Worker (MSW)	~~1786~~	1797	~~2659~~	2680
Social Worker (Child Protection Specialist) (MSW)	~~1786~~	1797	~~2659~~	2680
Social Services Supervisor I	~~2085~~	2148	~~3113~~	3349
Social Services Supervisor II	~~2280~~	2348	~~3406~~	3669
Staff Development Specialist	~~1705~~	1680	~~2542~~	2510
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2036~~	2003	~~2785~~	2739
Telecommunications Analyst	~~1945~~	2003	~~2785~~	2869
Trainee	Rate proposed by appointing authority and approved by the merit system supervisorand the commissioner of human services.			

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	Minimum		Maximum	
Volunteer Services Coordinator I	~~1526~~	1572	~~2280~~	2348
~~Volunteer Services Coordinator II~~	~~1905~~		~~2721~~	
Welfare Director I	~~2329~~	2399	~~3481~~	3585
Welfare Director II	~~2602~~	2680	~~3723~~	3835
Welfare Director III	~~2785~~	2869	~~3968~~	4087
Welfare Director IV	~~3043~~	3134	~~4327~~	4457
Welfare Director V	~~4055~~	4177	~~5762~~	5935
Work-Experience & Training Specialist	~~1826~~	1797	~~2602~~	2680

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~~	1797	~~2491~~	2566
Accounting Supervisor	~~2036~~	2097	~~3043~~	3134
Administrative Assistant I	~~2186~~	2252	~~3251~~	3508
Administrative Assistant II	~~2329~~	2399	~~3481~~	3750
Administrative Assistant III	~~2785~~	2869	~~3968~~	4087
Adult Day Care Center Supervisor	~~1905~~	2052	~~2847~~	2932
Assistant Human Services Director	~~2785~~	2869	~~3968~~	4087
Assistant Welfare Director	~~3251~~	3349	~~4627~~	4766
Auditor	~~2036~~	2097	~~3043~~	3134
~~Center Coordinator~~	~~1826~~		~~2721~~	
Chemical Dependency Coordinator	~~1786~~	1797	~~2659~~	2680
Collections Services Supervisor II	~~1905~~	1881	~~2847~~	2803
Community-Health Services Supervisor	~~2132~~	2196	~~3330~~	3430
~~Community Relations Specialist~~	~~1945~~		~~2785~~	
Computer Programmer	~~1671~~	1721	~~2385~~	2457
Day Care Center Teacher	~~1597~~	1645	~~2385~~	2457
Developmental Achievement Center Director	~~1992~~	2052	~~2847~~	2932
Developmental Achievement Center Teacher	~~1597~~	1645	~~2385~~	2457
Director of Business Management I	~~2280~~	2252	~~3251~~	3349
Director of Business Management II	~~2785~~	2869	~~3968~~	4087
Director of Financial Assistance	~~2785~~	2869	~~3968~~	4087
Director of Planning	~~2785~~	2869	~~3968~~	4087
Director of Public Health Nursing I	~~2132~~	2097	~~3043~~	3134
Director of Social Services	~~2785~~	2869	~~3968~~	4087
Employment Guidance Counselor	~~1526~~	1572	~~2186~~	2252
Family Service Coordinator II	~~1705~~	1721	~~2329~~	2252
Financial Assistance Supervisor I	~~1863~~	1881	~~2785~~	2803
Financial Assistance Supervisor II	~~2186~~	2252	~~3251~~	3349
Fiscal Manager	~~2491~~	2566	~~3562~~	3669
Fiscal Officer	~~1597~~	1645	~~2385~~	2457
Fiscal Supervisor I	~~1597~~	1645	~~2385~~	2457
Fiscal Supervisor II	~~2036~~	2097	~~3043~~	3134
Gerontology Counselor	~~1863~~	1881	~~2785~~	2803
~~Homemaker Supervisor~~	~~1992~~		~~2847~~	
Human Services Director III	~~3043~~	3134	~~4327~~	4457
Human Services Supervisor I	~~2186~~	2252	~~3251~~	3508
Human Services Supervisor II	~~2602~~	2680	~~3723~~	3835
Jobs and Training Supervisor	~~1863~~	1881	~~2785~~	2803
Medical Assistant Prepayment Project Manager		2252		3349
Mental Health Program Manager	~~2329~~	2399	~~3481~~	3585
Mental Health Worker	~~1905~~	1962	~~2847~~	2932
Methods & Procedures Analyst	~~1826~~	1756	~~2602~~	2618
Nutrition Project Assistant Director	~~1597~~	1645	~~2385~~	2457
Nutrition Project Director	~~2085~~	2097	~~3113~~	3134

Office Services Supervisor II	~~1526~~	1572	~~2186~~	2252
~~Personnel Officer~~	~~1597~~		~~2385~~	
~~Personnel Director~~	~~2785~~		~~3968~~	
Planner (Human Services)	~~1992~~	2052	~~2847~~	2932
Psychologist I	~~1863~~	1881	~~2785~~	2803
Psychologist II	~~2186~~	2196	~~3113~~	3134
Psychologist III	~~2909~~	2932	~~3968~~	4003
Public Health Educator	~~1745~~	1797	~~2491~~	2566
Public Health Nurse	~~1826~~	1881	~~2491~~	2566
Public Health Nurse (Team Leader)	~~2036~~	2052	~~2785~~	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)	~~1745~~	1797	~~2385~~	2457
Resident Activity Coordinator	~~1597~~	1645	~~2385~~	2457
Sanitarian	~~1597~~	1645	~~2385~~	2457
Senior Public Health Nurse	~~1992~~	2052	~~2847~~	2932
Senior Staff Development Specialist	~~2132~~	2097	~~3043~~	3134
Social Worker (Licensing Specialist)	~~1597~~	1645	~~2385~~	2457
Social Worker	~~1631~~	1721	~~2542~~	2680
Social Worker (Child Protection Specialist)	~~1631~~	1721	~~2542~~	2680
Social Worker (MSW)	~~1863~~	1881	~~2785~~	2803
Social Worker (Child Protection Specialist) (MSW)	~~1863~~	1881	~~2785~~	2803
Social Services Supervisor I	~~2186~~	2252	~~3251~~	3508
Social Services Supervisor II	~~2385~~	2457	~~3562~~	3835
Staff Development Specialist	~~1786~~	1756	~~2659~~	2618
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2132~~	2097	~~2909~~	2869
Telecommunications Analyst	~~2036~~	2097	~~2909~~	2996
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1597~~	1645	~~2385~~	2457
~~Volunteer Services Coordinator II~~	~~1992~~		~~2847~~	
Welfare Director I	~~2329~~	2399	~~3481~~	3585
Welfare Director II	~~2602~~	2680	~~3723~~	3835
Welfare Director III	~~2785~~	2869	~~3968~~	4087
Welfare Director IV	~~3043~~	3134	~~4327~~	4457
Welfare Director V	~~4055~~	4177	~~5762~~	5935
Work-Experience & Training Specialist	~~1905~~	1881	~~2721~~	2803

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~~	1075	~~1427~~	1470
Accounting Technician	~~1091~~	1124	~~1560~~	1607
Adult Day Care Center Program Coordinator	~~1117~~	1151	~~1671~~	1721
Case Aide	~~1117~~	1151	~~1671~~	1721
Chemical Dependency Counselor	~~1364~~	1405	~~1786~~	1840
Child Health Aide	~~933~~	921	~~1278~~	1261
Child Support Officer I	~~1278~~	1288	~~1826~~	1840
Child Support Officer II	~~1460~~	1504	~~1992~~	2052
Collections Officer	~~1278~~	1288	~~1826~~	1840
Collection Services Supervisor I	~~1597~~	1607	~~2186~~	2196

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Community Service Aide	~~839~~	883	~~1250~~	1261
Computer Operations Specialist	~~1197~~	1175	~~1560~~	1536
Coordinator of Aging	~~1278~~	1346	~~1905~~	2003
Developmental Achievement Center Instructor	~~1117~~	1261	~~1671~~	1721
Employment Technician	~~1117~~	1151	~~1671~~	1721
Family Service Aide I	~~912~~	961	~~1364~~	1439
Family Service Aide II	~~1044~~	1101	~~1560~~	1572
Family Service Coordinator I	~~1224~~	1261	~~1671~~	1721
Family Service/Home Health Aide	~~912~~	961	~~1364~~	1439
Financial Assistance Specialist	~~1397~~	1439	~~1992~~	2052
Financial Worker	~~1117~~	1151	~~1671~~	1721
Food Stamp Corrective Action Specialist I	~~1526~~	1572	~~2186~~	2252
Food Stamp Corrective Action Specialist II	~~1671~~	1721	~~2385~~	2457
Home Health Aide	~~912~~	961	~~1364~~	1439
Home Health Aide Coordinator	~~1224~~	1261	~~1671~~	1721
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1597~~	1645	~~2280~~	2348
Housing Rehabilitation Specialist	~~1250~~	1261	~~1786~~	1721
Licensed Practical Nurse	~~1197~~	1261	~~1631~~	1721
Methods and Procedures Technician	~~1364~~	1405	~~1786~~	1840
Office Services Supervisor I	~~1224~~	1261	~~1671~~	1721
Public Health Aide	~~839~~	883	~~1250~~	1261
Senior Citizen's Aide	~~912~~	961	~~1364~~	1439
Support and Collections Specialist	1504		2052	
Support Enforcement Aide	~~1044~~	1075	~~1427~~	1470
Welfare Fraud Investigator	~~1597~~	1607	~~2085~~	2097

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~~	1124	~~1491~~	1536
Accounting Technician	~~1141~~	1175	~~1631~~	1680
Adult Day Care Center Program Coordinator	~~1168~~	1203	~~1745~~	1797
Case Aide	~~1168~~	1203	~~1745~~	1797
Chemical Dependency Counselor	~~1427~~	1470	~~1863~~	1919
Child Health Aide	~~976~~	1005	~~1334~~	1374
Child Support Officer I	~~1334~~	1346	~~1905~~	1919
Child Support Officer II	~~1526~~	1572	~~2085~~	2148
Collections Officer	~~1334~~	1346	~~1905~~	1919
Collection Services Supervisor I	~~1671~~	1680	~~2280~~	2296
Community Service Aide	~~876~~	921	~~1307~~	1374
Computer Operations Specialist	~~1250~~	1233	~~1631~~	1607
Coordinator of Aging	~~1334~~	1405	~~1992~~	2097
Developmental Achievement Center Instructor	~~1168~~	1316	~~1745~~	1797
Employment Technician	~~1168~~	1203	~~1745~~	1797
Family Service Aide I	~~955~~	1005	~~1427~~	1504
Family Service Aide II	~~1091~~	1151	~~1631~~	1645
Family Service Coordinator I	~~1278~~	1316	~~1745~~	1797
Family Service/Home Health Aide	~~955~~	1005	~~1427~~	1504
Financial Assistance Specialist	~~1460~~	1504	~~2085~~	2148
Financial Worker	~~1168~~	1203	~~1745~~	1797
Food Stamp Corrective Action Specialist I	~~1526~~	1572	~~2186~~	2252
Food Stamp Corrective Action Specialist II	~~1671~~	1721	~~2385~~	2457
Home Health Aide	~~955~~	1005	~~1427~~	1504
Home Health Aide Coordinator	~~1278~~	1316	~~1745~~	1797
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			

Housing Coordinator	~~1671~~	1721	~~2385~~	2457
Housing Rehabilitation Specialist	~~1307~~	1316	~~1863~~	1797
Licensed Practical Nurse	~~1250~~	1316	~~1705~~	1797
Methods and Procedures Technician	~~1427~~	1470	~~1863~~	1919
Office Services Supervisor I	~~1278~~	1316	~~1745~~	1797
Public Health Aide	~~876~~	921	~~1307~~	1374
Senior Citizen's Aide	~~955~~	1005	~~1427~~	1504
Support and Collections Specialist		1572		2148
Support Enforcement Aide	~~1091~~	1124	~~1491~~	1536
Welfare Fraud Investigator	~~1671~~	1680	~~2186~~	2196

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~~	1175	~~1560~~	1607
Accounting Technician	~~1197~~	1233	~~1705~~	1756
Adult Day Care Center Program Coordinator	~~1224~~	1261	~~1826~~	1881
Case Aide	~~1224~~	1261	~~1826~~	1881
Chemical Dependency Counselor	~~1491~~	1536	~~1945~~	2003
Child Health Aide	~~1069~~	1101	~~1460~~	1504
Child Support Officer I	~~1397~~	1405	~~1992~~	2003
Child Support Officer II	~~1597~~	1645	~~2186~~	2252
Collections Officer	~~1397~~	1405	~~1992~~	2003
Collection Services Supervisor I	~~1745~~	1756	~~2385~~	2399
Community Service Aide	~~912~~	1101	~~1364~~	1504
Computer Operations Specialist	~~1307~~	1288	~~1705~~	1680
Coordinator of Aging	~~1397~~	1470	~~2085~~	2196
Developmental Achievement Center Instructor	~~1224~~	1374	~~1826~~	1881
Employment Technician	~~1224~~	1261	~~1826~~	1881
Family Service Aide I	~~999~~	1151	~~1491~~	1572
Family Service Aide II	~~1141~~	1203	~~1705~~	1721
Family Service Coordinator I	~~1334~~	1374	~~1826~~	1881
Family Service/Home Health Aide	~~999~~	1151	~~1491~~	1572
Financial Assistance Specialist	~~1526~~	1572	~~2186~~	2252
Financial Worker	~~1224~~	1261	~~1826~~	1881
Food Stamp Corrective Action Specialist I	~~1526~~	1572	~~2186~~	2252
Food Stamp Corrective Action Specialist II	~~1671~~	1721	~~2385~~	2457
Home Health Aide	~~999~~	1151	~~1491~~	1572
Home Health Aide Coordinator	~~1334~~	1374	~~1826~~	1881
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1745~~	1797	~~2491~~	2566
Housing Rehabilitation Specialist	~~1364~~	1374	~~1945~~	1881
Licensed Practical Nurse	~~1307~~	1374	~~1786~~	1881
Methods and Procedures Technician	~~1491~~	1536	~~1945~~	2003
Office Services Supervisor I	~~1334~~	1374	~~1826~~	1881
Public Health Aide	~~912~~	1101	~~1364~~	1504
Senior Citizen's Aide	~~999~~	1054	~~1491~~	1572
Support and Collections Specialist	1645		2252	
Support Enforcement Aide	~~1141~~	1175	~~1560~~	1607
Welfare Fraud Investigator	~~1745~~	1756	~~2280~~	2296

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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	~~1078~~	1110	~~1473~~	1586
Clerk I	~~758~~	781	~~1030~~	1061
Clerk II	~~866~~	892	~~1234~~	1271
Clerk III	~~1030~~	1061	~~1410~~	1452
Clerk-Typist I	~~831~~	856	~~1128~~	1162
Clerk-Typist II	~~866~~	892	~~1234~~	1271
Clerk-Typist III	~~1030~~	1085	~~1473~~	1548
Clerk-Steno	~~902~~	892	~~1234~~	1271
Data Entry Operator	~~831~~	856	~~1128~~	1162
Information Systems Specialist	~~902~~	892	~~1234~~	1271
Legal Secretary	~~1030~~	1061	~~1410~~	1452
Switchboard Operator	~~831~~	856	~~1128~~	1162

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	~~1207~~	1214	~~1648~~	1660
Clerk I	~~866~~	892	~~1128~~	1162
Clerk II	~~986~~	1016	~~1344~~	1384
Clerk III	~~1151~~	1186	~~1503~~	1548
Clerk-Typist I	~~942~~	970	~~1234~~	1271
Clerk-Typist II	~~986~~	1016	~~1344~~	1384
Clerk-Typist III	~~1151~~	1214	~~1575~~	1660
Clerk-Steno	~~1030~~	1016	~~1344~~	1384
Data Entry Operator	~~942~~	970	~~1234~~	1271
Information Systems Specialist	~~1030~~	1016	~~1344~~	1384
Legal Secretary	~~1151~~	1186	~~1503~~	1548
Switchboard Operator	~~942~~	970	~~1234~~	1271

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~~	1271	~~1721~~	1736
Clerk I	~~942~~	970	~~1234~~	1271
Clerk II	~~1088~~	1110	~~1473~~	1517
Clerk III	~~1207~~	1243	~~1575~~	1622
Clerk-Typist I	~~1030~~	1061	~~1344~~	1384
Clerk-Typist II	~~1088~~	1110	~~1473~~	1517
Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517
Data Entry Operator	~~1030~~	1061	~~1344~~	1384
Information Systems Specialist	~~1128~~	1110	~~1473~~	1517
Legal Secretary	~~1207~~	1243	~~1575~~	1622
Switchboard Operator	~~1030~~	1061	~~1344~~	1384

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~~	895	~~1120~~	1154
Bus Driver	~~947~~	955	~~1214~~	1278
Janitor	~~947~~	975	~~1214~~	1250

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~~	1130	~~1440~~	1451
Bus Driver	~~1167~~	1176	~~1502~~	1514
Janitor	~~1120~~	1154	~~1440~~	1483

REPEALER. Minnesota Rules, part 9575.0320, subparts 2, 4, and 6, are repealed.

Department of Jobs and Training

Proposed Permanent Rules Relating to Unemployment Compensation; Hearings

Notice of Intent to Adopt Rules Without a Public Hearing and Notice of Intent to Adopt Rules With a Public Hearing If Twenty-Five or More Persons Request a Hearing

Notice is hereby given that the State Department of Jobs and Training proposes to adopt the above-entitled rules 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 rules is *Minnesota Statutes*, section 268.10, subdivisions 4 and 6, and section 268.021.

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

Any person may make a written request for a public hearing on the rules 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 rules 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 23, 1987, 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 JOBS AND TRAINING. To verify whether a hearing will be held, please call the Department of Jobs and Training between November 19, 1987 and November 20, 1987 at 612/296-3669.

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

William Brown
Appellate Section
2nd Floor, 390 North Robert Street
St. Paul, MN 55101

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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

The department's authority to adopt the proposed rules is contained in *Minnesota Statutes*, section 268.10, subdivisions 4 and 6 and section 268.021.

In 1983, the Minnesota Legislature amended *Minnesota Statutes* 268.10, subdivisions 4 and 6. The amendments require the

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Subp. 6. **Report of the commissioner.** Upon notification by the board's staff that a complete application has been received, the commissioner shall, in a timely manner, provide the board with a written report on the applicant's compliance or noncompliance with Minnesota Statutes, section 115C.09, subdivision 2, paragraph (b), clauses (1) to (5). The report shall include documentation supporting the commissioner's findings. The commissioner shall file the report with the board no later than 15 days after notification.

In addition, the board may, as it deems necessary, request additional information from the commissioner or can request participation of agency staff at a board meeting. All responses to requests for information shall be delivered in a timely manner. The board may delegate these powers to its staff.

2890.0100 [Emergency] REVIEW AND DETERMINATION.

Subpart 1. **Review.** The board's staff shall review all applications. If the staff finds that the application is incomplete or otherwise deficient, the staff shall promptly advise the applicant of the incompleteness or deficiency. Further processing of the application affected by the deficiency shall be suspended until the applicant has supplied the necessary information or otherwise corrected the deficiency. A complete application and the corresponding report of the commissioner constitutes the written record.

Subp. 2. **Staff recommendation.** After a reimbursement application is complete and the commissioner has provided the information relevant to the application, the board's staff shall make a recommendation as to the eligibility of the applicant and the costs specified in the application.

Subp. 3. **Board determination.** The board shall determine the amount of the reimbursement based on those costs it finds are eligible, actually incurred, and reasonable. The determination shall be made on the basis of the written record. The board may also allow supplemental information explaining the application to be presented orally. The board may establish a fair and reasonable limit on time allowed for oral testimony.

The applicant shall be notified in writing within ten days of the board's decision. If the board rejects any portion of the request for reimbursement, a statement of the reasons for rejection shall be included with the notification.

2890.0110 [Emergency] RIGHT TO APPEAL.

A decision of the board is to be considered a final order, decision, or judgment for purposes of Rule 103.3 of the Rules of Civil Appellate Procedure.

2890.0120 [Emergency] FUNDING OF MPCA ACTIONS.

In accordance with Minnesota Statutes, section 115C.10, subdivision 1, paragraph (a), the agency may apply to the board for money to pay for actions taken under Minnesota Statutes, section 115C.03, if all other state and federal funds appropriated for such actions have been exhausted. The application shall consist of a written statement of proposed corrective actions, an itemized estimate of costs for the proposed actions, and documentation that applicable state appropriations and federal awards have been exhausted by actions authorized under Minnesota Statutes, section 115C.03.

The board shall pay the agency the cost of the proposed actions if the board determines that:

A. applicable state and federal funds are exhausted;

B. the agency's proposed actions are authorized under Minnesota Statutes, section 115C.03; and

C. an adequate amount exists in the fund to pay for the proposed actions.

Department of Health

Proposed Permanent Rules Relating to Merit System

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 Health proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in *Minnesota Statutes*, section 14.22 to 14.28. The specific statutory authority to adopt the rule is *Minnesota Statutes*, section 144.071.

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 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 unless a sufficient number withdraw their request in writing. 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*, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 HEALTH. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minensota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is curently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-.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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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: 30 September 1987

Sister Mary Madonna Ashton
Commissioner

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 Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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*, sections 14.15 and 14.50. The rule hearing is governed by *Minnesota Statutes*, section 14.14 to 14.20 and by *Minnesota Rules*, parts 1400.0200 to 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 local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption

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under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Minnesota Merit System, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Dated: 30 September 1987

Sister Mary Madonna Ashton
Commissioner

Rules as Proposed

4670.1200 ADJUSTMENT OF THE OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. ~~General~~ **Annual adjustments.** The compensation plan provided in parts 4670.4200 to 4670.4240 shall be adjusted ~~for~~ annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and ~~for changes in the Twin Cities consumer price index~~ to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** ~~From the results of this study~~ After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and ~~parts~~ as outlined in part 4670.1000 ~~to 4670.1020~~. ~~An~~ Amendments shall include a proposed general adjustment to all rates of pay in the professional, health services support, clerical, and building maintenance salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall ~~not~~ be effective ~~until~~ on the ~~next succeeding~~ following January 1, or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following ~~the next succeeding~~ January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City consumer price index, the supervisor shall recommend a general salary adjustment for all employees on the professional, health services support, clerical, and building maintenance salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 4670.1320. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, ~~1987~~ 1988.

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~~	2052	~~2847~~	2932
Director of Environmental Health	~~2280~~	2348	~~3251~~	3349
Director of Public Health Nursing I	~~1863~~	1919	~~2785~~	2869
Public Health Educator	~~1597~~	1645	~~2280~~	2348
Public Health Nurse	~~1597~~	1645	~~2280~~	2348
Public Health Nurse (Team Leader)	~~1745~~	1721	~~2491~~	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1526~~	1572	~~2186~~	2252
Sanitarian	~~1460~~	1504	~~2186~~	2252
Senior Public Health Nurse	~~1745~~	1881	~~2602~~	2680

Subp. 2. **Plan B.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2085~~	2148	~~2975~~	3064
Director of Environmental Health	~~2385~~	2457	~~3406~~	3508
Director of Public Health Nursing I	~~1945~~	2003	~~2909~~	2996
Public Health Educator	~~1671~~	1721	~~2385~~	2457
Public Health Nurse	~~1671~~	1721	~~2385~~	2457
Public Health Nurse (Team Leader)	~~1826~~	1797	~~2602~~	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1597~~	1645	~~2280~~	2348
Sanitarian	~~1526~~	1572	~~2280~~	2348
Senior Public Health Nurse	~~1826~~	1962	~~2721~~	2803

Subp. 3. **Plan C.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2186~~	2252	~~3113~~	3206
Director of Environmental Health	~~2491~~	2566	~~3562~~	3669
Director of Public Health Nursing I	~~2132~~	2196	~~3043~~	3134
Public Health Educator	~~1745~~	1797	~~2491~~	2566
Public Health Nurse	~~1826~~	1881	~~2491~~	2566
Public Health Nurse (Team Leader)	~~2036~~	2052	~~2785~~	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree	~~1745~~	1797	~~2385~~	2457
Sanitarian	~~1597~~	1645	~~2385~~	2457
Senior Public Health Nurse	~~1992~~	2052	~~2847~~	2932

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4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Bookkeeper	~~1091~~	1124	~~1560~~	1607
Home Health Aide	~~912~~	961	~~1364~~	1439
Home Health Aide Coordinator	~~1224~~	1261	~~1671~~	1721
Inspector	~~1224~~	1261	~~1671~~	1721
Licensed Practical Nurse	~~1197~~	1261	~~1631~~	1721
Public Health Aide	~~839~~	883	~~1250~~	1261

Subp. 2. **Plan B.**

	Minimum		Maximum	
Bookkeeper	~~1141~~	1175	~~1631~~	1680
Home Health Aide	~~955~~	1005	~~1427~~	1504
Home Health Aide Coordinator	~~1278~~	1316	~~1745~~	1797
Inspector	~~1278~~	1316	~~1745~~	1797
Licensed Practical Nurse	~~1250~~	1316	~~1705~~	1797
Public Health Aide	~~876~~	921	~~1307~~	1374

Subp. 3. **Plan C.**

	Minimum		Maximum	
Bookkeeper	~~1197~~	1233	~~1705~~	1756
Home Health Aide	~~999~~	1151	~~1491~~	1572
Home Health Aide Coordinator	~~1334~~	1374	~~1826~~	1881
Inspector	~~1334~~	1374	~~1826~~	1881
Licensed Practical Nurse	~~1307~~	1374	~~1786~~	1881
Public Health Aide	~~912~~	1101	~~1364~~	1504

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~758~~	781	~~1030~~	1061
Clerk II	~~866~~	892	~~1234~~	1271
Clerk III	~~1030~~	1061	~~1410~~	1452
Clerk-Typist I	~~831~~	856	~~1128~~	1162
Clerk-Typist II	~~866~~	892	~~1234~~	1271
Clerk-Typist III	~~1030~~	1085	~~1473~~	1548
Clerk-Steno	~~902~~	892	~~1234~~	1271
Switchboard Operator	~~831~~	856	~~1128~~	1162

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~866~~	892	~~1128~~	1162
Clerk II	~~986~~	1016	~~1344~~	1384
Clerk III	~~1151~~	1186	~~1503~~	1548
Clerk-Typist I	~~942~~	970	~~1234~~	1271
Clerk-Typist II	~~986~~	1016	~~1344~~	1384
Clerk-Typist III	~~1151~~	1214	~~1575~~	1660
Clerk-Steno	~~1030~~	1016	~~1344~~	1384
Switchboard Operator	~~942~~	970	~~1234~~	1271

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~942~~	970	~~1234~~	1271
Clerk II	~~1088~~	1110	~~1473~~	1517
Clerk III	~~1207~~	1243	~~1575~~	1622
Clerk-Typist I	~~1030~~	1061	~~1344~~	1384
Clerk-Typist II	~~1088~~	1110	~~1473~~	1517

Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517
Switchboard Operator	~~1030~~	1061	~~1344~~	1384

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

Subp. 2. **Plan A.**

	Minimum		Maximum	
Janitor	~~947~~	975	~~1214~~	1250

Subp. 3. **Plan B.**

	Minimum		Maximum	
Janitor	~~1120~~	1154	~~1440~~	1483

REPEALER. Minnesota Rules, part 4670.1200, subparts 2, 4, and 6 are repealed.

Department of Human Services

Proposed Permanent Rules Relating to Merit System

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*, section 14.22 to 14.28. The specific statutory authority to adopt the rule is *Minnesota Statutes*, section 256.012.

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 unless a sufficient number withdraw their request in writing. 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*, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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Subp. 3. **Delivery of shipments by rail.** The requirements of subparts 1 and 2 do not apply to shipments by rail and the requirements of items A to F do apply.

A. [Unchanged.]

B. Rail transporters must ensure that a shipping paper containing all the information required on the manifest excluding the identification numbers, generator certification, and signatures and, for exports, an EPA Acknowledgment of Consent accompanies the hazardous waste at all times.

C. to F. [Unchanged.]

Subp. 4. **Transportation to foreign country from Minnesota.** Transporters who transport hazardous waste to a foreign country from Minnesota must:

A. [Unchanged.]

B. sign the manifest and retain one copy according to part 7045.0391; ~~and~~

C. return a signed copy of the manifest to the generator; and

D. give a copy of the manifest to a United States Customs official at the point of departure from the United States.

Department of Public Safety

Proposed Permanent Rules Relating to Merit System

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 Public Safety proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in *Minnesota Statutes*, section 14.22 to 14.28. The specific statutory authority to adopt the rule is *Minnesota Statutes*, section 12.22, subd. 3.

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 unless a sufficient number withdraw their request in writing. 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*, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 PUBLIC SAFETY. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 21 local and county emergency mangement agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to part 7520.1000-1100 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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: 28 September 1987

Rudy Perpich
Governor

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 Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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*, sections 14.15 and 14.50. The rule hearing is governed by *Minnesota Statutes*, section 14.14 to 14.20 and by *Minnesota Rules*, parts 1400.0200 to 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 local and county emergency management agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 7520.1000-1100 (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 12.22, subd. 3. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing, justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose

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of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Dated: 28 September 1987

Rudy Perpich
Governor

Rules as Proposed

7520.0620 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. ~~**Consumer price index**~~ **Annual adjustments.** The compensation plans provided in parts 7520.1000 and 7520.1100 shall be adjusted ~~for~~ annually to reflect changes in the level of salary rates in business and government and for similar and competing types of employment and ~~for changes in the Twin City consumer price index~~ to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** ~~From the results of this study~~ After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 7520.0600. ~~An~~ Amendments shall include a proposed general adjustment to all rates of pay in the professional and clerical salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall ~~not~~ be effective ~~until~~ on the ~~next succeeding~~ following January 1, or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period ~~following~~ after the ~~next succeeding~~ following January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City consumer price index, the supervisor shall recommend a general salary adjustment for all employees on the professional and clerical salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 7520.0650, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

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~~ three percent for employees on the professional and clerical salary schedules.

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1987~~ 1988; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1597~~	1645	~~2186~~	2252
Emergency Management Director	~~1397~~	1439	~~1992~~	2052
Communications Officer	~~1397~~	1439	~~1905~~	1962
Operations Officer	~~1597~~	1645	~~2186~~	2252
Public Information Officer	~~1597~~	1645	~~2186~~	2252
Radiological Officer	~~1397~~	1439	~~1905~~	1962
Safety Services Coordinator	~~1597~~	1645	~~2186~~	2252

Subp. 2. **Plan B.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1671~~	1721	~~2280~~	2348
Emergency Management Director	~~1460~~	1504	~~2085~~	2148
Communications Officer	~~1460~~	1504	~~1992~~	2052
Operations Officer	~~1671~~	1721	~~2280~~	2348
Public Information Officer	~~1671~~	1721	~~2280~~	2348
Radiological Officer	~~1460~~	1504	~~1992~~	2052
Safety Services Coordinator	~~1671~~	1721	~~2280~~	2348

Subp. 3. **Plan C.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1745~~	1797	~~2385~~	2457
Emergency Management Director	~~1526~~	1572	~~2186~~	2252
Communications Officer	~~1526~~	1572	~~2085~~	2148
Operations Officer	~~1745~~	1797	~~2385~~	2457
Public Information Officer	~~1745~~	1797	~~2385~~	2457
Radiological Officer	~~1526~~	1572	~~2085~~	2148
Safety Services Coordinator	~~1745~~	1797	~~2385~~	2457

7520.1100 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1987~~ 1988; CLERICAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~758~~	781	~~1030~~	1061
Clerk II	~~866~~	892	~~1234~~	1271
Clerk III	~~1030~~	1061	~~1410~~	1452
Clerk-Typist I	~~831~~	856	~~1128~~	1162
Clerk-Typist II	~~866~~	892	~~1234~~	1271
Clerk-Typist III	~~1030~~	1085	~~1473~~	1548
Clerk-Steno	~~902~~	892	~~1234~~	1271

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~866~~	892	~~1128~~	1162
Clerk II	~~986~~	1016	~~1344~~	1384
Clerk III	~~1151~~	1186	~~1503~~	1548
Clerk-Typist I	~~942~~	970	~~1234~~	1271
Clerk-Typist II	~~986~~	1016	~~1344~~	1384
Clerk-Typist III	~~1151~~	1214	~~1575~~	1660
Clerk-Steno	~~1030~~	1016	~~1344~~	1384

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~942~~	970	~~1234~~	1271
Clerk II	~~1088~~	1110	~~1473~~	1517
Clerk III	~~1207~~	1243	~~1575~~	1622
Clerk-Typist I	~~1030~~	1061	~~1344~~	1384
Clerk-Typist II	~~1088~~	1110	~~1473~~	1517
Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517

REPEALER. Minnesota Rules, part 7520.0620, subparts 2, 4, and 6 are repealed.

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Department of Human Services

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

9575.0320 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. ~~Consumer-price-index~~ Annual adjustments. The compensation plan provided in part 9575.1500 shall be adjusted ~~for~~ annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and ~~for-changes-in-the-Twin-City-Consumer-Price Index~~ to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. Plan amendments. ~~From-the-results-of-this-study~~ After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City Consumer Price Index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 9575.0300. ~~An~~ Amendments shall include a proposed general adjustment to all rates of pay in the professional, support, clerical, and maintenance and trades salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall ~~not~~ be effective ~~until~~ on the ~~next-succeeding~~ following January 1~~,~~ or, for those agencies on a ~~bi-weekly~~ biweekly or four-week payroll period, on the beginning date of the first payroll period after the following ~~the-next succeeding~~ January 1.

Subp. 3a. Employee salary adjustments. Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City

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Consumer Price Index, the supervisor shall recommend a general salary adjustment for all employees on the professional, support, clerical, and maintenance and trades salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 9575.0350, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

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~~ three 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~~ 1988.

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~~	1645	~~2280~~	2348
Accounting Supervisor	~~1863~~	1919	~~2705~~	2869
Administrative Assistant I	~~1992~~	2052	~~2975~~	3206
Administrative Assistant II	~~2132~~	2196	~~3176~~	3430
Administrative Assistant III	~~2542~~	2618	~~3641~~	3750
Adult Day Care Center Supervisor	~~1745~~	1881	~~2602~~	2680
Assistant Human Services Director	~~2705~~	2869	~~3960~~	4087
Assistant Welfare Director	~~3251~~	3349	~~4627~~	4766
Auditor	~~1863~~	1919	~~2705~~	2869
~~Center Coordinator~~	~~1671~~		~~2491~~	
Chemical Dependency Coordinator	~~1631~~	1645	~~2437~~	2457
Collection Services Supervisor II	~~1745~~	1721	~~2602~~	2566
Community Health Services Supervisor	~~1945~~	2003	~~3043~~	3134
~~Community Relations Specialist~~	~~1706~~		~~2542~~	
Computer Programmer	~~1526~~	1572	~~2186~~	2252

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Day Care Center Teacher	~~1460~~	1504	~~2186~~	2252
Developmental Achievement Center Director	~~1826~~	1881	~~2602~~	2680
Developmental Achievement Center Teacher	~~1460~~	1504	~~2186~~	2252
Director of Business Management I	~~2085~~	2052	~~2975~~	3064
Director of Business Management II	~~2542~~	2618	~~3641~~	3750
Director of Financial Assistance	~~2542~~	2618	~~3641~~	3750
Director of Planning	~~2542~~	2618	~~3641~~	3750
Director of Public Health Nursing I	~~1863~~	1919	~~2785~~	2869
Director of Social Services	~~2542~~	2618	~~3641~~	3750
Employment Guidance Counselor	~~1397~~	1439	~~1992~~	2052
Family Service Coordinator II	~~1560~~	1572	~~2132~~	2052
Financial Assistance Supervisor I	~~1705~~	1721	~~2542~~	2566
Financial Assistance Supervisor II	~~1992~~	2052	~~2975~~	3064
Fiscal Manager	~~2280~~	2348	~~3251~~	3349
Fiscal Officer	~~1460~~	1504	~~2186~~	2252
Fiscal Supervisor I	~~1460~~	1504	~~2186~~	2252
Fiscal Supervisor II	~~1863~~	1919	~~2785~~	2869
Gerontology Counselor	~~1705~~	1721	~~2542~~	2566
~~Homemaker-Supervisor~~	~~1826~~		~~2602~~	
Human Services Director III	~~3043~~	3134	~~4327~~	4457
Human Services Supervisor I	~~1992~~	2052	~~2975~~	3206
Human Services Supervisor II	~~2385~~	2457	~~3406~~	3508
Jobs and Training Supervisor	~~1705~~	1721	~~2542~~	2566
Medical Assistance Prepayment Project Manager	~~1992~~	2052	~~2975~~	3064
Mental Health Program Manager	~~2132~~	2196	~~3176~~	3271
Mental Health Worker	~~1745~~	1797	~~2602~~	2680
Methods & Procedures Analyst	~~1671~~	1607	~~2385~~	2399
Nutrition Project Assistant Director	~~1460~~	1504	~~2186~~	2252
Nutrition Project Director	~~1905~~	1919	~~2847~~	2869
Office Services Supervisor II	~~1397~~	1439	~~1992~~	2052
~~Personnel Officer~~	~~1460~~		~~2186~~	
~~Personnel Director~~	~~2542~~		~~3641~~	
Planner (Human Services)	~~1826~~	1881	~~2602~~	2680
Psychologist I	~~1705~~	1721	~~2542~~	2566
Psychologist II	~~1992~~	2003	~~2847~~	2869
Psychologist III	~~2659~~	2680	~~3641~~	3669
Public Health Educator	~~1597~~	1645	~~2280~~	2348
Public Health Nurse	~~1597~~	1645	~~2280~~	2348
Public Health Nurse (Team Leader)	~~1745~~	1721	~~2491~~	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1526~~	1572	~~2186~~	2252
Resident Activity Coordinator	~~1460~~	1504	~~2186~~	2252
Sanitarian	~~1460~~	1504	~~2186~~	2252
Senior Public Health Nurse	~~1745~~	1881	~~2602~~	2680
Senior Staff Development Specialist	~~1945~~	1919	~~2785~~	2869
Social Worker (Licensing Specialist)	~~1460~~	1504	~~2186~~	2252
Social Worker	~~1491~~	1572	~~2329~~	2457
Social Worker (Child Protection Specialist)	~~1491~~	1572	~~2329~~	2457
Social Worker (MSW)	~~1705~~	1721	~~2542~~	2566
Social Worker (Child Protection Specialist) (MSW)	~~1705~~	1721	~~2542~~	2566
Social Services Supervisor I	~~1992~~	2052	~~2975~~	3206
Social Services Supervisor II	~~2186~~	2252	~~3251~~	3508
Staff Development Specialist	~~1631~~	1607	~~2437~~	2399
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~1945~~	1919	~~2659~~	2618
Telecommunications Analyst	~~1863~~	1919	~~2659~~	2739
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1460~~	1504	~~2186~~	2252
~~Volunteer Services Coordinator II~~	~~1826~~		~~2602~~	
Welfare Director I	~~2329~~	2399	~~3481~~	3585
Welfare Director II	~~2602~~	2680	~~3723~~	3835
Welfare Director III	~~2785~~	2869	~~3968~~	4087
Welfare Director IV	~~3043~~	3134	~~4327~~	4457

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Welfare Director V	~~4055~~	4177	~~5762~~	5935
Work-Experience & Training Specialist	~~1745~~	1721	~~2491~~	2566

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~~	1721	~~2385~~	2457
Accounting Supervisor	~~1945~~	2003	~~2909~~	2996
Administrative Assistant I	~~2085~~	2148	~~3113~~	3349
Administrative Assistant II	~~2229~~	2296	~~3330~~	3585
Administrative Assistant III	~~2659~~	2739	~~3800~~	3914
Adult Day Care Center Supervisor	~~1826~~	1962	~~2721~~	2803
Assistant Human Services Director	~~2785~~	2869	~~3960~~	4087
Assistant Welfare Director	~~3251~~	3349	~~4627~~	4766
Auditor	~~1945~~	2003	~~2909~~	2996
~~Center Coordinator~~	~~1745~~		~~2602~~	
Chemical Dependency Coordinator	~~1705~~	1721	~~2542~~	2566
Collections Services Supervisor II	~~1826~~	1797	~~2721~~	2680
Community Health Services Supervisor	~~2036~~	2097	~~3176~~	3271
~~Community Relations Specialist~~	~~1863~~		~~2659~~	
Computer Programmer	~~1597~~	1645	~~2280~~	2348
Day Care Center Teacher	~~1526~~	1572	~~2280~~	2348
Developmental Achievement Center Director	~~1905~~	1962	~~2721~~	2803
Developmental Achievement Center Teacher	~~1526~~	1572	~~2280~~	2348
Director of Business Management I	~~2186~~	2148	~~3113~~	3206
Director of Business Management II	~~2659~~	2739	~~3800~~	3914
Director of Financial Assistance	~~2659~~	2739	~~3800~~	3914
Director of Planning	~~2659~~	2739	~~3800~~	3914
Director of Public Health Nursing I	~~1945~~	2003	~~2909~~	2996
Director of Social Services	~~2659~~	2739	~~3800~~	3914
Employment Guidance Counselor	~~1460~~	1504	~~2085~~	2148
Family Service Coordinator II	~~1631~~	1645	~~2229~~	2148
Financial Assistance Supervisor I	~~1786~~	1797	~~2659~~	2680
Financial Assistance Supervisor II	~~2085~~	2148	~~3113~~	3206
Fiscal Manager	~~2385~~	2457	~~3406~~	3508
Fiscal Officer	~~1526~~	1572	~~2280~~	2348
Fiscal Supervisor I	~~1526~~	1572	~~2280~~	2348
Fiscal Supervisor II	~~1945~~	2003	~~2909~~	2996
Gerontology Counselor	~~1786~~	1797	~~2659~~	2680
~~Homemaker Supervisor~~	~~1905~~		~~2721~~	
Human Services Director III	~~3043~~	3134	~~4327~~	4457
Human Services Supervisor I	~~2085~~	2148	~~3113~~	3349
Human Services Supervisor II	~~2491~~	2566	~~3562~~	3669
Jobs and Training Supervisor	~~1786~~	1797	~~2659~~	2680
Medical Assistance Prepayment Project Manager	~~2085~~	2148	~~3113~~	3206
Mental Health Program Manager	~~2229~~	2296	~~3330~~	3430
Mental Health Worker	~~1826~~	1881	~~2721~~	2803
Methods & Procedures Analyst	~~1745~~	1680	~~2491~~	2510
Nutrition Project Assistant Director	~~1526~~	1572	~~2280~~	2348
Nutrition Project Director	~~1992~~	2003	~~2975~~	2996
Office Services Supervisor II	~~1460~~	1504	~~2085~~	2148
~~Personnel Officer~~	~~1526~~		~~2280~~	
~~Personnel Director~~	~~2659~~		~~3800~~	
Planner (Human Services)	~~1905~~	1962	~~2721~~	2803
Psychologist I	~~1786~~	1797	~~2659~~	2680
Psychologist II	~~2085~~	2097	~~2975~~	2996
Psychologist III	~~2785~~	2803	~~3800~~	3835
Public Health Educator	~~1671~~	1721	~~2385~~	2457
Public Health Nurse	~~1671~~	1721	~~2385~~	2457
Public Health Nurse (Team Leader)	~~1826~~	1797	~~2602~~	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1597~~	1645	~~2280~~	2348
Resident Activity Coordinator	~~1526~~	1572	~~2280~~	2348
Sanitarian	~~1526~~	1572	~~2280~~	2348

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Senior Public Health Nurse	~~1826~~	1962	~~2721~~	2803
Senior Staff Development Specialist	~~2036~~	2003	~~2909~~	2996
Social Worker (Licensing Specialist)	~~1526~~	1572	~~2280~~	2348
Social Worker	~~1560~~	1645	~~2437~~	2566
Social Worker (Child Protection Specialist)	~~1560~~	1645	~~2437~~	2566
Social Worker (MSW)	~~1786~~	1797	~~2659~~	2680
Social Worker (Child Protection Specialist) (MSW)	~~1786~~	1797	~~2659~~	2680
Social Services Supervisor I	~~2085~~	2148	~~3113~~	3349
Social Services Supervisor II	~~2280~~	2348	~~3406~~	3669
Staff Development Specialist	~~1705~~	1680	~~2542~~	2510
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2036~~	2003	~~2785~~	2739
Telecommunications Analyst	~~1945~~	2003	~~2785~~	2869
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1526~~	1572	~~2280~~	2348
~~Volunteer Services Coordinator II~~	~~1905~~		~~2721~~	
Welfare Director I	~~2329~~	2399	~~3401~~	3585
Welfare Director II	~~2602~~	2680	~~3723~~	3835
Welfare Director III	~~2785~~	2869	~~3968~~	4087
Welfare Director IV	~~3043~~	3134	~~4327~~	4457
Welfare Director V	~~4055~~	4177	~~5762~~	5935
Work-Experience & Training Specialist	~~1826~~	1797	~~2602~~	2680

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~~	1797	~~2491~~	2566
Accounting Supervisor	~~2036~~	2097	~~3043~~	3134
Administrative Assistant I	~~2186~~	2252	~~3251~~	3508
Administrative Assistant II	~~2329~~	2399	~~3401~~	3750
Administrative Assistant III	~~2785~~	2869	~~3968~~	4087
Adult Day Care Center Supervisor	~~1905~~	2052	~~2847~~	2932
Assistant Human Services Director	~~2785~~	2869	~~3968~~	4087
Assistant Welfare Director	~~3251~~	3349	~~4627~~	4766
Auditor	~~2036~~	2097	~~3043~~	3134
~~Center Coordinator~~	~~1826~~		~~2721~~	
Chemical Dependency Coordinator	~~1786~~	1797	~~2659~~	2680
Collections Services Supervisor II	~~1905~~	1881	~~2847~~	2803
Community Health Services Supervisor	~~2132~~	2196	~~3330~~	3430
~~Community Relations Specialist~~	~~1945~~		~~2785~~	
Computer Programmer	~~1671~~	1721	~~2385~~	2457
Day Care Center Teacher	~~1597~~	1645	~~2385~~	2457
Developmental Achievement Center Director	~~1992~~	2052	~~2847~~	2932
Developmental Achievement Center Teacher	~~1597~~	1645	~~2385~~	2457
Director of Business Management I	~~2280~~	2252	~~3251~~	3349
Director of Business Management II	~~2785~~	2869	~~3968~~	4087
Director of Financial Assistance	~~2785~~	2869	~~3968~~	4087
Director of Planning	~~2785~~	2869	~~3968~~	4087
Director of Public Health Nursing I	~~2132~~	2097	~~3043~~	3134
Director of Social Services	~~2785~~	2869	~~3968~~	4087
Employment Guidance Counselor	~~1526~~	1572	~~2186~~	2252
Family Service Coordinator II	~~1705~~	1721	~~2329~~	2252
Financial Assistance Supervisor I	~~1863~~	1881	~~2785~~	2803
Financial Assistance Supervisor II	~~2186~~	2252	~~3251~~	3349
Fiscal Manager	~~2491~~	2566	~~3562~~	3669
Fiscal Officer	~~1597~~	1645	~~2385~~	2457
Fiscal Supervisor I	~~1597~~	1645	~~2385~~	2457
Fiscal Supervisor II	~~2036~~	2097	~~3043~~	3134

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Gerontology Counselor	~~1863~~	1881	~~2785~~	2803
~~Homemaker-Supervisor~~	~~1992~~		~~2847~~	
Human Services Director III	~~3043~~	3134	~~4327~~	4457
Human Services Supervisor I	~~2186~~	2252	~~3251~~	3508
Human Services Supervisor II	~~2602~~	2680	~~3723~~	3835
Jobs and Training Supervisor	~~1863~~	1881	~~2785~~	2803
Medical Assistant Prepayment Project Manager	2252		3349	
Mental Health Program Manager	~~2329~~	2399	~~3481~~	3585
Mental Health Worker	~~1905~~	1962	~~2847~~	2932
Methods & Procedures Analyst	~~1826~~	1756	~~2602~~	2618
Nutrition Project Assistant Director	~~1597~~	1645	~~2385~~	2457
Nutrition Project Director	~~2085~~	2097	~~3113~~	3134
Office Services Supervisor II	~~1526~~	1572	~~2186~~	2252
~~Personnel Officer~~	~~1597~~		~~2385~~	
~~Personnel Director~~	~~2785~~		~~3968~~	
Planner (Human Services)	~~1992~~	2052	~~2847~~	2932
Psychologist I	~~1863~~	1881	~~2785~~	2803
Psychologist II	~~2186~~	2196	~~3113~~	3134
Psychologist III	~~2909~~	2932	~~3968~~	4003
Public Health Educator	~~1745~~	1797	~~2491~~	2566
Public Health Nurse	~~1826~~	1881	~~2491~~	2566
Public Health Nurse (Team Leader)	~~2036~~	2052	~~2785~~	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)	~~1745~~	1797	~~2385~~	2457
Resident Activity Coordinator	~~1597~~	1645	~~2385~~	2457
Sanitarian	~~1597~~	1645	~~2385~~	2457
Senior Public Health Nurse	~~1992~~	2052	~~2847~~	2932
Senior Staff Development Specialist	~~2132~~	2097	~~3043~~	3134
Social Worker (Licensing Specialist)	~~1597~~	1645	~~2385~~	2457
Social Worker	~~1631~~	1721	~~2542~~	2680
Social Worker (Child Protection Specialist)	~~1631~~	1721	~~2542~~	2680
Social Worker (MSW)	~~1863~~	1881	~~2785~~	2803
Social Worker (Child Protection Specialist) (MSW)	~~1863~~	1881	~~2785~~	2803
Social Services Supervisor I	~~2186~~	2252	~~3251~~	3508
Social Services Supervisor II	~~2385~~	2457	~~3562~~	3835
Staff Development Specialist	~~1786~~	1756	~~2659~~	2618
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Student Social Worker (SWEP)	Rate proposed by appointing authority.			
Systems Programmer Analyst	~~2132~~	2097	~~2909~~	2869
Telecommunications Analyst	~~2036~~	2097	~~2909~~	2996
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator I	~~1597~~	1645	~~2385~~	2457
~~Volunteer Services Coordinator II~~	~~1992~~		~~2847~~	
Welfare Director I	~~2329~~	2399	~~3481~~	3585
Welfare Director II	~~2602~~	2680	~~3723~~	3835
Welfare Director III	~~2785~~	2869	~~3968~~	4087
Welfare Director IV	~~3043~~	3134	~~4327~~	4457
Welfare Director V	~~4055~~	4177	~~5762~~	5935
Work-Experience & Training Specialist	~~1905~~	1881	~~2721~~	2803

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~~	1075	~~1427~~	1470
Accounting Technician	~~1091~~	1124	~~1560~~	1607
Adult Day Care Center Program Coordinator	~~1117~~	1151	~~1671~~	1721
Case Aide	~~1117~~	1151	~~1671~~	1721
Chemical Dependency Counselor	~~1364~~	1405	~~1786~~	1840

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Child Health Aide	~~933~~	921	~~1278~~	1261
Child Support Officer I	~~1278~~	1288	~~1826~~	1840
Child Support Officer II	~~1460~~	1504	~~1992~~	2052
Collections Officer	~~1278~~	1288	~~1826~~	1840
Collection Services Supervisor I	~~1597~~	1607	~~2186~~	2196
Community Service Aide	~~839~~	883	~~1250~~	1261
Computer Operations Specialist	~~1197~~	1175	~~1560~~	1536
Coordinator of Aging	~~1278~~	1346	~~1905~~	2003
Developmental Achievement Center Instructor	~~1117~~	1261	~~1671~~	1721
Employment Technician	~~1117~~	1151	~~1671~~	1721
Family Service Aide I	~~912~~	961	~~1364~~	1439
Family Service Aide II	~~1044~~	1101	~~1560~~	1572
Family Service Coordinator I	~~1224~~	1261	~~1671~~	1721
Family Service/Home Health Aide	~~912~~	961	~~1364~~	1439
Financial Assistance Specialist	~~1397~~	1439	~~1992~~	2052
Financial Worker	~~1117~~	1151	~~1671~~	1721
Food Stamp Corrective Action Specialist I	~~1526~~	1572	~~2186~~	2252
Food Stamp Corrective Action Specialist II	~~1671~~	1721	~~2385~~	2457
Home Health Aide	~~912~~	961	~~1364~~	1439
Home Health Aide Coordinator	~~1224~~	1261	~~1671~~	1721
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1597~~	1645	~~2280~~	2348
Housing Rehabilitation Specialist	~~1250~~	1261	~~1786~~	1721
Licensed Practical Nurse	~~1197~~	1261	~~1631~~	1721
Methods and Procedures Technician	~~1364~~	1405	~~1786~~	1840
Office Services Supervisor I	~~1224~~	1261	~~1671~~	1721
Public Health Aide	~~839~~	883	~~1250~~	1261
Senior Citizen's Aide	~~912~~	961	~~1364~~	1439
Support and Collections Specialist	1504		2052	
Support Enforcement Aide	~~1044~~	1075	~~1427~~	1470
Welfare Fraud Investigator	~~1597~~	1607	~~2085~~	2097

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~~	1124	~~1491~~	1536
Accounting Technician	~~1141~~	1175	~~1631~~	1680
Adult Day Care Center Program Coordinator	~~1168~~	1203	~~1745~~	1797
Case Aide	~~1168~~	1203	~~1745~~	1797
Chemical Dependency Counselor	~~1427~~	1470	~~1863~~	1919
Child Health Aide	~~976~~	1005	~~1334~~	1374
Child Support Officer I	~~1334~~	1346	~~1905~~	1919
Child Support Officer II	~~1526~~	1572	~~2085~~	2148
Collections Officer	~~1334~~	1346	~~1905~~	1919
Collection Services Supervisor I	~~1671~~	1680	~~2280~~	2296
Community Service Aide	~~876~~	921	~~1307~~	1374
Computer Operations Specialist	~~1250~~	1233	~~1631~~	1607
Coordinator of Aging	~~1334~~	1405	~~1992~~	2097
Developmental Achievement Center Instructor	~~1168~~	1316	~~1745~~	1797
Employment Technician	~~1168~~	1203	~~1745~~	1797
Family Service Aide I	955	1005	~~1427~~	1504
Family Service Aide II	~~1091~~	1151	~~1631~~	1645
Family Service Coordinator I	~~1278~~	1316	~~1745~~	1797
Family Service/Home Health Aide	955	1005	~~1427~~	1504
Financial Assistance Specialist	~~1460~~	1504	~~2085~~	2148
Financial Worker	~~1168~~	1203	~~1745~~	1797
Food Stamp Corrective Action Specialist I	~~1526~~	1572	~~2186~~	2252
Food Stamp Corrective Action Specialist II	~~1671~~	1721	~~2385~~	2457
Home Health Aide	955	1005	~~1427~~	1504
Home Health Aide Coordinator	~~1278~~	1316	~~1745~~	1797
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			

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Housing Coordinator	~~1671~~	1721	~~2385~~	2457
Housing Rehabilitation Specialist	~~1307~~	1316	~~1863~~	1797
Licensed Practical Nurse	~~1250~~	1316	~~1705~~	1797
Methods and Procedures Technician	~~1427~~	1470	~~1863~~	1919
Office Services Supervisor I	~~1278~~	1316	~~1745~~	1797
Public Health Aide	~~876~~	921	~~1307~~	1374
Senior Citizen's Aide	~~955~~	1005	~~1427~~	1504
Support and Collections Specialist	1572		2148	
Support Enforcement Aide	~~1091~~	1124	~~1491~~	1536
Welfare Fraud Investigator	~~1671~~	1680	~~2186~~	2196

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~~	1175	~~1560~~	1607
Accounting Technician	~~1197~~	1233	~~1705~~	1756
Adult Day Care Center Program Coordinator	~~1224~~	1261	~~1826~~	1881
Case Aide	~~1224~~	1261	~~1826~~	1881
Chemical Dependency Counselor	~~1491~~	1536	~~1945~~	2003
Child Health Aide	~~1069~~	1101	~~1460~~	1504
Child Support Officer I	~~1397~~	1405	~~1992~~	2003
Child Support Officer II	~~1597~~	1645	~~2186~~	2252
Collections Officer	~~1397~~	1405	~~1992~~	2003
Collection Services Supervisor I	~~1745~~	1756	~~2385~~	2399
Community Service Aide	~~912~~	1101	~~1364~~	1504
Computer Operations Specialist	~~1307~~	1288	~~1705~~	1680
Coordinator of Aging	~~1397~~	1470	~~2085~~	2196
Developmental Achievement Center Instructor	~~1224~~	1374	~~1826~~	1881
Employment Technician	~~1224~~	1261	~~1826~~	1881
Family Service Aide I	~~999~~	1151	~~1491~~	1572
Family Service Aide II	~~1141~~	1203	~~1705~~	1721
Family Service Coordinator I	~~1334~~	1374	~~1826~~	1881
Family Service/Home Health Aide	~~999~~	1151	~~1491~~	1572
Financial Assistance Specialist	~~1526~~	1572	~~2186~~	2252
Financial Worker	~~1224~~	1261	~~1826~~	1881
Food Stamp Corrective Action Specialist I	~~1526~~	1572	~~2186~~	2252
Food Stamp Corrective Action Specialist II	~~1671~~	1721	~~2385~~	2457
Home Health Aide	~~999~~	1151	~~1491~~	1572
Home Health Aide Coordinator	~~1334~~	1374	~~1826~~	1881
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1745~~	1797	~~2491~~	2566
Housing Rehabilitation Specialist	~~1364~~	1374	~~1945~~	1881
Licensed Practical Nurse	~~1307~~	1374	~~1786~~	1881
Methods and Procedures Technician	~~1491~~	1536	~~1945~~	2003
Office Services Supervisor I	~~1334~~	1374	~~1826~~	1881
Public Health Aide	~~912~~	1101	~~1364~~	1504
Senior Citizen's Aide	~~999~~	1054	~~1491~~	1572
Support and Collections Specialist	1645		2252	
Support Enforcement Aide	~~1141~~	1175	~~1560~~	1607
Welfare Fraud Investigator	~~1745~~	1756	~~2280~~	2296

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	~~1078~~	1110	~~1473~~	1586
Clerk I	~~758~~	781	~~1030~~	1061
Clerk II	~~866~~	892	~~1234~~	1271

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	Minimum		Maximum	
Clerk III	~~1030~~	1061	~~1410~~	1452
Clerk-Typist I	~~831~~	856	~~1128~~	1162
Clerk-Typist II	~~866~~	892	~~1234~~	1271
Clerk-Typist III	~~1030~~	1085	~~1473~~	1548
Clerk-Steno	~~902~~	892	~~1234~~	1271
Data Entry Operator	~~831~~	856	~~1128~~	1162
Information Systems Specialist	~~902~~	892	~~1234~~	1271
Legal Secretary	~~1030~~	1061	~~1410~~	1452
Switchboard Operator	~~831~~	856	~~1128~~	1162

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	~~1207~~	1214	~~1648~~	1660
Clerk I	~~866~~	892	~~1128~~	1162
Clerk II	~~986~~	1016	~~1344~~	1384
Clerk III	~~1151~~	1186	~~1503~~	1548
Clerk-Typist I	~~942~~	970	~~1234~~	1271
Clerk-Typist II	~~986~~	1016	~~1344~~	1384
Clerk-Typist III	~~1151~~	1214	~~1575~~	1660
Clerk-Steno	~~1030~~	1016	~~1344~~	1384
Data Entry Operator	~~942~~	970	~~1234~~	1271
Information Systems Specialist	~~1030~~	1016	~~1344~~	1384
Legal Secretary	~~1151~~	1186	~~1503~~	1548
Switchboard Operator	~~942~~	970	~~1234~~	1271

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~~	1271	~~1721~~	1736
Clerk I	~~942~~	970	~~1234~~	1271
Clerk II	~~1088~~	1110	~~1473~~	1517
Clerk III	~~1207~~	1243	~~1575~~	1622
Clerk-Typist I	~~1030~~	1061	~~1344~~	1384
Clerk-Typist II	~~1088~~	1110	~~1473~~	1517
Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517
Data Entry Operator	~~1030~~	1061	~~1344~~	1384
Information Systems Specialist	~~1128~~	1110	~~1473~~	1517
Legal Secretary	~~1207~~	1243	~~1575~~	1622
Switchboard Operator	~~1030~~	1061	~~1344~~	1384

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be

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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~~	895	~~1120~~	1154
Bus Driver	~~947~~	955	~~1214~~	1278
Janitor	~~947~~	975	~~1214~~	1250

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~~	1130	~~1440~~	1451
Bus Driver	~~1167~~	1176	~~1502~~	1514
Janitor	~~1120~~	1154	~~1440~~	1483

REPEALER. Minnesota Rules, part 9575.0320, subparts 2, 4, and 6, are repealed.

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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
Assistant Revisor

Department of Health

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

4670.1200 ADJUSTMENT OF THE OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. **~~General~~ Annual adjustments.** The compensation plan provided in parts 4670.4200 to 4670.4240 shall be adjusted ~~for~~ annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and ~~for-changes-in-the-Twin-Cities-consumer-price index~~ to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. **Plan amendments.** ~~From-the-results-of-this study~~ After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and ~~parts~~ as outlined in part 4670.1000 ~~to-4670.1020~~. ~~An~~ Amendments shall include a proposed general adjustment to all rates of pay in the professional, health services support, clerical, and building maintenance salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall ~~not~~ be effective ~~until~~ on the ~~next-succeeding~~ following January 1~~,~~ or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following ~~the-next-succeeding~~ January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City

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consumer price index, the supervisor shall recommend a general salary adjustment for all employees on the professional, health services support, clerical, and building maintenance salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 4670.1320. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, ~~1987~~ 1988.

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~~	2052	~~2847~~	2932
Director of Environmental Health	~~2280~~	2348	~~3251~~	3349
Director of Public Health Nursing I	~~1863~~	1919	~~2785~~	2869
Public Health Educator	~~1597~~	1645	~~2280~~	2348
Public Health Nurse	~~1597~~	1645	~~2280~~	2348
Public Health Nurse (Team Leader)	~~1745~~	1721	~~2491~~	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1526~~	1572	~~2186~~	2252
Sanitarian	~~1460~~	1504	~~2186~~	2252
Senior Public Health Nurse	~~1745~~	1881	~~2602~~	2680

Subp. 2. **Plan B.**

	Minimum	Maximum

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Assistant Director of Environmental Health	~~2085~~	2148	~~2975~~	3064
Director of Environmental Health	~~2385~~	2457	~~3406~~	3508
Director of Public Health Nursing I	~~1945~~	2003	~~2909~~	2996
Public Health Educator	~~1671~~	1721	~~2385~~	2457
Public Health Nurse	~~1671~~	1721	~~2385~~	2457
Public Health Nurse (Team Leader)	~~1826~~	1797	~~2602~~	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1597~~	1645	~~2280~~	2348
Sanitarian	~~1526~~	1572	~~2280~~	2348
Senior Public Health Nurse	~~1826~~	1962	~~2721~~	2803

Subp. 3. **Plan C.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2186~~	2252	~~3113~~	3206
Director of Environmental Health	~~2491~~	2566	~~3562~~	3669
Director of Public Health Nursing I	~~2132~~	2196	~~3043~~	3134
Public Health Educator	~~1745~~	1797	~~2491~~	2566
Public Health Nurse	~~1826~~	1881	~~2491~~	2566
Public Health Nurse (Team Leader)	~~2036~~	2052	~~2785~~	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree	~~1745~~	1797	~~2385~~	2457
Sanitarian	~~1597~~	1645	~~2385~~	2457
Senior Public Health Nurse	~~1992~~	2052	~~2847~~	2932

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Bookkeeper	~~1091~~	1124	~~1560~~	1607
Home Health Aide	~~912~~	961	~~1364~~	1439
Home Health Aide Coordinator	~~1224~~	1261	~~1671~~	1721
Inspector	~~1224~~	1261	~~1671~~	1721
Licensed Practical Nurse	~~1197~~	1261	~~1631~~	1721
Public Health Aide	~~839~~	883	~~1250~~	1261

Subp. 2. **Plan B.**

	Minimum		Maximum	
Bookkeeper	~~1141~~	1175	~~1631~~	1680
Home Health Aide	~~955~~	1005	~~1427~~	1504
Home Health Aide Coordinator	~~1278~~	1316	~~1745~~	1797
Inspector	~~1278~~	1316	~~1745~~	1797
Licensed Practical Nurse	~~1250~~	1316	~~1705~~	1797
Public Health Aide	~~876~~	921	~~1307~~	1374

Subp. 3. **Plan C.**

	Minimum		Maximum	
Bookkeeper	~~1197~~	1233	~~1705~~	1756
Home Health Aide	~~999~~	1151	~~1491~~	1572
Home Health Aide Coordinator	~~1334~~	1374	~~1826~~	1881
Inspector	~~1334~~	1374	~~1826~~	1881
Licensed Practical Nurse	~~1307~~	1374	~~1786~~	1881
Public Health Aide	~~912~~	1101	~~1364~~	1504

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~758~~	781	~~1030~~	1061
Clerk II	~~866~~	892	~~1234~~	1271
Clerk III	~~1030~~	1061	~~1410~~	1452

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Clerk-Typist I	~~831~~	856	~~1128~~	1162
Clerk-Typist II	~~866~~	892	~~1234~~	1271
Clerk-Typist III	~~1030~~	1085	~~1473~~	1548
Clerk-Steno	~~902~~	892	~~1234~~	1271
Switchboard Operator	~~831~~	856	~~1128~~	1162

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~866~~	892	~~1128~~	1162
Clerk II	~~986~~	1016	~~1344~~	1384
Clerk III	~~1151~~	1186	~~1503~~	1548
Clerk-Typist I	~~942~~	970	~~1234~~	1271
Clerk-Typist II	~~986~~	1016	~~1344~~	1384
Clerk-Typist III	~~1151~~	1214	~~1575~~	1660
Clerk-Steno	~~1030~~	1016	~~1344~~	1384
Switchboard Operator	~~942~~	970	~~1234~~	1271

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~942~~	970	~~1234~~	1271
Clerk II	~~1088~~	1110	~~1473~~	1517
Clerk III	~~1207~~	1243	~~1575~~	1622
Clerk-Typist I	~~1030~~	1061	~~1344~~	1384
Clerk-Typist II	~~1088~~	1110	~~1473~~	1517
Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517
Switchboard Operator	~~1030~~	1061	~~1344~~	1384

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. [Unchanged.]

Subp. 2. **Plan A.**

	Minimum		Maximum	
Janitor	~~947~~	975	~~1214~~	1250

Subp. 3. **Plan B.**

	Minimum		Maximum	
Janitor	~~1120~~	1154	~~1440~~	1483

REPEALER. Minnesota Rules, part 4670.1200, subparts 2, 4, and 6 are repealed.

Approved
by Revisor _____

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
Assistant Revisor

Department of Public Safety

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

7520.0620 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

Subpart 1. ~~Consumer-price-index~~ Annual adjustments. The compensation plans provided in parts 7520.1000 and 7520.1100 shall be adjusted ~~for~~ annually to reflect changes in the level of salary rates in business and government and for similar and competing types of employment and ~~for changes in the Twin City consumer price index~~ to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [See Repealer.]

Subp. 3. Plan amendments. ~~From the results of this study~~ After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 7520.0600. ~~An~~ Amendments shall include a proposed general adjustment to all rates of pay in the professional and clerical salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall ~~not~~ be effective ~~until~~ on the ~~next-succeeding~~ following January 1~~,~~ or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period ~~following~~ after the ~~next-succeeding~~ following January 1.

Subp. 3a. Employee salary adjustments. Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City

Approved by Revisor SEQ

consumer price index, the supervisor shall recommend a general salary adjustment for all employees on the professional and clerical salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 7520.0650, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four-week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [See Repealer.]

Subp. 5. [Unchanged.]

Subp. 6. [See Repealer.]

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~~ three percent for employees on the professional and clerical salary schedules.

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1987~~ 1988; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1597~~	1645	~~2186~~	2252
Emergency Management Director	~~1397~~	1439	~~1992~~	2052
Communications Officer	~~1397~~	1439	~~1905~~	1962
Operations Officer	~~1597~~	1645	~~2186~~	2252
Public Information Officer	~~1597~~	1645	~~2186~~	2252
Radiological Officer	~~1397~~	1439	~~1905~~	1962
Safety Services Coordinator	~~1597~~	1645	~~2186~~	2252

Subp. 2. **Plan B.**

	Minimum		Maximum	
Administrative Officer Assistant	~~1671~~	1721	~~2280~~	2348
Emergency Management Director	~~1460~~	1504	~~2085~~	2148
Communications Officer	~~1460~~	1504	~~1992~~	2052
Operations Officer	~~1671~~	1721	~~2280~~	2348
Public Information Officer	~~1671~~	1721	~~2280~~	2348
Radiological Officer	~~1460~~	1504	~~1992~~	2052
Safety Services Coordinator	~~1671~~	1721	~~2280~~	2348

Approved by Revisor _____

Subp. 3. **Plan C.**

	Minimum		Maximum	
Administrative Officer	~~1745~~	1797	~~2385~~	2457
Assistant Emergency Management Director	~~1526~~	1572	~~2186~~	2252
Communications Officer	~~1526~~	1572	~~2085~~	2148
Operations Officer	~~1745~~	1797	~~2385~~	2457
Public Information Officer	~~1745~~	1797	~~2385~~	2457
Radiological Officer	~~1526~~	1572	~~2085~~	2148
Safety Services Coordinator	~~1745~~	1797	~~2385~~	2457

7520.1100 COMPENSATION PLAN (EMERGENCY SERVICES), ~~1987~~ 1988;

CLERICAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~758~~	781	~~1030~~	1061
Clerk II	~~866~~	892	~~1234~~	1271
Clerk III	~~1030~~	1061	~~1410~~	1452
Clerk-Typist I	~~831~~	856	~~1128~~	1162
Clerk-Typist II	~~866~~	892	~~1234~~	1271
Clerk-Typist III	~~1030~~	1085	~~1473~~	1548
Clerk-Steno	~~902~~	892	~~1234~~	1271

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~866~~	892	~~1128~~	1162
Clerk II	~~986~~	1016	~~1344~~	1384
Clerk III	~~1151~~	1186	~~1503~~	1548
Clerk-Typist I	~~942~~	970	~~1234~~	1271
Clerk-Typist II	~~986~~	1016	~~1344~~	1384
Clerk-Typist III	~~1151~~	1214	~~1575~~	1660
Clerk-Steno	~~1030~~	1016	~~1344~~	1384

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~942~~	970	~~1234~~	1271
Clerk II	~~1088~~	1110	~~1473~~	1517
Clerk III	~~1207~~	1243	~~1575~~	1622
Clerk-Typist I	~~1030~~	1061	~~1344~~	1384
Clerk-Typist II	~~1088~~	1110	~~1473~~	1517
Clerk-Typist III	~~1207~~	1271	~~1648~~	1736
Clerk-Steno	~~1128~~	1110	~~1473~~	1517

REPEALER. Minnesota Rules, part 7520.0620, subparts 2, 4, and 6 are repealed.

Approved by Revisor _____

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
Assistant Revisor

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 Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 9575.0350, and 9575.1500)

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, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 256.012.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

A copy of the proposed rule may be viewed at any of the county welfare or human service agencies in the State of Minnesota.

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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

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.

Amendents are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

Sandra Gardebring

SANDRA S. GARDEBRING
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of Department of Human Services Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Department of Human Services between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 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.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. This rule is also available for viewing at each of the county welfare or human service agencies in the State of Minnesota.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Sandra Gardebring

SANDRA S. GARDEBRING
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Rules of the State Department of Health Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 4670.1200, 4670.1320, and 4670.4200-4240)

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 Health proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 144.071.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 HEALTH. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

for [signature]
SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Department of Health Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules parts 4670.1200, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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 local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Minnesota Merit System, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Gerald McInerny

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9/30/87

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 Compensation Plan and Salary Adjustments (Minnesota Rules, parts 7520.0620, 7520.0650, and 7520.1000-1100)	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 Public Safety proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 12.22, subd. 3.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 PUBLIC SAFETY. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 21 local and county emergency management agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to part 7520.1000-1100 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota



RUDY PERPICH
Governor

Dated: 9/28/87

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Adoption of Department of Public Safety Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 7520.0620, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

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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 Minnesota Merit System between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

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Proposed revisions to 7520.1000-1100 (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 12.22, subd. 3. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. Corey.

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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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.



RUDY PERPICH
Governor

Dated: 9/28/87

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE SANDRA S. GARDEBRING
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 ADJUSTMENTS OF THE OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM; 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 public safety 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 Part 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 has 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. The Court quashed 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.W. 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 cit proposed rule amendments are promulgated in accordance with the provisions of applicable Minnesota statutes and expressly guarantee the rights of public employers and Minnesota Merit System employees in conformance with the terms of the state's Public Employment Labor Relations Act (Minn. Stat. 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. Adjustment of the Official Salary Schedule of the Minnesota Merit System Minnesota Rules, parts 9575.0320, 4670.1200 and 7520.0620

New language is proposed for subpart 1 of these rules to emphasize that annual Merit System compensation plans will be based on changes in the level of salaries being paid by similar and competing employers in both government and business and the necessity for achieving equitable compensation relationships between classes of positions based on their comparable work value. In 1984, the Legislature passed Minn. Stat. Sections 471.991-471.999, known as the Local Government Pay Equity Act, which mandates that the Merit System establish equitable compensation relationships between female-dominated, male-dominated and balanced classes of employees based on their comparable work value as determined by a job evaluation study. The Merit System completed a job evaluation study of all classes of positions, determined their comparable work value and, beginning in 1986, made comparability adjustments to classes, as necessary, in order to correct compensation inequities and achieve internal pay equity. Previous language also provided that compensation plan adjustments be based on changes in the level of salary rates for competing employees in business and government. Thus, the new language does not introduce any new factor into the process of recommending amendments to Merit System compensation plans. However, due to the essential nature of the factors on which annual adjustments are based, it is both reasonable and necessary they be emphasized together in rule language.

Amendments to subp 2 of these rules are proposed to repeal those sections which had provided for a biennial review of labor market data in odd-numbered years which would provide the basis for salary adjustments effective the following January 1. The language in subpart 2 is no longer necessary due to the new language proposed in subparts 1, 3 and 3a.

New language is proposed for subpart 3 of these rules providing for two kinds of proposed adjustments to all rates of pay for all classes of positions covered by the Merit System. The first is a proposed general adjustment to all rates of pay that will apply to most classes of positions and be based on a review of changes in the level of salary rates for similar and competing employers. The second will be varying adjustments to the rates of pay for certain specific classes of positions designed to correct compensation inequities. These proposed adjustments are based on the need for attaining the statutorily-based 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 the Merit System job evaluation study. Again, the new language does not introduce any new factor into the process. Previous language provided that, in odd-numbered years, proposed compensation plan adjustments and employee salary adjustments be based on a review of changes in the level of salary rates for similar and competing employers. Since 1986, the Merit System has been making comparability adjustments for selected classes to correct compensation inequities based on comparable work value. The effective date of an amended compensation plan remains the same as under previous language. The basic change reflected in the new language is that proposed compensation plan adjustments are to be based on changes in the level of salary rates for similar and competing employers every year rather than only in odd-numbered years and that trends in the Twin City consumer price index will be considered in proposing compensation plan adjustments. As with the proposed new language in subpart 1 of these rules, it is reasonable that the factors on which compensation plan amendments are based are provided in rule language. The new language is also necessary to indicate that the

same factors on which the amendments are based are to be used every year rather than only in odd-numbered years.

Proposed new language in subpart 3a of these rules provides for the requirement that the Merit System recommend an annual general salary adjustment for all employees and specify the basis for the recommendation. The effective date of an adopted salary adjustment remains the same as in the past. In practice, the Merit System has always recommended a general salary adjustment for all employees on an annual basis. This recommendation has always been separate from recommended annual compensation plan adjustments. The previous language in parts 9575.0320, 4670.1200 and 7520.0620 referred only to general salary adjustments for all employees in even-numbered years based on changes in the Twin City consumer price index. The new language is both reasonable and necessary to clarify that the Merit System does recommend general salary adjustments for all employees annually and to specify the basis used for the recommendation.

Amendments are proposed to delete subpart 4 of parts 9575.0320, 4670.1200 and 7520.0620. That language provided that, in even-numbered years, the Merit System propose a general salary range adjustment and general salary adjustment for all employees in an amount equal to 80% of the increase in the Twin City consumer price index for urban wage earners and clerical workers between June of the current year and June of the previous year. Until 1987, the Bureau of Labor Statistics published the Twin City consumer price index bi-monthly including the month of June with the June reading becoming available on or about July 25. Beginning this year, the Bureau of Labor Statistics publishes the Twin City consumer price index semi-annually for the months of January and July with the July reading becoming available on or about August 25. Merit System staff have to know what the increase is before calculating proposed new minimum and maximum salaries and a general salary adjustment. Time must be allowed for preparation of the proposed rules by the Revisor's office and publication in the State Register. There is always the possibility that a public hearing on the proposed rules will be necessary.

Given the circumstances, the change by the Bureau of Labor Statistics in reporting Twin City consumer price index changes greatly increases the likelihood that the Merit System will be unable to have the adopted rules effective prior to January 1 or the beginning of the first payroll period in January following an even-numbered year. It is extremely critical that rules governing compensation plan amendments and employee salary adjustments be adopted in a timely fashion so that required employee salary adjustments are not delayed beyond January 1 or the beginning of the first payroll period in January following an even-numbered year. Current rule language does not provide sufficient assurance for the timely adoption of such rules and it is both reasonable and necessary to delete this language and replace it with new language as proposed for subparts 1, 3 and 3a of these rules.

Amendments are proposed to delete 9575.0320 subpart 6, 4670.1200 subpart 6 and 7520.0620 subpart 6 relating to comparability adjustments to correct compensation inequities. Proposed new language for subpart 3 of these rules makes this language unnecessary.

In summary, the amendments proposed to rule parts 9575.0320, 4670.1200 and 7520.0620 are designed to eliminate exclusive reliance by the Merit System on changes in the Twin City consumer price index on which to base proposed compensation plan adjustments and employee salary adjustments in even-numbered years, to clarify that the Merit System proposes both adjustments to its compensation plan and employee salary adjustments on an annual basis and to specify the basis for such proposed adjustments.

B. Salary Adjustments and Increases

Minnesota Rules, parts 9575.0350, 4670.1320 and 7520.0650.

An amendment is proposed to parts 9575.0350 subpart 3; 4670.1320 and 7520.0650 subpart 3 providing for a recommended general salary adjustment of 3 percent for all non-bargaining unit Merit System employees on Merit System professional, support, clerical and maintenance and trades salary schedules to be effective January 1, 1988. These amendments are necessary in order to provide competitive salary adjustments in 1988 for employees covered by the Human Services, Health and Emergency Services Merit System rules. They are also reasonable when compared to 1987-88 settlements in other public jurisdictions to which the Merit System has traditionally compared its salaries as well as to other measures of general wage increases in the economy.

The State of Minnesota has negotiated a contract with AFSCME Council 6 representing 14,634 state employees providing for general salary adjustments of 3% effective July 1, 1987 and another 3% effective July 1, 1988. The state has also negotiated a contract with MAPE representing 4,974 professional employees providing for general salary adjustments of 2% effective July 1, 1987, another 1.25% effective January 1988 and another 3% effective July 1988. Thirdly, the state has negotiated a contract with the Middle Management Association representing 2,710 employees providing for general salary adjustments of 2% effective July 1, 1987, another 1.25% January 1988 and another 3% in July 1988.

Hennepin County granted a general salary adjustment of 3% to all employees represented by AFSCME and to all supervisors and non-contract personnel effective January 1, 1987. Ramsey County granted a general salary adjustment of 4.25% to

both contract and non-contract employees effective January 1, 1987. Anoka County granted general salary adjustments of 3.75% to contract employees and 4% to non-contract employees effective January 1, 1987. Scott County granted a general salary adjustment of 5% to both contract and non-contract employees effective January 1, 1987. Washington County granted general salary adjustments of 3% to contract employees and 3.2% to non-contract employees effective January 1, 1987. St. Louis County granted a general salary adjustment of 2% to all employees effective January 1, 1987. Blue Earth County granted a general salary adjustment of 2% to non-contract employees effective January 1, 1987. Olmsted County granted general salary adjustments of 1.5% to contract employees and 2.5% to non-contract employees effective January 1, 1987, and another 2% adjustment for contract employees effective July 1, 1987. The City of St. Paul granted varying general salary adjustments of 2.5%-4.5% for contract employees effective January 1, 1987. In contrast to these adjustments, the Merit System recommended general salary adjustments for 1987, based on the change in the Twin City consumer price index for June of 1985 to June 1986, was 1%.

Given the magnitude of general salary adjustments granted to contract and non-contract employees by other public jurisdictions for 1987 and 1988 as well as other measures of salary progression as indicated above, it is reasonable to recommend that salaries of Merit System employees not covered by the terms and conditions of a collective bargaining agreement be increased by 3% effective January 1, 1988, or on the beginning date of the first payroll period following January 1, 1988, for those agencies on a biweekly or four-week payroll period.

It should be emphasized that the recommended general salary adjustment of 3% is simply that, a recommendation. It lacks the binding effect of a negotiated collective bargaining agreement. Agencies, even those where there is no collective bargaining agreement, are not required to adopt the Merit System recommended general salary adjustment but have the flexibility, under the Merit System rules, to adopt a different salary adjustment (or no adjustment at all) for agency employees. Under whatever salary adjustment is finally adopted by an agency, the only salary increases that agencies are required to make 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 important point to mention is that, under Merit System rules, Merit System compensation plans do not apply to employees in a formally recognized bargaining unit. There are 40 Merit System agencies where most of the agency 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 Merit System compensation plans are those in positions that are excluded from the bargaining unit by virtue of being supervisory or confidential in nature.

C. 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 1987 minimum and maximum salaries for all Merit System classes of positions covered by the Human Services, Health and Public Safety Merit System rules to be effective January 1, 1988. Amendments to these rules are necessary to provide Merit System

agencies with salary ranges for all classes that are competitive in terms of salary rates being offered for comparable work elsewhere in the public and private sector and also 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 system.

The proposed Merit System rules require that, every year, the Merit System conduct a review of changes in the level of salary rates in the labor market and state the review should be based on data and findings of other labor market surveys and, to the extent possible, be based on similar surveys and data used in the past. The 1987 Merit System salary survey did use data and findings of other labor market surveys and was based, to the extent possible and practicable, on the same sources of data and surveys used in the past to measure changes in salary rates for comparable employment. Current compensation plans from other jurisdictions used in the 1987 survey include those from the state of Minnesota, the city of St. Paul and the counties of Hennepin, Ramsey, St. Louis, Anoka, Blue Earth, Itasca, Olmsted, Scott and Washington. Salary surveys utilized and organizations contacted to obtain salary data included the Bureau of Labor Statistics Employee Cost Index, the College Placement Council report, the Endicott Report, the Minnesota LPN Association, the Minnesota Nurses Association the Stanton survey of public jurisdictions, the Veterans Administration hospital and the Minnesota Merit System salary survey of county clerical employees, maintenance and trades employees and public health nurses employed in county public health agencies. The Merit System did consider all of the results of the above surveys in proposing amendments affecting the minimum and maximum salaries for Merit System classifications.

Proposed amendments to parts 9575.1500, 4670.4200-4670.4240 and 7520.1000-7520.1100 adjust the minimum and maximum salaries for many, but not all, Merit System classes by 3%, the same percentage adjustment that is being recommended as a general salary adjustment for employees in all Merit System classifications. This is reasonable in terms of the practice in other public jurisdictions of adjusting salary ranges by the same percentage amount as the general salary adjustment granted to all employees of the jurisdiction. They are reasonable in light of salaries being paid for comparable work by employees in other public and private organizations as evidenced by the 1987 salary survey data and by changes in general economic growth factors. They are adjustments necessary in order to maintain a competitive compensation plan providing equitable and adequate compensation for Merit System employees covered by the plan.

Some proposed amendments to 9575.1500, 4670.4200-4670.4240 and 7520.1000-7520.1100 do not propose a 3% adjustment to the minimum and maximum salaries for some classes of positions. These amendments pertain to classes of positions where a 3% adjustment is not appropriate because of a need to establish equitable compensation relationships between classes of positions based on their comparable work value or where the data collected in the salary survey does not support a 3% adjustment. Subsequent to passage of Minn. Stat. Sections 471.991-471.999 the Merit System conducted a formal job evaluation study and determined the comparable work value of all Merit System classes of positions. Classes with identical or similar comparable work values should have identical or similar salary ranges. The results of the study revealed a number of situations where classes of positions with similar comparable work values had quite disparate salary ranges. These situations represented compensation inequities and, in 1986 and 1987, the Merit System proposed a significant number of comparability adjustments to either equalize or

reduce the differences between salary ranges for classes with similar comparable work values. It is necessary to continue this process in 1988 to attain the statutorily-mandated requirement to establish equitable compensation relationships between all classes of positions. The majority of these varying adjustments are based on attaining the 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 which is obviously consistent with the objective of the Local Government Pay Equity Act (Minn. Stat. Sections 471.991-471.999).

Minnesota Rules, part 9575.1500 includes 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. It is important this be noted since the proposed adjustments for some classes are not the same on all plans.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System professional classifications are 3% with the following exceptions:

1. Adult Day Care Center Supervisor minimum salaries are adjusted approximately 7% and maximum salaries are adjusted 3% on all salary schedules.
2. Chemical Dependency Coordinator, Financial Assistance Supervisor I, Gerontology Counselor, Jobs and Training Supervisor, Nutrition Project Director, Psychologist I, Psychologist II, Psychologist III, Social Worker (MSW) and Social Worker (MSW) (CPS) minimum and maximum salaries are adjusted approximately 1% on all salary schedules.

3. Collection Services Supervisor II, Systems Programmer Analyst and Staff Development Specialist minimum and maximum salaries are reduced by approximately 1% on all salary schedules.

4. Director of Business Management I, Senior Staff Development Specialist and Work Experience and Training Specialist minimum salaries are reduced by approximately 1% and maximum salaries are adjusted 3% on all salary schedules.

5. Family Service Coordinator II minimum salaries are adjusted approximately 1% and maximum salaries are reduced by approximately 3% on all salary schedules.

6. Methods and Procedures Analyst minimum salaries are reduced by approximately 4% and maximum salaries are adjusted approximately 1% on all salary schedules.

7. Public Health Nurse (Team Leader) minimum salaries on the A and B plans are reduced approximately 1% and maximum salaries on the A and B plans are adjusted approximately 3%. Minimum and maximum salaries for Public Health Nurse (Team Leader) on the C plan are adjusted approximately 1%.

8. Senior Public Health Nurse minimum salaries on the A and B plans are adjusted approximately 7% and maximum salaries on the A and B plans are adjusted 3%. Minimum and maximum salaries for Senior Public Health Nurse on the C plan are adjusted 3%.

9. Social Services Supervisor I, Social Services Supervisor II, Human Services Supervisor I, Administrative Assistant I and Administrative Assistant II minimum salaries are adjusted 3% and maximum salaries are adjusted approximately 7% on all salary schedules.

10. Social Worker and Social Worker (CPS) minimum and maximum salaries are adjusted approximately 5% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System support classifications are 3% with the following exceptions:

1. Child Health Aide minimum and maximum salaries on the A plan are reduced by approximately 1%. Minimum and maximum salaries for Child Health Aide on the C plan are adjusted 3%.
2. Child Support Officer I, Collections Officer, Collection Services Supervisor I and Welfare Fraud Investigator minimum and maximum salaries are adjusted approximately 1% on all salary schedules.
3. Community Service Aide and Public Health Aide minimum salaries on the A plan are adjusted approximately 5% and maximum salaries on the A plan are adjusted approximately 1%. Minimum and maximum salaries on the B plan for these two classes are adjusted approximately 5%. Minimum salaries on the C plan for these two classes are adjusted approximately 21% and maximum salaries are adjusted approximately 10%.
4. Computer Operations Specialist minimum and maximum salaries are reduced by approximately 1% on all salary schedules.
5. Coordinator of Aging, Licensed Practical Nurse and Senior Citizen's Aide minimum and maximum salaries are adjusted approximately 5% on all salary schedules.
6. Developmental Achievement Center Instructor minimum salaries are adjusted approximately 13% and maximum salaries are adjusted 3% on all salary schedules.
7. Family Service Aide I, Family Service/Home Health Aide and Home Health Aide minimum and maximum salaries are adjusted approximately 5% on the A and B plans. Minimum salaries on the C plan are adjusted approximately 15% and maximum salaries on the C plan are adjusted approximately 5%.

8. Family Service Aide II minimum salaries are adjusted approximately 5% and maximum salaries are adjusted approximately 1% on all salary schedules.
9. Housing Rehabilitation Specialist minimum salaries are adjusted approximately 1% and maximum salaries are reduced by approximately 3% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System clerical classifications are 3% with the following exceptions:

1. Administrative Secretary minimum salary on the A plan is adjusted 3% and the maximum salary is adjusted approximately 7%. Minimum and maximum salaries for Administrative Secretary on the B and C plans are adjusted approximately 1%.
2. Clerk Stenographer and Information Systems Specialist minimum salaries are reduced by approximately 1% and maximum salaries are adjusted 3% on all salary schedules.
3. Clerk Typist III minimum and maximum salaries are adjusted approximately 5% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System maintenance and trades classifications are 3% with the following exceptions:

1. Automobile Driver minimum and maximum salaries on the A plan are adjusted 3%. Minimum and maximum salaries on the B plan are adjusted approximately 1%.
2. Bus Driver minimum salary on the A plan is adjusted approximately 1% and the maximum salary is adjusted 3%. Minimum and maximum salaries on the B plan are adjusted approximately 1%.

Minnesota Rules, parts 4670.4200-4670.4240 includes the Department of Health Merit System compensation plan. It also 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 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 Health Merit System professional classifications are 3% with the following exceptions:

1. Public Health Nurse (Team Leader) minimum salaries on the A and B plans are reduced approximately 1% and maximum salaries on the A and B plans are adjusted approximately 3%. Minimum and maximum salaries for Public Health Nurse (Team Leader) on the C plan are adjusted approximately 1%.
2. Senior Public Health Nurse minimum salaries on the A and B plans are adjusted approximately 7% and maximum salaries on the A and B plans are adjusted 3%. Minimum and maximum salaries for Senior Public Health Nurse on the C plan are adjusted 3%.

Adjustments proposed to minimum and maximum salaries for Health Merit System support classifications are 3% with the following exceptions:

1. Home Health Aide minimum and maximum salaries are adjusted approximately 5% on the A and B plans. Minimum salaries on the C plan are adjusted approximately 15% and maximum salaries on the C plan are adjusted approximately 5%.
2. Licensed Practical Nurse minimum and maximum salaries are adjusted approximately 5% on all salary schedules.

3. Public Health Aide minimum salary on the A plan is adjusted approximately 5% and the maximum salary on the A plan is adjusted approximately 1%. Minimum and maximum salaries for this class on the B plan are adjusted approximately 5%. Minimum salary on the C plan is adjusted approximately 21% and the maximum salary on the C plan is adjusted approximately 10%.

Adjustments proposed to minimum and maximum salaries for Health Merit System clerical classifications are 3% with the following exceptions:

1. Clerk Stenographer minimum salaries are reduced by approximately 1% and maximum salaries are adjusted 3% on all salary schedules.
2. Clerk Typist III minimum and maximum salaries are adjusted approximately 5% on all salary schedules.

Minnesota Rules, parts 7520.1000-7520.1100 includes 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.

Adjustments proposed to minimum and maximum salaries for Emergency Services Merit System professional classifications are 3% for all classes. Adjustments proposed to minimum and maximum salaries for Emergency Services Merit System clerical classifications are 3% with the following exceptions:

1. Clerk Stenographer minimum salaries are reduced by approximately 1% and maximum salaries are adjusted 3% on all salary schedules.
2. Clerk Typist III minimum and maximum salaries are adjusted approximately 5% on all salary schedules.

Amendments are proposed to part 9575.1500 deleting the class titles and minimum and maximum salaries for classes that have been abolished because there are no employees in these classes and the employing agency no longer intends to use the classification. The affected classes are Center Coordinator, Community Relations Specialist, Homemaker Supervisor, Personnel Director, Personnel Officer and Volunteer Services Coordinator II. These amendments are necessary and reasonable to ensure that Merit System salary schedules properly reflect current class titles that are reflective of functions actually being performed by Merit System employees.

Finally, an amendment is proposed to part 9575.1500 providing a class title and minimum and maximum salaries for the new class of Support and Collections Specialist that has been established in response to a legitimate need for such a new classification in a Merit System agency. Also the classification title of Medical Assistance Prepayment Project Manager had been inadvertently removed from the plan C professional schedule the last time amendments were made to the compensation plan rule. This classification title is now being added once more to the plan C professional schedule. As with the previous amendments, these amendments are necessary and reasonable to ensure that the Merit System compensation plan reflects appropriate class titles and salary ranges that are current.

It is anticipated that there will be no expert witnesses called to testify on behalf of the agency.

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: Sept. 23, 1989

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF THE PROPOSED ADOPTION OF HUMAN SERVICE RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 9575.0320, 9575.0350, AND 9575.1500

AFFIDAVIT OF MAILING

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

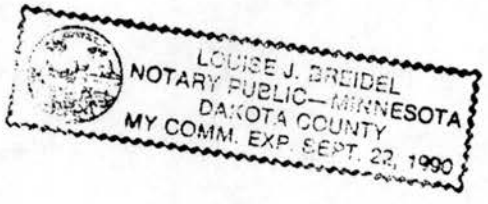
That on the 14th day of October, 1987, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notices of Hearing by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid, to all persons 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 14 day of October, 1987

Louise J. Breidel



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 Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 9575.0350, and 9575.1500)

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, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 256.012.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

A copy of the proposed rule may be viewed at any of the county welfare or human service agencies in the State of Minnesota.

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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

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.

Amendents are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

Sandra Gardebring

SANDRA S. GARDEBRING
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of Department of Human Services Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Department of Human Services between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 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.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. This rule is also available for viewing at each of the county welfare or human service agencies in the State of Minnesota.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Sandra Gardebring

SANDRA S. GARDEBRING
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES CONCERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 4670.1200, 4670.1320 AND 4670.4200-4240

AFFIDAVIT OF MAILING

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

That on the 14th day of October, 1987, 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 Health for the purpose of receiving notice of hearing by this Department.

Rose Ann Bauer

Subscribed and sworn to before me

this 14 day of October, 1987

Louise J. Breidel

LOUISE J. BREIDEL
NOTARY PUBLIC—MINNESOTA
DAKOTA COUNTY
MY COMM. EXP. SEPT. 22, 1990

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Rules of the State Department of Health Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 4670.1200, 4670.1320, and 4670.4200-4240)	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 Health proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 144.071.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 HEALTH. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

for Ronald O. MacArthur

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Department of Health Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules parts 4670.1200, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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 local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Minnesota Merit System, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Donald McInerney

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES CONCERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES PARTS 7520.0620, 7520.0650 AND 7520.1000-1100

AFFIDAVIT OF MAILING

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

That on the 14th day of October, 1987, 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 Public Safety for the purpose of receiving notice of hearing by this Department.

Rose Ann Bauer

Subscribed and sworn to before me

this 14 day of October, 1987

Louise J. Breidel

LOUISE J. BREIDEL
NOTARY PUBLIC—MINNESOTA
DAKOTA COUNTY
MY COMM. EXP. SEPT. 22, 1990

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 Compensation Plan and Salary Adjustments (Minnesota Rules, parts 7520.0620, 7520.0650, and 7520.1000-1100)	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 Public Safety proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 12.22, subd. 3.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 PUBLIC SAFETY. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 21 local and county emergency management agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to part 7520.1000-1100 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

RUDY PERPICH
Governor

Dated: 9/28/87

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Adoption of Department of Public Safety Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 7520.0620, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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 local and county emergency management agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 7520.1000-1100 (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 12.22, subd. 3. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

RUDY PERPICH
Governor

Dated: 9/28/87

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF THE PROPOSED ADOPTION DEPARTMENT OF HUMAN SERVICE RULES GOVERNING COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 9575.0320, 9575.0350, AND 9575.15000

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 14th day of October, 1987, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notices of Hearing 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 Services Agencies
.76 Chairpersons of County Boards under Merit System
.County Agency Personnel Directors
.Merit System Council Members
.Department of Human Services Affirmative Action Director
.Union Representatives

Nancy Storelee

Subscribed and sworn to before me

this 14 day of October, 1987

Louise J. Breidel

LOUISE J. BREIDEL
NOTARY PUBLIC—MINNESOTA
DAKOTA COUNTY
MY COMM. EXP. SEPT. 22, 1990

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 Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 9575.0350, and 9575.1500)

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, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 256.012.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

A copy of the proposed rule may be viewed at any of the county welfare or human service agencies in the State of Minnesota.

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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

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.

Amendents are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

Sandra Gardebring

SANDRA S. GARDEBRING
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of Department of Human Services Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Department of Human Services between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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).

Amendments to part 9575.0320 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 9575.0350 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 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.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classes, and deleting class titles and minimum and maximum salaries for abolished classes.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. This rule is also available for viewing at each of the county welfare or human service agencies in the State of Minnesota.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Sandra Gardebring

SANDRA S. GARDEBRING
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES 4670.1200, 4670.1320 AND 4670.4200-4240

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 14th day of October, 1987, 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:

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

Rose Ann Bauer

Sbuscribed and sworn to before me

this 14 day of October, 1987

Louise J. Breidel

LOUISE J. BREIDEL
NOTARY PUBLIC—MINNESOTA
DAKOTA COUNTY
MY COMM. EXP. SEPT. 22, 1990

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Rules of the State Department of Health Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 4670.1200, 4670.1320, and 4670.4200-4240)

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 Health proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 144.071.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 HEALTH. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota

for Randall O. McAdams

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Department of Health Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules parts 4670.1200, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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 local and county health and human services agencies. The rules apply to all positions 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).

Amendments to part 4670.1200 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 4670.1320 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 4670.4200-4240 (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. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Minnesota Merit System, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.

Donald McInerney

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9/30/87

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLANS AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 7520.0620, 7520.0650 AND 7520.1000-1100

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 14th day of October, 1987, 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:

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

Rose Ann Bauer

Subscribed and sworn to before me

this 14 day of October, 1987

Louise J. Breidel

LOUISE J. BREIDEL
NOTARY PUBLIC—MINNESOTA
DAKOTA COUNTY
MY COMM. EXP. SEPT. 22, 1990

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 Compensation Plan and Salary Adjustments (Minnesota Rules, parts 7520.0620, 7520.0650, and 7520.1000-1100)

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 Public Safety proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in Minnesota Statutes, section 14.22 to 14.28. The specific statutory authority to adopt the rule is Minnesota Statutes, section 12.22, subd. 3.

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 unless a sufficient number withdraw their request in writing. 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, section 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 30, 1987, IN CONFERENCE ROOM D, VETERANS SERVICE BUILDING, 20 WEST 12TH STREET AND COLUMBUS AVENUE, ST. PAUL, MINNESOTA 55155, 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 PUBLIC SAFETY. To verify whether a hearing will be held, please call the Minnesota Merit System between November 19, 1987 and November 25, 1987 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
Minnesota Merit System
4th Floor, Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 18, 1987.

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.

A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 4th Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 21 local and county emergency management agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to part 7520.1000-1100 (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.

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

Adoption of these rules will not result in additional spending by local public bodies in the excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Ralph W. Corey, Department of Human Services, Centennial Office Building, St. Paul, Minnesota 55155, telephone 612/296-3996.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. 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.

State of Minnesota



RUDY PERPICH
Governor

Dated: 9/28/87

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

In the Matter of the Proposed Adoption of Department of Public Safety Rules Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 7520.0620, 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 ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Room D, Veterans Service Building, 20 West 12th Street and Columbus Avenue, St. Paul, MN 55155 on November 30, 1987 commencing at 9:00 a.m. and continuing until all interested 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 Minnesota Merit System between November 19, 1987 and November 25, 1987, 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 the hearing which is to be included in the hearing record may be mailed to George Beck, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7601, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order 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 the 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, sections 14.15 and 14.50. The rule hearing is governed by Minnesota Statutes, section 14.14 to 14.20 and by Minnesota Rules, parts 1400.0200 to 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 local and county emergency management agencies. The rules apply to all positions and employees engaged in the administration of emergency management 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).

Amendments to part 7520.0620 would change the manner in which the Merit System uses to recommend adjustments in even-numbered years from exclusive use of changes in the Twin City Consumer Price Index to consideration of changes in the level of salary rates for similar and competing types of employment in business and government, which is currently used by the Merit System to recommend adjustments in odd-numbered years.

Amendments to part 7520.0650 provides for a general salary adjustment of 3% for merit system employees effective January 1, 1988.

Proposed revisions to 7520.1000-1100 (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 12.22, subd. 3. Adoption of these rules will not result in additional spending by local public bodies in excess of $100,000 per year for the first two years following adoption under the requirements of Minnesota Statutes, section 14.11. A fiscal note prepared according to the requirements of Minnesota Statutes, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from 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, Department of Human Services, 4th floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Ralph W. 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 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 now 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 which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

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, subdivision 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 travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communication or urging others to communicate with public officials; or

(b) who spends more than $250, not including 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, telephone (612) 296-5148.



RUDY PERPICH
Governor

Dated: 9/28/87

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 (Minnesota Rules, parts 9575.0320, 9575.0350, and 9575.1500)

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on October 19, 1987 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 October 14, 1987. 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 mailing 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 9575.0320, 9575.0350, and 9575.1500, (as modified) is adopted this 25th day of November, 1987, pursuant to authority vested in me by Minnesota Statutes, section 256.012.

SANDRA S. GARDEBRING
Commissioner

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 (Minnesota Rules, parts 4670.1200, 4670.1320, and 4670.4200-4240)

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on October 19, 1987 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 October 14, 1987. 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 mailing 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 4670.1200, 4670.1320, and 4240.4200-4240 (as modified) is adopted this 25 day of November, 1987, pursuant to authority vested in me by Minnesota Statutes, section 144.071.

Sr Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

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 (Minnesota Rules, parts 7520.0620, 7520.0650, and 7520.1000-1100)	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

Notice of the Governor's intent to adopt the above-entitled rule was published in the State Register on October 19, 1987 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 October 14, 1987. 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 mailing 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 7520.0620, 7520.0650, and 7520.1000-1100, (as modified) is adopted this 25th day of November, 1987, pursuant to authority vested in me by Minnesota Statutes, section 12.22, subd. 3.



RUDY PERPICH
Governor

In the Matter of the Adoption of the Rule of the State Departments of Human Services, Health and Public Safety Governing the Compensation Plan and Salary Adjustments (Minnesota Rules, parts 9575.0320, 9575.0350, 9575.1500, 4670.1200, 4670.1320, 4670.4200-4240, 7520.0620, 7520.0650, and 7520.1000-1100).

DECLARATION OF COUNSEL

I, James Alexander, 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.

James L. Alexander

James Alexander
Special Assistant Attorney General

Dated: 12/2/87

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF THE PROPOSED ADOPTION OF DEPARTMENT OF HUMAN SERVICES RULES GOVERNING COMPENSATION PLAN AND SALARY ADJUSTMENTS, MINNESOTA RULES, PARTS 9575.0320, 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 14th day of October, 1987.

Nancy Storlie

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS
TO EXISTING RULES GOVERNING THE
COMPENSATION PLAN AND SALARY ADJUSTMENTS
(MINNESOTA RULES, PARTS 4670.1200,
4670.1320, AND 4670.4200-4240)

CERTIFICATE

I hereby certify that the list of persons, associations and 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 Health rulemaking mailing list is accurate, complete, and current as of this 14th day of October, 1987.

D. H. Wedul

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS
TO EXISTING RULES GOVERNING THE
COMPENSATION PLAN AND SALARY ADJUSTMENTS
(MINNESOTA RULES, PARTS 7520.0620,
7520.0650, AND 7520.1000-1100)

CERTIFICATE

I hereby certify that the list of persons, associations and 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 Public Safety rulemaking mailing list is accurate, complete, and current as of this 14th day of October, 1987.

Joan Lindberg

	Diagnostic Categories	DRG Numbers within the Diagnostic Category	Relative Value	Geometric Mean LOS	Outlier Cutoff	Arithmetic Mean
GG.	Psychosis	(430)	1.84700	9.17	34	13.43
HH.	Childhood mental disorders	(431)	3.60485	16.63	61	23.16
II.	Unrelated Operating room procedure	(468)	1.37030	3.06	17	4.72
JJ.	Cases which could not be assigned to other diagnositc categories	(469-470)	.00000	0	0	0
KK.	Extreme Immaturity	386	7.96717	15.50	40	24.59
LL.	Prematurity with Major Problems	387	3.22859	10.21	22	14.93
MM.	Prematurity without Major Problems	388	2.56482	7.29	20	11.62
NN.	Full Term Neonates or Neonates died or Transferred	385, 389, 390	1.08092	3.07	11	5.10

Departments of Human Services, Health, and Public Safety

Merit System

Notice of Intent to Solicit Outside Opinion 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 their rules on compensation and the compensation plan.

The rules affected will be *Minnesota Rules*, parts 9575.0320, 9575.0350, 9575.1500, 4670.1200, 4670.1320, 4670.4200-4240, 7520.0620, 7520.0650, and 7520.1000-1100.

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
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.

Metropolitan Council of the Twin Cities Area

Public Hearing on a Proposed Amendment to the Recreation Open Space Development Guide/Policy Plan Adding North Mississippi Regional Park and Lake Minnetonka Regional Park to the FY 88-89 Capital Improvement Program

The Metropolitan Council will hold a public hearing at 11 a.m. on Tuesday, Aug. 11, 1987, on a proposed amendment to the FY 88-89 Capital Improvement Program, which is part of the ***Recreation Open Space Development Guide/Policy Plan.*** The hearing will be held in the Metropolitan Council Chambers, 300 Metro Square Building, 7th and Robert Sts., St. Paul. The proposed amendment will add two regional parks—Lake Minnetonka and North Mississippi—to those already approved in the FY 88-89 biennium of the Capital Improvement Program. The amendment includes allocations of $6 million for acquisition and development of Lake

Departments of Human Services, Health, and Public Safety

End of Solicitation Period for Comments Concerning Merit System Rules

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* July 13, 1987 will end on September 8, 1987.

Questions concerning the comment period may be addressed to:

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

Department of Human Services

Notice of Hospital Cost Index

Pursuant to *Minnesota Rules*, Part 9500.1120 hospitals participating in the Medical Assistance and General Assistance Medical Care programs are subjected to a Health Cost Index that is used in the determination of prospective inpatient hospital rates. Each hospital whose fiscal year starts during a given calendar quarter shall be notified of the HCI to be used 30 days prior to the start of that quarter. It has been determined that the HCI is 5.0 percent according to an independent source, Data Resources, Inc., for Health Care Costs for hospitals whose fiscal years begin during the calendar quarter beginning October 1, 1987.

Sandra S. Gardebring, Commissioner
Department of Human Services

Department of Human Services

Social Services Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Child Foster Care Difficulty of Care Payments

Notice is hereby given that the State Department of Human Services is seeking information or opinions from sources outside the agency in preparing to propose the amendment of the rule governing child foster care difficulty of care payments. The adoption of the rule is authorized by *Minnesota Statutes*, section 256.82, subdivisions 3 and 3a, which direct the agency to promulgate an emergency rule establishing a uniform statewide system of difficulty of care payments to child foster care providers.

The State Department of Human Services requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: Marian Eisner, Minnesota Department of Human Services, Centennial Office Building, 658 Cedar, St. Paul, MN 55155-1689. Oral statements will be received during regular business hours over the telephone at (612) 297-2711 and in person at the above address.

All statements of information and opinions will be accepted until further notice is published in the *State Register* or Notice of Intent to Adopt Emergency Rules is published in the *State Register*. Any written material received by the State Department of Human Services shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Department of Labor and Industry

Notice of Revision to Prevailing Wage Certifications

Effective July 30, 1987 the commissioner certified revised prevailing wage rates for commercial construction projects in Brown

Rule

I did not read the rules
Not all new material - see Proposed

There are 3 separate Rules
(combined) to be reviewed

1. Dept of Public Safety
2. Dept of Health
3. Dept of Human Services

cut from Revision both coming
" " " " "

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

DATE: December 2, 1987

TO: Rita Desmond
Legal Assistant
Attorney General's Office, Administrative Division

FROM: Ralph W. Corey RWC
Merit System Supervisor

SUBJECT: Review of a Rule Adopted Without a Public Hearing; Rules Relating the Merit System, Minnesota Rules, parts 9575.0320, 9575.0350, 9575.1500, 4670.1200, 4670.1320, 4670.4200-4240, 7520.0620, 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. (No written requests, submissions or comments on the rule were received by the agency.)

10. The declaration of the attorney in the attorney general's office who represents the agency.

11. No requests to be notified of submittal of the rule to the Attorney General.

If you have any questions on this submitted material, please call me at 296-3996.