

Minnesota Attorney General: Administrative Rules Proceedings

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FILE COPY

DEPARTMENT: Office of the Attorney General **STATE OF MINNESOTA**

OFFICE MEMORANDUM

DATE: December 22, 1989

TO: RALPH W. COREY, Merit System Supervisor
Minnesota Merit System
444 Lafayette Road (55155-3822)

FROM: CHRISTIE B. ELLER
Assistant Attorney General
525 Park Street, Suite 500 (55103)

PHONE: 296-9421

SUBJECT: In the Matter of the Adopted Rule Relating to
Merit System (DH, DHS, and DPS)

The above-referenced rule has been approved as to its legality by the Attorney General on December 21, 1989.

Enclosed is your copy of the approved rule for each agency. 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, submissions or comments along with any extra copies of documents which you submitted to the Attorney General.

Your next step is to arrange for publication of the Notice of Adoption in the State Register. In a day or two, you should receive from the Revisor's Office three copies of the notice of adoption of your rule. You should submit two copies of the Notice of Adoption to the State Register for publication. A permanent rule without a hearing does not become effective until five days after a notice of adoption is published 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.

Enclosures
cc: William Brown, Chief Judge (memo only)
MaryAnn Hruby " "
Craig Anderson, SAAG " "

MINNESOTA MERIT SYSTEM

FOR: COUNTY WELFARE
HUMAN SERVICE BOARDS
COUNTY AND LOCAL EMERGENCY SERVICES
COUNTY AND LOCAL PUBLIC HEALTH

HUMAN SERVICES BUILDING
444 LAFAYETTE ROAD
ST. PAUL, MINNESOTA 55155-3822
612/296-3996

DATE: December 7, 1989

TO: Patricia Nolte
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 9575.0350, 9575.1500, 4670.1320, 4670.4200-4240, 4670.3400-3460, 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.

Please note no requests, submissions or comments on the rule were received.

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.

Department of Health

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, 1990.

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	2199	3141
Director of Environmental Health	2515	3587
Director of Public Health Nursing	2102	3141
Public Health Educator	1762	2515
Public Health Nurse	1844	2632
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1762	2515
Sanitarian	1611	2413
Senior Public Health Nurse	2014	2870

Subp. 2. **Plan B.**

	Minimum	Maximum
Assistant Director of Environmental Health	2300	3282
Director of Environmental Health	2632	3758
Director of Public Health Nursing	2199	3282
Public Health Educator	1844	2632
Public Health Nurse	1925	2749
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1844	2632
Sanitarian	1684	2515
Senior Public Health Nurse	2102	3002

Subp. 3. **Plan C.**

	Minimum	Maximum
Assistant Director of Environmental Health	2413	3434
Director of Environmental Health	2749	3930
Director of Public Health Nursing	2300	3434
Public Health Educator	1925	2749
Public Health Nurse	2102	2870
Registered Nurse (A.A. Degree, 3 year		

Diploma, or B.S. Degree	2014	2749
Sanitarian	1762	2632
Senior Public Health Nurse	2199	3141

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Bookkeeper	1204	1721
Home Health Aide	1102	1575
Home Health Aide Coordinator	1351	1844
Inspector	1351	1844
Licensed Practical Nurse	1351	1844
Public Health Aide	987	1351

Subp. 2. **Plan B.**

	Minimum	Maximum
Bookkeeper	1258	1799
Home Health Aide	1151	1645
Home Health Aide Coordinator	1409	1925
Inspector	1409	1925
Licensed Practical Nurse	1409	1925
Public Health Aide	1076	1472

Subp. 3. **Plan C.**

	Minimum	Maximum
Bookkeeper	1321	1881
Home Health Aide	1258	1721
Home Health Aide Coordinator	1472	2014
Inspector	1472	2014
Licensed Practical Nurse	1472	2014
Public Health Aide	1179	1611

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	836	1137
Clerk II	956	1361
Clerk III	1137	1556
Clerk-Typist I	917	1245
Clerk-Typist II	956	1361
Clerk-Typist III	1215	1738
Clerk-Steno	956	1361
Switchboard Operator	917	1245

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	956	1245
Clerk II	1088	1483
Clerk III	1271	1658
Clerk-Typist I	1039	1361
Clerk-Typist II	1088	1483
Clerk-Typist III	1271	1818
Clerk-Steno	1088	1483
Switchboard Operator	1039	1361

Subp. 3. **Plan C.**

	Minimum	Maximum

Clerk I	1039	1361
Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626
Switchboard Operator	1137	1483

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. **Shift Differential.** Employees in the classes specified in subparts 2 and 3 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.

Subp. 2. **Plan A.**

	Minimum	Maximum
Janitor	1044	1340

Subp. 3. **Plan B.**

	Minimum	Maximum
Janitor	1237	1588

REPEALER. Minnesota Rules, parts 4670.3400; 4670.3410; 4670.3420; 4670.3430; 4670.3440; 4670.3450; and 4670.3460 are repealed.

REVISOR'S INSTRUCTION. In the next publication of Minnesota Rules or its supplement, the revisor of statutes shall delete the notes that follow Minnesota Rules, parts 4670.3500 to 4670.3550. In the part of Minnesota Rules referred to in column A, the revisor of statutes shall delete the reference in column B and insert the reference in column C:

A	B	C
4670.1800, subpart 2	4670.3400	4670.3510
4670.2810	4670.3440, subpart 2	4670.3530

APPROVED AS TO FORM AND LEGALITY

Dec 21 1989

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY Christine B Ellis
ASSISTANT ATTORNEY GENERAL

Department of Human Services

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is four 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, 1990.

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	1762	2515
Accounting Supervisor	2102	3141
Administrative Assistant I	2199	3434
Administrative Assistant II	2352	3674
Administrative Assistant III	2805	4018
Adult Day Care Center Supervisor	1611	2413
Assistant Human Services Director	3073	4570
Assistant Welfare Director	3841	5694
Auditor	2102	3141
Chemical Dependency Coordinator	1762	2632
Collections and Accounting Unit Supervisor	1844	2749
Collection Services Supervisor II	1799	2688
Community Health Services Supervisor	2102	3282
Computer Programmer	1684	2413
Contract Services Representative	2014	2870
County Agency Social Worker (Licensing Specialist)	1611	2413
County Agency Social Worker	1684	2749
County Agency Social Worker (Child Protection Specialist)	1684	2749
County Agency Social Worker (MSW)	1844	2749
County Agency Social Worker (MSW) (Child Protection Specialist)	1844	2749
Day Care Center Teacher	1611	2413
Director of Business Management I	2352	3674
Director of Business Management II	2805	4192
Director of Financial Assistance	2805	4192
Director of Planning	2805	4192
Director of Public Health Nursing	2102	3141
Director of Social Services	2805	4192
Employment Guidance Counselor	1611	2199
Family Based Services Supervisor	1762	2515
Family Service Coordinator II	1611	2199
Financial Assistance Supervisor I	1844	2749

Financial Assistance Supervisor II	2199	3282
Fiscal Manager	2199	3282
Fiscal Officer	1611	2413
Fiscal Supervisor I	1611	2515
Fiscal Supervisor II	2102	3141
Gerontology Counselor	1844	2749
Human Services Director III	3357	4990
Human Services Supervisor I	2199	3434
Human Services Supervisor II	2749	3930
Jobs and Training Supervisor	1844	2749
Mental Health Program Manager	2352	3674
Mental Health Worker	2014	2870
Methods & Procedures Analyst	1611	2413
Nutrition Project Assistant Director	1611	2413
Nutrition Project Director	2102	3141
Office Services Supervisor II	1541	2199
Planner (Human Services)	2014	2870
Psychologist I	1844	2749
Psychologist II	2102	3141
Psychologist III	2805	3841
Public Health Educator	1762	2515
Public Health Nurse	1844	2632
Public Health Nurse (Team Leader)	1925	2749
Registered Dietician	1611	2413
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1762	2515
Resident Activity Coordinator	1611	2413
Sanitarian	1611	2413
Senior Public Health Nurse	2014	2870
Senior Staff Development Specialist	2102	3141
Social Services Supervisor I	2199	3434
Social Services Supervisor II	2413	3758
Social Services Supervisor III	2749	3930
Staff Development Specialist	1611	2413
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2014	2870
Support Services Supervisor	1762	2515
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1611	2413
Welfare Director I	2632	3930
Welfare Director II	2870	4288
Welfare Director III	3073	4570
Welfare Director IV	3357	4990
Welfare Director V	3504	5218
Welfare Director VI	4474	6358

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	1844	2632
Accounting Supervisor	2199	3282
Administrative Assistant I	2300	3587
Administrative Assistant II	2460	3841
Administrative Assistant III	2934	4192
Adult Day Care Center Supervisor	1684	2515
Assistant Human Services Director	3073	4570
Assistant Welfare Director	3841	5694
Auditor	2199	3282
Chemical Dependency Coordinator	1844	2749
Collections and Accounting Unit Supervisor	1925	2870

Collections Services Supervisor II	1881	2805
Community Health Services Supervisor	2199	3434
Computer Programmer	1762	2515
Contract Services Representative	2102	3002
County Agency Social Worker (Licensing Specialist)	1684	2515
County Agency Social Worker	1762	2870
County Agency Social Worker (Child Protection Specialist)	1762	2870
County Agency Social Worker (MSW)	1925	2870
County Agency Social Worker (MSW) (Child Protection Specialist)	1925	2870
Day Care Center Teacher	1684	2515
Director of Business Management I	2460	3841
Director of Business Management II	2934	4378
Director of Financial Assistance	2934	4378
Director of Planning	2934	4378
Director of Public Health Nursing	2199	3282
Director of Social Services	2934	4378
Employment Guidance Counselor	1684	2300
Family Based Services Supervisor	1844	2632
Family Service Coordinator II	1684	2300
Financial Assistance Supervisor I	1925	2870
Financial Assistance Supervisor II	2300	3434
Fiscal Manager	2300	3434
Fiscal Officer	1684	2515
Fiscal Supervisor I	1684	2632
Fiscal Supervisor II	2199	3282
Gerontology Counselor	1925	2870
Human Services Director III	3357	4990
Human Services Supervisor I	2300	3587
Human Services Supervisor II	2870	4108
Jobs and Training Supervisor	1925	2870
Mental Health Program Manager	2460	3841
Mental Health Worker	2102	3002
Methods & Procedures Analyst	1684	2515
Nutrition Project Assistant Director	1684	2515
Nutrition Project Director	2199	3282
Office Services Supervisor II	1611	2300
Planner (Human Services)	2102	3002
Psychologist I	1925	2870
Psychologist II	2199	3282
Psychologist III	2934	4018
Public Health Educator	1844	2632
Public Health Nurse	1925	2749
Public Health Nurse (Team Leader)	2014	2870
Registered Dietician	1684	2515
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1844	2632
Resident Activity Coordinator	1684	2515
Sanitarian	1684	2515
Senior Public Health Nurse	2102	3002
Senior Staff Development Specialist	2199	3282
Social Services Supervisor I	2300	3587
Social Services Supervisor II	2515	3930
Social Services Supervisor III	2870	4108
Staff Development Specialist	1684	2515
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2102	3002
Support Services Supervisor	1844	2632
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1684	2515
Welfare Director I	2632	3930
Welfare Director II	2870	4288
Welfare Director III	3073	4570
Welfare Director IV	3357	4990
Welfare Director V	3504	5218

Welfare Director VI	4474	6358

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	1925	2749
Accounting Supervisor	2300	3434
Administrative Assistant I	2413	3758
Administrative Assistant II	2570	4018
Administrative Assistant III	3073	4378
Adult Day Care Center Supervisor	1762	2632
Assistant Human Services Director	3073	4570
Assistant Welfare Director	3841	5694
Auditor	2300	3434
Chemical Dependency Coordinator	1925	2870
Collections and Accounting Unit Supervisor	2014	3002
Collections Services Supervisor II	1971	2934
Community Health Services Supervisor	2300	3587
Computer Programmer	1844	2632
Contract Services Representative	2199	3141
County Agency Social Worker (Licensing Specialist)	1762	2632
County Agency Social Worker	1844	3002
County Agency Social Worker (Child Protection Specialist)	1844	3002
County Agency Social Worker (MSW)	2014	3002
County Agency Social Worker (MSW) (Child Protection Specialist)	2014	3002
Day Care Center Teacher	1762	2632
Director of Business Management I	2570	4018
Director of Business Management II	3073	4570
Director of Financial Assistance	3073	4570
Director of Planning	3073	4570
Director of Public Health Nursing	2300	3434
Director of Social Services	3073	4570
Employment Guidance Counselor	1762	2413
Family Based Services Supervisor	1925	2749
Family Service Coordinator II	1762	2413
Financial Assistance Supervisor I	2014	3002
Financial Assistance Supervisor II	2413	3587
Fiscal Manager	2413	3587
Fiscal Officer	1762	2632
Fiscal Supervisor I	1762	2749
Fiscal Supervisor II	2300	3434
Gerontology Counselor	2014	3002
Human Services Director III	3357	4990
Human Services Supervisor I	2413	3758
Human Services Supervisor II	3002	4288
Jobs and Training Supervisor	2014	3002
Mental Health Program Manager	2570	4018
Mental Health Worker	2199	3141
Methods & Procedures Analyst	1762	2632
Nutrition Project Assistant Director	1762	2632
Nutrition Project Director	2300	3434
Office Services Supervisor II	1684	2413
Planner (Human Services)	2199	3141
Psychologist I	2014	3002
Psychologist II	2300	3434
Psychologist III	3073	4192
Public Health Educator	1925	2749
Public Health Nurse	2102	2870
Public Health Nurse (Team Leader)	2102	3002
Registered Dietician	1762	2632
Registered Nurse (A.A. Degree,		

3 year Diploma, or B.S. Degree)	2014	2749
Resident Activity Coordinator	1762	2632
Sanitarian	1762	2632
Senior Public Health Nurse	2199	3141
Senior Staff Development Specialist	2300	3434
Social Services Supervisor I	2413	3758
Social Services Supervisor II	2632	4108
Social Services Supervisor III	3002	4288
Staff Development Specialist	1762	2632
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2199	3141
Support Services Supervisor	1925	2749
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1762	2632
Welfare Director I	2632	3930
Welfare Director II	2870	4288
Welfare Director III	3073	4570
Welfare Director IV	3357	4990
Welfare Director V	3504	5218
Welfare Director VI	4474	6358

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	1151	1575
Accounting Technician	1204	1721
Adult Day Care Center Program Coordinator	1233	1844
Case Aide	1233	1844
Chemical Dependency Counselor	1505	1971
Child Health Aide	987	1351
Child Support Officer I	1351	1925
Child Support Officer II	1611	2199
Collections Officer	1351	1925
Collection Services Supervisor I	1684	2300
Community Service Aide	987	1351
Community Support Technician	1505	1971
Computer Operations Specialist	1204	1575
Coordinator of Aging	1541	2199
Developmental Achievement Center Instructor		
Employment Technician	1233	1844
Family Based Services Provider	1505	1971
Family Service Aide I	1102	1575
Family Service Aide II	1204	1721
Family Service Coordinator I	1351	1844
Family Service/Home Health Aide	1102	1575
Financial Assistance Specialist	1541	2199
Financial Worker	1233	1844
Home Health Aide	1102	1575
Home Health Aide Coordinator	1351	1844
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1762	2515
Housing Rehabilitation Specialist	1351	1844
Licensed Practical Nurse	1351	1844
Methods and Procedures Technician	1505	1971
Monitoring and Review Specialist	1233	1844
Office Services Supervisor I	1351	1844
Public Health Aide	987	1351
Senior Citizen's Aide	1151	1575
Support and Collections Specialist	1611	2199

Support Enforcement Aide	1151	1575
Welfare Fraud Investigator	1684	2199

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	1204	1645
Accounting Technician	1258	1799
Adult Day Care Center Program Coordinator	1289	1925
Case Aide	1289	1925
Chemical Dependency Counselor	1575	2056
Child Health Aide	1076	1472
Child Support Officer I	1409	2014
Child Support Officer II	1684	2300
Collections Officer	1409	2014
Collection Services Supervisor I	1762	2413
Community Service Aide	1076	1472
Community Support Technician	1575	2056
Computer Operations Specialist	1258	1645
Coordinator of Aging	1611	2300
Employment Technician	1289	1925
Family Based Services Provider	1575	2056
Family Service Aide I	1151	1645
Family Service Aide II	1258	1799
Family Service Coordinator I	1409	1925
Family Service/Home Health Aide	1151	1645
Financial Assistance Specialist	1611	2300
Financial Worker	1289	1925
Home Health Aide	1151	1645
Home Health Aide Coordinator	1409	1925
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1844	2632
Housing Rehabilitation Specialist	1409	1925
Licensed Practical Nurse	1409	1925
Methods and Procedures Technician	1575	2056
Monitoring and Review Specialist	1289	1925
Office Services Supervisor I	1409	1925
Public Health Aide	1076	1472
Senior Citizen's Aide	1204	1645
Support and Collections Specialist	1684	2300
Support Enforcement Aide	1204	1645
Welfare Fraud Investigator	1762	2300

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	1258	1721
Accounting Technician	1321	1881
Adult Day Care Center Program Coordinator	1351	2014
Case Aide	1351	2014
Chemical Dependency Counselor	1645	2146
Child Health Aide	1179	1611
Child Support Officer I	1472	2102
Child Support Officer II	1762	2413
Collections Officer	1472	2102
Collection Services Supervisor I	1844	2515
Community Service Aide	1179	1611

Community Support Technician	1645	2146
Computer Operations Specialist	1321	1721
Coordinator of Aging	1684	2413
Employment Technician	1351	2014
Family Based Services Provider	1645	2146
Family Service Aide I	1258	1721
Family Service Aide II	1321	1881
Family Service Coordinator I	1472	2014
Family Service/Home Health Aide	1258	1721
Financial Assistance Specialist	1684	2413
Financial Worker	1351	2014
Home Health Aide	1258	1721
Home Health Aide Coordinator	1472	2014
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1925	2749
Housing Rehabilitation Specialist	1472	2014
Licensed Practical Nurse	1472	2014
Methods and Procedures Technician	1645	2146
Monitoring and Review Specialist	1351	2014
Office Services Supervisor I	1472	2014
Public Health Aide	1179	1611
Senior Citizen's Aide	1258	1721
Support and Collections Specialist	1762	2413
Support Enforcement Aide	1258	1721
Welfare Fraud Investigator	1844	2413

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	1215	1738
Clerk I	836	1137
Clerk II	956	1361
Clerk III	1137	1556
Clerk-Typist I	917	1245
Clerk-Typist II	956	1361
Clerk-Typist III	1215	1738
Clerk-Steno	956	1361
Data Entry Operator	917	1245
Information Systems Specialist	956	1361
Legal Secretary	1137	1556
Switchboard Operator	917	1245

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	1271	1818
Clerk I	956	1245
Clerk II	1088	1483
Clerk III	1271	1658
Clerk-Typist I	1039	1361
Clerk-Typist II	1088	1483
Clerk-Typist III	1271	1818
Clerk-Steno	1088	1483
Data Entry Operator	1039	1361
Information Systems Specialist	1088	1483
Legal Secretary	1271	1658
Switchboard Operator	1039	1361

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	1331	1899
Clerk I	1039	1361
Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626
Data Entry Operator	1137	1483
Information Systems Specialist	1189	1626
Legal Secretary	1331	1738
Switchboard Operator	1137	1483

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	959	1237
Bus Driver	1023	1369
Janitor	1044	1340
Maintenance Worker	1136	1522

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	1156	1486
Bus Driver	1259	1621
Janitor	1237	1588
Maintenance Worker	1340	1727

APPROVED AS TO FORM AND LEGALITY

Dec 21 19 89

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY Christine B Ellen
ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

DEC 22 1989

Joan Anderson Growe
Secretary of State

3:15 pm

Department of Public Safety

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

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

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1990; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Administrative Officer Assistant	1762	2413
Emergency Management Director	1541	2199
Communications Officer	1541	2102
Operations Officer	1762	2413
Public Information Officer	1762	2413
Radiological Officer	1541	2102
Safety Services Coordinator	1762	2413

Subp. 2. **Plan B.**

	Minimum	Maximum
Administrative Officer Assistant	1844	2515
Emergency Management Director	1611	2300
Communications Officer	1611	2199
Operations Officer	1844	2515
Public Information Officer	1844	2515
Radiological Officer	1611	2199
Safety Services Coordinator	1844	2515

Subp. 3. **Plan C.**

	Minimum	Maximum
Administrative Officer Assistant	1925	2632
Emergency Management Director	1684	2413
Communications Officer	1684	2300
Operations Officer	1925	2632
Public Information Officer	1925	2632
Radiological Officer	1684	2300
Safety Services Coordinator	1925	2632

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1990; CLERICAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	836	1137
Clerk II	956	1361
Clerk III	1137	1556
Clerk-Typist I	917	1245
Clerk-Typist II	956	1361
Clerk-Typist III	1215	1738
Clerk-Steno	956	1361

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	956	1245
Clerk II	1088	1483
Clerk III	1271	1658
Clerk-Typist I	1039	1361
Clerk-Typist II	1088	1483
Clerk-Typist III	1271	1818
Clerk-Steno	1088	1483

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	1039	1361
Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626

APPROVED AS TO FORM AND LEGALITY

Dec 21 19 89

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

DEC 22 1989

Joan Growe
Secretary of State

3:15 pm

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	836	1137
Clerk II	956	1361
Clerk III	1137	1556
Clerk-Typist I	917	1245
Clerk-Typist II	956	1361
Clerk-Typist III	1215	1738
Clerk-Steno	956	1361

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	956	1245
Clerk II	1088	1483
Clerk III	1271	1658
Clerk-Typist I	1039	1361
Clerk-Typist II	1088	1483
Clerk-Typist III	1271	1818
Clerk-Steno	1088	1483

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	1039	1361
Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626

APPROVED AS TO FORM AND LEGALITY

Dec 21 19 89

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY Christine B. Ellis
ASSISTANT ATTORNEY GENERAL

Human Services CH

RULE REVIEW CHECKLIST

File No. 1647 Docket No. 05 0009 0859

DATE RECEIVED 12-7-89 (12-18-89) ADOPTED W/O HEARING _____

REVIEW DATE 12-16-89 EMERGENCY RULE _____

DUE DATE 12-21-89 TO REVISOR ON 12-13-89

REVISOR APPROVED ✓

APPROVED 12-21-89 REVISOR DISAPPROVED _____

DISAPPROVED _____ FILED W/SEC. OF STATE _____

WITHDRAWN _____ RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
June 26, 1989 Date published in State Register
_____ Comments

~~Petition for Adoption of a Rule (if applicable)~~

~~Board's Authorizing Resolution~~
_____ Date adopted

✓ Proposed Rule
✓ Revisor's Certificate

_____ Notice of Intent to Adopt Rule end of comment period Nov 22, 1989
256.012 Statutory Authority
~~no statement~~ Small Business Statement
✓ Expenditure of public money statement prepared a fiscal note
9-28-89 Signature

✓ Statement of Need and Reasonableness (if applicable)
~~not ready~~ Small Business Statement has statement doesn't apply
NA Fees - § 16A.128

_____ Affidavit of Mailing Notice of Intent to Adopt Rule - additional mailing
Oct 18 89 Date (30)/25 days before adoption
✓ Notice attached - ~~states~~ is attached and is attached
_____ Copy of rule or summary attached

✓ Publication in State Register
Oct 23, 1989 Date (30)/25 days before adoption

✓ 180-day deadline from:
NA Effective date of law requiring rule (14.12) (both rules) Amendments
✓ end of comment period (§ 14.26) (rules without hearing) Nov 22 - Dec 7
_____ effective date of statutory authority (§ 14.29) (emergency rules)

~~Resolution Adopting~~
_____ ~~Date adopted~~

✓ Findings of Fact, Conclusions & Order Adopting
Nov 30, 1989 Date

_____ Written requests, submissions or comments

✓ Declaration of attorney
Craig Anderson Name of SAAG representing agency

_____ ~~Notice of Submission to Atty. Gen. (if applicable)~~

_____ ~~Aff. of Mailing Notice to Atty. Gen. (if applicable)~~

Health CH

RULE REVIEW CHECKLIST

File No. 1647 Docket No. 05 0009 0859

DATE RECEIVED 12-7-89 ADOPTED W/O HEARING _____

REVIEW DATE 12-18-89 ~~12-14-89~~ EMERGENCY RULE _____

DUE DATE 12-21-89 TO REVISOR ON 12-13-89

REVISOR APPROVED _____

APPROVED _____ REVISOR DISAPPROVED _____

DISAPPROVED _____ FILED W/SEC. OF STATE _____

WITHDRAWN _____ RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
June 26, 1989 Date published in State Register
_____ Comments

_____ ~~Petition for Adoption of a Rule (if applicable)~~

_____ ~~Board's Authorizing Resolution~~
_____ ~~Date adopted~~

✓ Proposed Rule
✓ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
144.071 Statutory Authority
no statement Small Business Statement
~~Board vote~~ Expenditure of public money statement
9-29-89 Signature

✓ Statement of Need and Reasonableness (if applicable)
Not applicable Small Business Statement has statement doesn't apply
N/A Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule - additional mailing
Oct 18, 1989 Date 30/25 days before adoption
✓ Notice attached states is attached and is attached
_____ Copy of rule or summary attached

✓ Publication in State Register
Oct 23, 1989 Date 30/25 days before adoption

_____ 180-day deadline from:
N/A Effective date of law requiring rule Amendments
(14.12) (both rules)
✓ end of comment period (§ 14.26) (rules without hearing) Nov 22 - Dec 7
_____ effective date of statutory authority
(§ 14.29) (emergency rules)

_____ ~~Resolution Adopting~~
_____ ~~Date adopted~~

_____ Findings of Fact, Conclusions & Order Adopting
Nov 30 Date

_____ ~~Written requests, submissions or comments~~

_____ Declaration of attorney
Craig Anderson Name of SAAG representing agency

_____ ~~Notice of Submission to Atty. Gen. (if applicable)~~

_____ ~~Aff. of Mailing Notice to Atty. Gen. (if applicable)~~

Public Safety

CH

RULE REVIEW CHECKLIST

File No. 1647 ~~1646~~

Docket No. 05-0009-0859

DATE RECEIVED 12-7-89

ADOPTED W/O HEARING X

REVIEW DATE ~~12-16-89~~ 12-18-89

EMERGENCY RULE _____

DUE DATE 12-21-89

TO REVISOR ON 12-13-89

REVISOR APPROVED _____

APPROVED _____

REVISOR DISAPPROVED _____

DISAPPROVED _____

FILED W/SEC. OF STATE _____

WITHDRAWN _____

RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies)

June 26, 1989 Notice to Solicit Outside Information/Opinion (if applicable)

June 26, 1989 Date published in State Register

_____ Comments

_____ ~~Petition for Adoption of a Rule (if applicable)~~

_____ ~~Board's Authorizing Resolution~~

_____ ~~Date adopted~~

✓ Proposed Rule

_____ Revisor's Certificate

✓ Notice of Intent to Adopt Rule

12.22 subd 3 Statutory Authority

~~no statement~~ Small Business Statement

~~fiscal note~~ Expenditure of public money statement

~~11-28-89~~ Signature

✓ Statement of Need and Reasonableness (if applicable)

~~not apply~~ Small Business Statement has statement doesn't apply

NA Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule - additional mailing

Oct 18, 1989 Date 30/25 days before adoption

_____ Notice attached States is attached and is.

_____ Copy of rule or summary attached

✓ Publication in State Register

Oct 23, 1989 Date 30/25 days before adoption

✓ 180-day deadline from:

NA Effective date of law requiring rule (14.12) (both rules) amendments

✓ end of comment period (§ 14.26) (rules without hearing) Nov 22 - Dec 7

_____ effective date of statutory authority (§ 14.29) (emergency rules)

_____ Resolution Adopting

_____ Date adopted

✓ Findings of Fact, Conclusions & Order Adopting

Nov 30, 1989 Date

_____ Written requests, submissions or comments

✓ Declaration of attorney

Craig Anderson Name of SAAG representing agency

_____ Notice of Submission to Atty. Gen. (if applicable)

_____ Aff. of Mailing Notice to Atty. Gen. (if applicable)

Health, Human Services, and Public Safety

Stat. Authority - Health
144.07 - The commissioner may promulgate rules governing the admin. and operation thereof.

256.012 - Human
Commissioner of human services shall promulgate by rule personnel standards on a a merit system
there are exaptions where they can't make rules - County personnel systems provided by law etc

12.12 Public Safety
subd 3. Governor shall have authority to establish rules in accordance with the law ... establishment and maintence of personnel standards on a merit basis

Fiscal note - prepared - indicates in Notice of Intent that not the requirements of 3.98 subd 2
- available to the public

Health Rules
parts of rules are repealed
there is also a Revisors Instruction
2010.0300 E (10) requires that if an entire rule is going to be repealed there

must be a statement in the Notice of Intent - there is a statement in the Health Notice of Intent regarding repealing parts of the rules.

Civil fees include probate matters. Criminal conviction includes felonies, gross misdemeanors, and misdemeanors, unless otherwise noted.

COUNTY	CIVIL	CONCILIATION	CRIMINAL CONVICTION	PETTY MISDEMEANOR
Benton	$10	$ 5	$10	$ 5
Brown	7	7	2	2
Chippewa	10	10	10*	10*
Hubbard	10	10	10	5
Isanti	5	3	5	5
Lac Qui Parle	10	10	10*	10*
Lincoln	5	5	2	2
Lyon	5	5	2	2
Marshall	6	6	6	6
Stearns	10	5	10	5
Stevens	10	10	5	5
Watonwan	10	10	10**	2
Yellow Medicine	10	10	10*	10*

*NOTHING for misdemeanor or petty misd. traffic violations.
**$2 assessed on misdemeanor convictions.

Departments of Human Services, Health and Public Safety

Notice of Intent to Solicit Outside Information or Opinions Regarding Proposed Merit System Rules Governing Compensation Plans

NOTICE IS HEREBY GIVEN that the State Departments of Human Services, Health and Public Safety are seeking information or opinions from sources outside the agencies in preparing to propose amendments to the rules governing the Minnesota Merit System's compensation plans. The amendments to the rules are authorized by *Minnesota Statutes,* sections 256.012, 144.071 and 12.22, subd. 3, which permits the Merit System to establish compensation plans for non-union employees in some local and county welfare, human services, health and emergency management agencies. The amendments would provide for salary adjustments for incumbents and adjustments to the various salary ranges for purposes of continued implementation of comparable worth.

The Department of Health is also proposing deletion of duplicative rule language on appeals and hearings and other amendments to correct rule number references.

The State Departments of Human Services, Health and Public Safety request information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements of information and comment should be addressed to:

Ralph W. Corey
Minnesota Merit System
Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Oral statements will be received during regular business hours over the telephone by Ralph Corey at (612) 296-3996 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the Minnesota Merit System 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.

Dated: 13 June 1989

Ralph W. Corey
Merit System Supervisor

Department of Human Services

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~three~~ four 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, ~~1989~~ 1990.

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	~~1694~~	1762	~~2418~~	2515
Accounting Supervisor	~~1977~~	2102	~~2955~~	3141
Administrative Assistant I	~~2114~~	2199	~~3302~~	3434
Administrative Assistant II	~~2262~~	2352	~~3533~~	3674
Administrative Assistant III	~~2697~~	2805	~~3863~~	4018
Adult Day Care Center Supervisor	~~1549~~	1611	~~2320~~	2413
Assistant Human Services Director	~~2955~~	3073	~~4394~~	4570
Assistant Welfare Director	~~3449~~	3841	~~5129~~	5694
Auditor	~~1977~~	2102	~~2955~~	3141
Chemical Dependency Coordinator	~~1694~~	1762	~~2531~~	2632
Collections and Accounting Unit Supervisor	1844		2749	
Collection Services Supervisor II	~~1730~~	1799	~~2585~~	2688
Community Health Services Supervisor	~~2021~~	2102	~~3156~~	3282
Computer Programmer	~~1619~~	1684	~~2320~~	2413
Contract Services Representative	~~1937~~	2014	~~2760~~	2870
County Agency Social Worker (Licensing Specialist)	~~1549~~	1611	~~2320~~	2413
County Agency Social Worker	~~1619~~	1684	~~2531~~	2749
County Agency Social Worker (Child Protection Specialist)	~~1619~~	1684	~~2531~~	2749
County Agency Social Worker (MSW)	~~1773~~	1844	~~2643~~	2749
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1773~~	1844	~~2643~~	2749
Day Care Center Teacher	~~1549~~	1611	~~2320~~	2413
~~Developmental Achievement Center Director~~	~~1937~~		~~2760~~	
~~Developmental Achievement Center Teacher~~	~~1549~~		~~2320~~	
Director of Business Management I	~~2262~~	2352	~~3369~~	3674
Director of Business Management II	~~2697~~	2805	~~4031~~	4192
Director of Financial Assistance	~~2697~~	2805	~~4031~~	4192
Director of Planning	~~2697~~	2805	~~4031~~	4192
Director of Public Health Nursing ‡	~~1977~~	2102	~~2955~~	3141
Director of Social Services	~~2697~~	2805	~~4031~~	4192
Employment Guidance Counselor	~~1549~~	1611	~~2212~~	2199
Family Based Services Supervisor	~~1694~~	1762	~~2418~~	2515

Approved by Revisor KTH

Family Service Coordinator II	~~1619~~	1611	~~2114~~	2199
Financial Assistance Supervisor I	~~1773~~	1844	~~2643~~	2749
Financial Assistance Supervisor II	~~2114~~	2199	~~3156~~	3282
Fiscal Manager	2199		3282	
Fiscal Officer	~~1549~~	1611	~~2320~~	2413
Fiscal Supervisor I	~~1549~~	1611	~~2320~~	2515
Fiscal Supervisor II	~~1977~~	2102	~~2955~~	3141
Gerontology Counselor	~~1773~~	1844	~~2643~~	2749
Human Services Director III	~~3228~~	3357	~~4798~~	4990
Human Services Supervisor I	~~2114~~	2199	~~3302~~	3434
Human Services Supervisor II	~~2585~~	2749	~~3693~~	3930
Jobs and Training Supervisor	~~1773~~	1844	~~2643~~	2749
Mental Health Program Manager	~~2262~~	2352	~~3369~~	3674
Mental Health Worker	~~1851~~	2014	~~2760~~	2870
Methods & Procedures Analyst	~~1619~~	1611	~~2418~~	2413
Nutrition Project Assistant Director	~~1549~~	1611	~~2320~~	2413
Nutrition Project Director	~~1977~~	2102	~~2955~~	3141
Office Services Supervisor II	~~1482~~	1541	~~2114~~	2199
Planner (Human Services)	~~1937~~	2014	~~2760~~	2870
Psychologist I	~~1773~~	1844	~~2643~~	2749
Psychologist II	~~2063~~	2102	~~2955~~	3141
Psychologist III	~~2697~~	2805	~~3693~~	3841
Public Health Educator	~~1694~~	1762	~~2418~~	2515
Public Health Nurse	~~1773~~	1844	~~2531~~	2632
Public Health Nurse (Team Leader)	1925		2749	
Registered Dietician	~~1549~~	1611	~~2320~~	2413
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1694~~	1762	~~2418~~	2515
Resident Activity Coordinator	~~1549~~	1611	~~2320~~	2413
Sanitarian	~~1549~~	1611	~~2320~~	2413
Senior Public Health Nurse	~~1937~~	2014	~~2760~~	2870
Senior Staff Development Specialist	~~1977~~	2102	~~2955~~	3141
Social Services Supervisor I	~~2114~~	2199	~~3302~~	3434
Social Services Supervisor II	~~2320~~	2413	~~3613~~	3758
Social Services Supervisor III	~~2585~~	2749	~~3693~~	3930
Staff Development Specialist	~~1619~~	1611	~~2418~~	2413
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Support Services and Accounting Supervisor	2014		2870	
Support Services Supervisor	~~1694~~	1762	~~2418~~	2515
~~Systems Programmer Analyst~~	~~1937~~		~~2643~~	
~~Telecommunications Analyst~~	~~1977~~		~~2821~~	
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator ‡	~~1549~~	1611	~~2320~~	2413
Welfare Director I	~~2531~~	2632	~~3779~~	3930
Welfare Director II	~~2760~~	2870	~~4123~~	4288
Welfare Director III	~~2955~~	3073	~~4394~~	4570
Welfare Director IV	~~3228~~	3357	~~4798~~	4990
Welfare Director V	3504		5218	
Welfare Director ~~V~~ VI	~~4302~~	4474	~~6113~~	6358
~~Work Experience & Training Specialist~~	~~1730~~		~~2585~~	

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	~~1773~~	1844	~~2531~~	2632
Accounting Supervisor	~~2063~~	2199	~~3086~~	3282
Administrative Assistant I	~~2212~~	2300	~~3449~~	3587
Administrative Assistant II	~~2365~~	2460	~~3693~~	3841
Administrative Assistant III	~~2821~~	2934	~~4031~~	4192
Adult Day Care Center Supervisor	~~1619~~	1684	~~2418~~	2515
Assistant Human Services Director	~~2955~~	3073	~~4394~~	4570

Approved by Revisor _____

Assistant Welfare Director	~~3449~~	3841	~~5129~~	5694
Auditor	~~2063~~	2199	~~3086~~	3282
Chemical Dependency Coordinator	~~1773~~	1844	~~2643~~	2749
Collections and Accounting Unit Supervisor	1925		2870	
Collections Services Supervisor II	~~1809~~	1881	~~2697~~	2805
Community Health Services Supervisor	~~2114~~	2199	~~3302~~	3434
Computer Programmer	~~1694~~	1762	~~2418~~	2515
Contract Services Representative	~~2021~~	2102	~~2887~~	3002
County Agency Social Worker (Licensing Specialist)	~~1619~~	1684	~~2418~~	2515
County Agency Social Worker	~~1694~~	1762	~~2643~~	2870
County Agency Social Worker (Child Protection Specialist)	~~1694~~	1762	~~2643~~	2870
County Agency Social Worker (MSW)	~~1851~~	1925	~~2760~~	2870
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1851~~	1925	~~2760~~	2870
Day Care Center Teacher	~~1619~~	1684	~~2418~~	2515
~~Developmental Achievement Center Director~~	~~2021~~		~~2887~~	
~~Developmental Achievement Center Teacher~~	~~1619~~		~~2418~~	
Director of Business Management I	~~2365~~	2460	~~3533~~	3841
Director of Business Management II	~~2821~~	2934	~~4210~~	4378
Director of Financial Assistance	~~2821~~	2934	~~4210~~	4378
Director of Planning	~~2821~~	2934	~~4210~~	4378
Director of Public Health Nursing ‡	~~2063~~	2199	~~3086~~	3282
Director of Social Services	~~2821~~	2934	~~4210~~	4378
Employment Guidance Counselor	~~1619~~	1684	~~2320~~	2300
Family Based Services Supervisor	~~1773~~	1844	~~2531~~	2632
Family Service Coordinator II	~~1694~~	1684	~~2212~~	2300
Financial Assistance Supervisor I	~~1851~~	1925	~~2760~~	2870
Financial Assistance Supervisor II	~~2212~~	2300	~~3302~~	3434
Fiscal Manager	2300		3434	
Fiscal Officer	~~1619~~	1684	~~2418~~	2515
Fiscal Supervisor I	~~1619~~	1684	~~2418~~	2632
Fiscal Supervisor II	~~2063~~	2199	~~3086~~	3282
Gerontology Counselor	~~1851~~	1925	~~2760~~	2870
Human Services Director III	~~3228~~	3357	~~4798~~	4990
Human Services Supervisor I	~~2212~~	2300	~~3449~~	3587
Human Services Supervisor II	~~2697~~	2870	~~3863~~	4108
Jobs and Training Supervisor	~~1851~~	1925	~~2760~~	2870
Mental Health Program Manager	~~2365~~	2460	~~3533~~	3841
Mental Health Worker	~~1937~~	2102	~~2887~~	3002
Methods & Procedures Analyst	~~1694~~	1684	~~2531~~	2515
Nutrition Project Assistant Director	~~1619~~	1684	~~2418~~	2515
Nutrition Project Director	~~2063~~	2199	~~3086~~	3282
Office Services Supervisor II	~~1549~~	1611	~~2212~~	2300
Planner (Human Services)	~~2021~~	2102	~~2887~~	3002
Psychologist I	~~1851~~	1925	~~2760~~	2870
Psychologist II	~~2160~~	2199	~~3086~~	3282
Psychologist III	~~2821~~	2934	~~3863~~	4018
Public Health Educator	~~1773~~	1844	~~2531~~	2632
Public Health Nurse	~~1851~~	1925	~~2643~~	2749
Public Health Nurse (Team Leader)	2014		2870	
Registered Dietician	~~1619~~	1684	~~2418~~	2515
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1773~~	1844	~~2531~~	2632
Resident Activity Coordinator	~~1619~~	1684	~~2418~~	2515
Sanitarian	~~1619~~	1684	~~2418~~	2515
Senior Public Health Nurse	~~2021~~	2102	~~2887~~	3002
Senior Staff Development Specialist	~~2063~~	2199	~~3086~~	3282
Social Services Supervisor I	~~2212~~	2300	~~3449~~	3587
Social Services Supervisor II	~~2418~~	2515	~~3779~~	3930
Social Services Supervisor III	~~2697~~	2870	~~3863~~	4108
Staff Development Specialist	~~1694~~	1684	~~2531~~	2515
Student Social Worker (Intern) Rate proposed by appointing authority.				
Support Services and Accounting Supervisor	2102		3002	
Support Services Supervisor	~~1773~~	1844	~~2531~~	2632
~~Systems Programmer Analyst~~	~~2021~~		~~2760~~	
~~Telecommunications Analyst~~	~~2063~~		~~2955~~	

Approved by Revisor _____

Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator ‡	~~1619~~	1684	~~2418~~	2515
Welfare Director I	~~2531~~	2632	~~3779~~	3930
Welfare Director II	~~2760~~	2870	~~4123~~	4288
Welfare Director III	~~2955~~	3073	~~4394~~	4570
Welfare Director IV	~~3228~~	3357	~~4798~~	4990
Welfare Director V	3504		5218	
Welfare Director ~~V~~ VI	~~4302~~	4474	~~6113~~	6358
~~Work Experience & Training Specialist~~	~~1809~~		~~2697~~	

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	~~1851~~	1925	~~2643~~	2749
Accounting Supervisor	~~2160~~	2300	~~3228~~	3434
Administrative Assistant I	~~2320~~	2413	~~3613~~	3758
Administrative Assistant II	~~2471~~	2570	~~3863~~	4018
Administrative Assistant III	~~2955~~	3073	~~4210~~	4378
Adult Day Care Center Supervisor	~~1694~~	1762	~~2531~~	2632
Assistant Human Services Director	~~2955~~	3073	~~4394~~	4570
Assistant Welfare Director	~~3449~~	3841	~~5129~~	5694
Auditor	~~2160~~	2300	~~3228~~	3434
Chemical Dependency Coordinator	~~1851~~	1925	~~2760~~	2870
Collections and Accounting Unit Supervisor	2014		3002	
Collections Services Supervisor II	~~1895~~	1971	~~2821~~	2934
Community Health Services Supervisor	~~2212~~	2300	~~3449~~	3587
Computer Programmer	~~1773~~	1844	~~2531~~	2632
Contract Services Representative	~~2114~~	2199	~~3020~~	3141
County Agency Social Worker (Licensing Specialist)	~~1694~~	1762	~~2531~~	2632
County Agency Social Worker	~~1773~~	1844	~~2760~~	3002
County Agency Social Worker (Child Protection Specialist)	~~1773~~	1844	~~2760~~	3002
County Agency Social Worker (MSW)	~~1937~~	2014	~~2887~~	3002
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1937~~	2014	~~2887~~	3002
Day Care Center Teacher	~~1694~~	1762	~~2531~~	2632
~~Developmental Achievement Center Director~~	~~2114~~		~~3020~~	
~~Developmental Achievement Center Teacher~~	~~1694~~		~~2531~~	
Director of Business Management I	~~2471~~	2570	~~3693~~	4018
Director of Business Management II	~~2955~~	3073	~~4394~~	4570
Director of Financial Assistance	~~2955~~	3073	~~4394~~	4570
Director of Planning	~~2955~~	3073	~~4394~~	4570
Director of Public Health Nursing ‡	~~2160~~	2300	~~3228~~	3434
Director of Social Services	~~2955~~	3073	~~4394~~	4570
Employment Guidance Counselor	~~1694~~	1762	~~2418~~	2413
Family Based Services Supervisor	~~1851~~	1925	~~2643~~	2749
Family Service Coordinator II	~~1773~~	1762	~~2320~~	2413
Financial Assistance Supervisor I	~~1937~~	2014	~~2887~~	3002
Financial Assistance Supervisor II	~~2320~~	2413	~~3449~~	3587
Fiscal Manager	2413		3587	
Fiscal Officer	~~1694~~	1762	~~2531~~	2632
Fiscal Supervisor I	~~1694~~	1762	~~2531~~	2749
Fiscal Supervisor II	~~2160~~	2300	~~3228~~	3434
Gerontology Counselor	~~1937~~	2014	~~2887~~	3002
Human Services Director III	~~3228~~	3357	~~4798~~	4990
Human Services Supervisor I	~~2320~~	2413	~~3613~~	3758
Human Services Supervisor II	~~2821~~	3002	~~4031~~	4288
Jobs and Training Supervisor	~~1937~~	2014	~~2887~~	3002
Mental Health Program Manager	~~2471~~	2570	~~3693~~	4018
Mental Health Worker	~~2021~~	2199	~~3020~~	3141
Methods & Procedures Analyst	~~1773~~	1762	~~2643~~	2632

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Nutrition Project Assistant Director	~~1694~~	1762	~~2531~~	2632
Nutrition Project Director	~~2160~~	2300	~~3228~~	3434
Office Services Supervisor II	~~1619~~	1684	~~2320~~	2413
Planner (Human Services)	~~2114~~	2199	~~3020~~	3141
Psychologist I	~~1937~~	2014	~~2887~~	3002
Psychologist II	~~2262~~	2300	~~3228~~	3434
Psychologist III	~~2955~~	3073	~~4031~~	4192
Public Health Educator	~~1851~~	1925	~~2643~~	2749
Public Health Nurse	~~2021~~	2102	~~2760~~	2870
Public Health Nurse (Team Leader)	2102		3002	
Registered Dietician	~~1694~~	1762	~~2531~~	2632
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1937~~	2014	~~2643~~	2749
Resident Activity Coordinator	~~1694~~	1762	~~2531~~	2632
Sanitarian	~~1694~~	1762	~~2531~~	2632
Senior Public Health Nurse	~~2114~~	2199	~~3020~~	3141
Senior Staff Development Specialist	~~2160~~	2300	~~3228~~	3434
Social Services Supervisor I	~~2320~~	2413	~~3613~~	3758
Social Services Supervisor II	~~2531~~	2632	~~3950~~	4108
Social Services Supervisor III	~~2821~~	3002	~~4031~~	4288
Staff Development Specialist	~~1773~~	1762	~~2643~~	2632
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Support Services and Accounting Supervisor	2199		3141	
Support Services Supervisor	~~1851~~	1925	~~2643~~	2749
~~Systems Programmer Analyst~~	~~2114~~		~~2887~~	
~~Telecommunications Analyst~~	~~2160~~		~~3086~~	
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator ‡	~~1694~~	1762	~~2531~~	2632
Welfare Director I	~~2531~~	2632	~~3779~~	3930
Welfare Director II	~~2760~~	2870	~~4123~~	4288
Welfare Director III	~~2955~~	3073	~~4394~~	4570
Welfare Director IV	~~3228~~	3357	~~4798~~	4990
Welfare Director V	3504		5218	
Welfare Director ~~V~~ VI	~~4302~~	4474	~~6113~~	6358
~~Work Experience & Training Specialist~~	~~1895~~		~~2821~~	

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	~~1107~~	1151	~~1514~~	1575
Accounting Technician	~~1158~~	1204	~~1655~~	1721
Adult Day Care Center Program Coordinator	~~1186~~	1233	~~1773~~	1844
Case Aide	~~1186~~	1233	~~1773~~	1844
Chemical Dependency Counselor	~~1447~~	1505	~~1895~~	1971
Child Health Aide	~~949~~	987	~~1299~~	1351
Child Support Officer I	~~1299~~	1351	~~1851~~	1925
Child Support Officer II	~~1549~~	1611	~~2114~~	2199
Collections Officer	~~1299~~	1351	~~1851~~	1925
Collection Services Supervisor I	~~1619~~	1684	~~2212~~	2300
Community Service Aide	~~949~~	987	~~1299~~	1351
Community Support Technician	1505		1971	
Computer Operations Specialist	~~1186~~	1204	~~1549~~	1575
Coordinator of Aging	~~1415~~	1541	~~2114~~	2199
Developmental Achievement Center Instructor	~~1299~~		~~1773~~	
Employment Technician	~~1186~~	1233	~~1773~~	1844
Family Based Services Provider	~~1447~~	1505	~~1895~~	1971
Family Service Aide I	~~1014~~	1102	~~1514~~	1575
Family Service Aide II	~~1158~~	1204	~~1655~~	1721
Family Service Coordinator I	~~1299~~	1351	~~1773~~	1844
Family Service/Home Health Aide	~~1014~~	1102	~~1514~~	1575
Financial Assistance Specialist	~~1482~~	1541	~~2114~~	2199

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Financial Worker	~~1186~~	1233	~~1773~~	1844
~~Food Stamp Corrective Action Specialist I~~	~~1619~~		~~2320~~	
~~Food Stamp Corrective Action Specialist II~~	~~1773~~		~~2531~~	
Home Health Aide	~~1014~~	1102	~~1514~~	1575
Home Health Aide Coordinator	~~1299~~	1351	~~1773~~	1844
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1694~~	1762	~~2418~~	2515
Housing Rehabilitation Specialist	~~1299~~	1351	~~1773~~	1844
Licensed Practical Nurse	~~1299~~	1351	~~1773~~	1844
Methods and Procedures Technician	~~1447~~	1505	~~1895~~	1971
Monitoring and Review Specialist	~~1186~~	1233	~~1773~~	1844
Office Services Supervisor I	~~1299~~	1351	~~1773~~	1844
Public Health Aide	~~949~~	987	~~1299~~	1351
Senior Citizen's Aide	~~1014~~	1151	~~1514~~	1575
Support and Collections Specialist	~~1549~~	1611	~~2114~~	2199
Support Enforcement Aide	~~1107~~	1151	~~1514~~	1575
Welfare Fraud Investigator	~~1619~~	1684	~~2114~~	2199

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	~~1158~~	1204	~~1582~~	1645
Accounting Technician	~~1210~~	1258	~~1730~~	1799
Adult Day Care Center Program Coordinator	~~1239~~	1289	~~1851~~	1925
Case Aide	~~1239~~	1289	~~1851~~	1925
Chemical Dependency Counselor	~~1514~~	1575	~~1977~~	2056
Child Health Aide	~~1035~~	1076	~~1415~~	1472
Child Support Officer I	~~1355~~	1409	~~1937~~	2014
Child Support Officer II	~~1619~~	1684	~~2212~~	2300
Collections Officer	~~1355~~	1409	~~1937~~	2014
Collection Services Supervisor I	~~1694~~	1762	~~2320~~	2413
Community Service Aide	~~990~~	1076	~~1415~~	1472
Community Support Technician	1575		2056	
~~Computer Operations Specialist~~	~~1239~~	1258	~~1619~~	1645
Coordinator of Aging	~~1549~~	1611	~~2212~~	2300
~~Developmental Achievement Center Instructor~~	~~1355~~		~~1851~~	
Employment Technician	~~1239~~	1289	~~1851~~	1925
Family Based Services Provider	~~1514~~	1575	~~1977~~	2056
Family Service Aide I	~~1060~~	1151	~~1582~~	1645
Family Service Aide II	~~1210~~	1258	~~1730~~	1799
Family Service Coordinator I	~~1355~~	1409	~~1851~~	1925
Family Service/Home Health Aide	~~1060~~	1151	~~1582~~	1645
Financial Assistance Specialist	~~1549~~	1611	~~2212~~	2300
Financial Worker	~~1239~~	1289	~~1851~~	1925
~~Food Stamp Corrective Action Specialist I~~	~~1619~~		~~2320~~	
~~Food Stamp Corrective Action Specialist II~~	~~1773~~		~~2531~~	
Home Health Aide	~~1060~~	1151	~~1582~~	1645
Home Health Aide Coordinator	~~1355~~	1409	~~1851~~	1925
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1773~~	1844	~~2531~~	2632
Housing Rehabilitation Specialist	~~1355~~	1409	~~1851~~	1925
Licensed Practical Nurse	~~1355~~	1409	~~1851~~	1925
Methods and Procedures Technician	~~1514~~	1575	~~1977~~	2056
Monitoring and Review Specialist	~~1239~~	1289	~~1851~~	1925
Office Services Supervisor I	~~1355~~	1409	~~1851~~	1925
Public Health Aide	~~990~~	1076	~~1415~~	1472
Senior Citizen's Aide	~~1060~~	1204	~~1582~~	1645
Support and Collections Specialist	~~1619~~	1684	~~2212~~	2300
Support Enforcement Aide	~~1158~~	1204	~~1582~~	1645
Welfare Fraud Investigator	~~1694~~	1762	~~2212~~	2300

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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	~~1210~~	1258	~~1655~~	1721
Accounting Technician	~~1270~~	1321	~~1809~~	1881
Adult Day Care Center Program Coordinator	~~1299~~	1351	~~1937~~	2014
Case Aide	~~1299~~	1351	~~1937~~	2014
Chemical Dependency Counselor	~~1582~~	1645	~~2063~~	2146
Child Health Aide	~~1134~~	1179	~~1549~~	1611
Child Support Officer I	~~1415~~	1472	~~2021~~	2102
Child Support Officer II	~~1694~~	1762	~~2320~~	2413
Collections Officer	~~1415~~	1472	~~2021~~	2102
Collection Services Supervisor I	~~1773~~	1844	~~2418~~	2515
Community Service Aide	~~1134~~	1179	~~1549~~	1611
Community Support Technician	1645		2146	
Computer Operations Specialist	~~1299~~	1321	~~1694~~	1721
Coordinator of Aging	~~1619~~	1684	~~2320~~	2413
~~Developmental Achievement Center Instructor~~	~~1415~~		~~1937~~	
Employment Technician	~~1299~~	1351	~~1937~~	2014
Family Based Services Provider	~~1582~~	1645	~~2063~~	2146
Family Service Aide I	~~1210~~	1258	~~1655~~	1721
Family Service Aide II	~~1270~~	1321	~~1809~~	1881
Family Service Coordinator I	~~1415~~	1472	~~1937~~	2014
Family Service/Home Health Aide	~~1210~~	1258	~~1655~~	1721
Financial Assistance Specialist	~~1619~~	1684	~~2320~~	2413
Financial Worker	~~1299~~	1351	~~1937~~	2014
~~Food Stamp Corrective Action Specialist I~~	~~1619~~		~~2320~~	
~~Food Stamp Corrective Action Specialist II~~	~~1773~~		~~2531~~	
Home Health Aide	~~1210~~	1258	~~1655~~	1721
Home Health Aide Coordinator	~~1415~~	1472	~~1937~~	2014
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1851~~	1925	~~2643~~	2749
Housing Rehabilitation Specialist	~~1415~~	1472	~~1937~~	2014
Licensed Practical Nurse	~~1415~~	1472	~~1937~~	2014
Methods and Procedures Technician	~~1582~~	1645	~~2063~~	2146
Monitoring and Review Specialist	~~1299~~	1351	~~1937~~	2014
Office Services Supervisor I	~~1415~~	1472	~~1937~~	2014
Public Health Aide	~~1134~~	1179	~~1549~~	1611
Senior Citizen's Aide	~~1107~~	1258	~~1655~~	1721
Support and Collections Specialist	~~1694~~	1762	~~2320~~	2413
Support Enforcement Aide	~~1210~~	1258	~~1655~~	1721
Welfare Fraud Investigator	~~1773~~	1844	~~2320~~	2413

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	~~1143~~	1215	~~1634~~	1738
Clerk I	~~804~~	836	~~1093~~	1137
Clerk II	~~919~~	956	~~1309~~	1361
Clerk III	~~1093~~	1137	~~1496~~	1556
Clerk-Typist I	~~882~~	917	~~1197~~	1245
Clerk-Typist II	~~919~~	956	~~1309~~	1361
Clerk-Typist III	~~1143~~	1215	~~1634~~	1738
Clerk-Steno	~~919~~	956	~~1309~~	1361
Data Entry Operator	~~882~~	917	~~1197~~	1245
Information Systems Specialist	~~919~~	956	~~1309~~	1361
Legal Secretary	~~1093~~	1137	~~1496~~	1556
Switchboard Operator	~~882~~	917	~~1197~~	1245

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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	~~1250~~	1271	~~1710~~	1818
Clerk I	~~919~~	956	~~1197~~	1245
Clerk II	~~1046~~	1088	~~1426~~	1483
Clerk III	~~1222~~	1271	~~1594~~	1658
Clerk-Typist I	~~999~~	1039	~~1309~~	1361
Clerk-Typist II	~~1046~~	1088	~~1426~~	1483
Clerk-Typist III	~~1250~~	1271	~~1710~~	1818
Clerk-Steno	~~1046~~	1088	~~1426~~	1483
Data Entry Operator	~~999~~	1039	~~1309~~	1361
Information Systems Specialist	~~1046~~	1088	~~1426~~	1483
Legal Secretary	~~1222~~	1271	~~1594~~	1658
Switchboard Operator	~~999~~	1039	~~1309~~	1361

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	~~1309~~	1331	~~1788~~	1899
Clerk I	~~999~~	1039	~~1309~~	1361
Clerk II	~~1143~~	1189	~~1563~~	1626
Clerk III	~~1280~~	1331	~~1671~~	1738
Clerk-Typist I	~~1093~~	1137	~~1426~~	1483
Clerk-Typist II	~~1143~~	1189	~~1563~~	1626
Clerk-Typist III	~~1309~~	1331	~~1788~~	1899
Clerk-Steno	~~1143~~	1189	~~1563~~	1626
Data Entry Operator	~~1093~~	1137	~~1426~~	1483
Information Systems Specialist	~~1143~~	1189	~~1563~~	1626
Legal Secretary	~~1280~~	1331	~~1671~~	1738
Switchboard Operator	~~1093~~	1137	~~1426~~	1483

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	~~922~~	959	~~1189~~	1237
Bus Driver	~~984~~	1023	~~1316~~	1369
Janitor	~~1004~~	1044	~~1288~~	1340
Maintenance Worker	~~1092~~	1136	~~1463~~	1522

Subp. 11. **Maintenance and trades: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall

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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	~~1138~~	1156	~~1463~~	1486
Bus Driver	~~1211~~	1259	~~1559~~	1621
Janitor	~~1189~~	1237	~~1527~~	1588
Maintenance Worker	~~1288~~	1340	~~1661~~	1727

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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

Kathleen T. Harrington
Assistant Revisor

Department of Health

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, ~~1989~~ 1990.

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	~~2114~~	2199	~~3020~~	3141
Director of Environmental Health	~~2418~~	2515	~~3449~~	3587
Director of Public Health Nursing ‡	~~1977~~	2102	~~2955~~	3141
Public Health Educator	~~1694~~	1762	~~2418~~	2515
Public Health Nurse	~~1773~~	1844	~~2531~~	2632
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1694~~	1762	~~2418~~	2515
Sanitarian	~~1549~~	1611	~~2320~~	2413
Senior Public Health Nurse	~~1937~~	2014	~~2760~~	2870

Subp. 2. **Plan B.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2212~~	2300	~~3156~~	3282
Director of Environmental Health	~~2531~~	2632	~~3613~~	3758
Director of Public Health Nursing ‡	~~2063~~	2199	~~3086~~	3282
Public Health Educator	~~1773~~	1844	~~2531~~	2632
Public Health Nurse	~~1851~~	1925	~~2643~~	2749
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1773~~	1844	~~2531~~	2632
Sanitarian	~~1619~~	1684	~~2418~~	2515
Senior Public Health Nurse	~~2021~~	2102	~~2887~~	3002

Subp. 3. **Plan C.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2320~~	2413	~~3302~~	3434
Director of Environmental Health	~~2643~~	2749	~~3779~~	3930
Director of Public Health Nursing ‡	~~2262~~	2300	~~3220~~	3434
Public Health Educator	~~1851~~	1925	~~2643~~	2749
Public Health Nurse	~~2021~~	2102	~~2760~~	2870
Registered Nurse (A.A. Degree, 3 year				

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Diploma, or B.S. Degree	~~1937~~	2014	~~2643~~	2749
Sanitarian	~~1694~~	1762	~~2531~~	2632
Senior Public Health Nurse	~~2114~~	2199	~~3020~~	3141

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Bookkeeper	~~1158~~	1204	~~1655~~	1721
Home Health Aide	~~1014~~	1102	~~1514~~	1575
Home Health Aide Coordinator	~~1299~~	1351	~~1773~~	1844
Inspector	~~1299~~	1351	~~1773~~	1844
Licensed Practical Nurse	~~1299~~	1351	~~1773~~	1844
Public Health Aide	~~949~~	987	~~1299~~	1351

Subp. 2. **Plan B.**

	Minimum		Maximum	
Bookkeeper	~~1210~~	1258	~~1730~~	1799
Home Health Aide	~~1060~~	1151	~~1582~~	1645
Home Health Aide Coordinator	~~1355~~	1409	~~1851~~	1925
Inspector	~~1355~~	1409	~~1851~~	1925
Licensed Practical Nurse	~~1355~~	1409	~~1851~~	1925
Public Health Aide	~~990~~	1076	~~1415~~	1472

Subp. 3. **Plan C.**

	Minimum		Maximum	
Bookkeeper	~~1270~~	1321	~~1809~~	1881
Home Health Aide	~~1210~~	1258	~~1655~~	1721
Home Health Aide Coordinator	~~1415~~	1472	~~1937~~	2014
Inspector	~~1415~~	1472	~~1937~~	2014
Licensed Practical Nurse	~~1415~~	1472	~~1937~~	2014
Public Health Aide	~~1134~~	1179	~~1549~~	1611

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~804~~	836	~~1093~~	1137
Clerk II	~~919~~	956	~~1309~~	1361
Clerk III	~~1093~~	1137	~~1496~~	1556
Clerk-Typist I	~~882~~	917	~~1197~~	1245
Clerk-Typist II	~~919~~	956	~~1309~~	1361
Clerk-Typist III	~~1143~~	1215	~~1634~~	1738
Clerk-Steno	~~919~~	956	~~1309~~	1361
Switchboard Operator	~~882~~	917	~~1197~~	1245

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~919~~	956	~~1197~~	1245
Clerk II	~~1046~~	1088	~~1426~~	1483
Clerk III	~~1222~~	1271	~~1594~~	1658
Clerk-Typist I	~~999~~	1039	~~1309~~	1361
Clerk-Typist II	~~1046~~	1088	~~1426~~	1483
Clerk-Typist III	~~1250~~	1271	~~1710~~	1818
Clerk-Steno	~~1046~~	1088	1426	1483
Switchboard Operator	~~999~~	1039	~~1309~~	1361

Subp. 3. **Plan C.**

	Minimum	Maximum

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Clerk I	~~999~~	1039	~~1309~~	1361
Clerk II	~~1143~~	1189	~~1563~~	1626
Clerk III	~~1280~~	1331	~~1671~~	1738
Clerk-Typist I	~~1093~~	1137	~~1426~~	1483
Clerk-Typist II	~~1143~~	1189	~~1563~~	1626
Clerk-Typist III	~~1309~~	1331	~~1788~~	1899
Clerk-Steno	~~1143~~	1189	~~1563~~	1626
Switchboard Operator	~~1093~~	1137	~~1426~~	1483

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. **Shift Differential.** Employees in the classes specified in subparts 2 and 3 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.

Subp. 2. **Plan A.**

	Minimum		Maximum	
Janitor	~~1004~~	1044	~~1288~~	1340

Subp. 3. **Plan B.**

	Minimum		Maximum	
Janitor	~~1189~~	1237	~~1527~~	1588

REPEALER. Minnesota Rules, parts 4670.3400; 4670.3410; 4670.3420; 4670.3430; 4670.3440; 4670.3450; and 4670.3460 are repealed.

REVISOR'S INSTRUCTION. In the next publication of Minnesota Rules or its supplement, the revisor of statutes shall delete the notes that follow Minnesota Rules, parts 4670.3500 to 4670.3550. In the part of Minnesota Rules referred to in column A, the revisor of statutes shall delete the reference in column B and insert the reference in column C:

A	B	C
4670.1800, subpart 2	4670.3400	4670.3510
4670.2810	4670.3440, subpart 2	4670.3530

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

Kathleen T. Harrington

Kathleen T. Harrington
Assistant Revisor

Department of Public Safety

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

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

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1989~~ 1990; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum	Maximum
Administrative Officer Assistant	~~1694~~ 1762	~~2320~~ 2413
Emergency Management Director	~~1482~~ 1541	~~2114~~ 2199
Communications Officer	~~1482~~ 1541	~~2021~~ 2102
Operations Officer	~~1694~~ 1762	~~2320~~ 2413
Public Information Officer	~~1694~~ 1762	~~2320~~ 2413
Radiological Officer	~~1482~~ 1541	~~2021~~ 2102
Safety Services Coordinator	~~1694~~ 1762	~~2320~~ 2413

Subp. 2. **Plan B.**

	Minimum	Maximum
Administrative Officer Assistant	~~1773~~ 1844	~~2418~~ 2515
Emergency Management Director	~~1549~~ 1611	~~2212~~ 2300
Communications Officer	~~1549~~ 1611	~~2114~~ 2199
Operations Officer	~~1773~~ 1844	~~2418~~ 2515
Public Information Officer	~~1773~~ 1844	~~2418~~ 2515
Radiological Officer	~~1549~~ 1611	~~2114~~ 2199
Safety Services Coordinator	~~1773~~ 1844	~~2418~~ 2515

Subp. 3. **Plan C.**

	Minimum	Maximum
Administrative Officer Assistant	~~1851~~ 1925	~~2531~~ 2632
Emergency Management Director	~~1619~~ 1684	~~2320~~ 2413
Communications Officer	~~1619~~ 1684	~~2212~~ 2300
Operations Officer	~~1851~~ 1925	~~2531~~ 2632
Public Information Officer	~~1851~~ 1925	~~2531~~ 2632
Radiological Officer	~~1619~~ 1684	~~2212~~ 2300
Safety Services Coordinator	~~1851~~ 1925	~~2531~~ 2632

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1989~~ 1990; CLERICAL.

Approved by Revisor KTA

Subpart 1. **Plan A.**

	Minimum	Maximum
Clerk I	~~804~~ 836	~~1093~~ 1137
Clerk II	~~919~~ 956	~~1309~~ 1361
Clerk III	~~1093~~ 1137	~~1496~~ 1556
Clerk-Typist I	~~882~~ 917	~~1197~~ 1245
Clerk-Typist II	~~919~~ 956	~~1309~~ 1361
Clerk-Typist III	~~1143~~ 1215	~~1634~~ 1738
Clerk-Steno	~~919~~ 956	~~1309~~ 1361

Subp. 2. **Plan B.**

	Minimum	Maximum
Clerk I	~~919~~ 956	~~1197~~ 1245
Clerk II	~~1046~~ 1088	~~1426~~ 1483
Clerk III	~~1222~~ 1271	~~1594~~ 1658
Clerk-Typist I	~~999~~ 1039	~~1309~~ 1361
Clerk-Typist II	~~1046~~ 1088	~~1426~~ 1483
Clerk-Typist III	~~1250~~ 1271	~~1710~~ 1818
Clerk-Steno	~~1046~~ 1088	~~1426~~ 1483

Subp. 3. **Plan C.**

	Minimum	Maximum
Clerk I	~~999~~ 1039	~~1309~~ 1361
Clerk II	~~1143~~ 1189	~~1563~~ 1626
Clerk III	~~1280~~ 1331	~~1671~~ 1738
Clerk-Typist I	~~1093~~ 1137	~~1426~~ 1483
Clerk-Typist II	~~1143~~ 1189	~~1563~~ 1626
Clerk-Typist III	~~1309~~ 1331	~~1708~~ 1899
Clerk-Steno	~~1143~~ 1189	~~1563~~ 1626

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Merit System

AGENCY: Department of Public Safety

MINNESOTA RULES: Chapter 7520

The attached rules are approved for publication
in the State Register

Kathleen T. Harrington
Assistant Revisor

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE ANN WYNIA
COMMISSIONER OF HUMAN SERVICES

BEFORE SISTER MARY MADONNA ASHTON
COMMISSIONER OF HEALTH

BEFORE RUDY PERPICH
GOVERNOR

IN THE MATTER OF THE PROPOSED ADOPTION OF RULES OF THE MINNESOTA MERIT SYSTEM GOVERNING SALARY ADJUSTMENTS AND INCREASES, THE COMPENSATION PLAN AND APPEALS AND HEARINGS

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 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".

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

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.

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

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

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

II. The justifications establishing the need for and the reasonableness of the specific substantive provisions of the proposed rules, all of which concern the Minnesota Merit System operation, are as follows:

A. 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 4 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, 1990. The amendment is necessary not only because it changes the recommended general salary adjustment percentage in these rule parts from that adopted for 1989 but also because there is a need to provide competitive salary adjustments in 1990 for employees covered by the Human Services, Health and Public Safety Merit System rules. The amendment is also reasonable based on a review of adjustments to salary levels by employers with similar and competing types of employment and trends in the Twin City Consumer Price Index.

Merit System rules require that the annual recommended general salary adjustment for employees be based on salary adjustments granted by employers with similar and competing types of employment and trends in the Twin City Consumer Price Index. Obviously, for the Merit System, employers with similar and competing types of employment means other public employers. Traditionally, other employers the

Merit System has looked to in developing a recommended general salary adjustment are the State of Minnesota and other counties with their own county personnel systems which are separate and apart from the Merit System.

The State of Minnesota has negotiated a contract with AFSCME Council 6 representing 18,401 state employees providing across-the-board salary adjustments of 5% effective July 1, 1989 and another 5% effective July 1, 1990. The state has also negotiated a contract with MAPE representing 6,066 professional employees providing across-the-board adjustments of 5% effective July 5, 1989, and another 5% effective July 4, 1990. Thirdly, the state has negotiated a contract with the Middle Management Association representing 2,589 employees also providing for across-the-board adjustments of 5% effective July 5, 1989, and 5% on July 4, 1990. St. Louis County agreed to an across-the-board salary adjustment of 4% effective January 1, 1990, for its employees. This represented the last adjustment in a three year contract covering 1988-90 but was not agreed to until February of 1989. Blue Earth county agreed to an across-the-board salary adjustment of 3% for all its employees effective January 1, 1990. Itasca county agreed to an across-the-board salary adjustment of 2.5% for all its employees effective January 1, 1990. In the case of these two latter counties, the adjustments were for the second year of a two year contract period covering 1989-90. None of the other counties with their own personnel systems with whom we have compared our salary proposals in the past have made any decisions regarding an across-the-board salary adjustment for either their exempt or non-exempt employees for 1990.

As indicated previously, proposed annual employee salary adjustments must also be based on the trends in the Twin City Consumer Price Index. The United States Department of Labor's Bureau of Labor Statistics calculates changes in that index for all urban consumers (covering approximately 80% of the total population) twice a year. For the period July, 1988, through June, 1989, the index increased 4.0%.

The Bureau also calculated changes in the Consumer Price Index for all urban consumers in the North Central Region which includes the State of Minnesota. For the period July, 1988, to July, 1989, the index increased 4.6%. A third Consumer Price Index calculated by the Bureau is a U.S. City average for all urban consumers in 85 urban areas throughout the county including the Twin Cities. For the period July, 1988, to July, 1989, this index increased 5.0%. These latter two indices were considered since they are relevant and are recalculated bimonthly rather than only twice a year. Another index was considered that reflects wage and salary progression patterns in the economy. It is published by the Bureau of Labor Statistics on a quarterly basis and is called the Employment Cost Index. Among other things, it measures the increase in wages and salaries nationwide for various groups of employees including state and local government workers. For the period June, 1988, to June, 1989, wages and salaries for state and local government workers rose 5.0%.

Given the information available to date regarding across-the-board salary adjustments agreed to by competing employees for 1989 and 1990 as well as other measures of salary progression and increases in various consumer price indices as indicated, 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 4% effective January 1, 1990, or on the beginning date of the first payroll period following January 1, 1990, for those agencies on a biweekly or four-week payroll period.

It should be emphasized that the recommended general salary adjustment of 4% 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 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 plan adjustments 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 employee's 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.

B. Compensation Plan

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

Amendments proposed to these parts specifically recommend adjustments to the 1989 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, 1990. Merit System rules require that Merit System compensation plans 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. Amendments to these parts are necessary to provide Merit System agencies with salary ranges for all classes that are competitive in terms of salary rates being offered by competing employers 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 Merit System reviewed current compensation plans from competing employers such as the State of Minnesota and the counties of Hennepin, Ramsey, St. Louis, Anoka, Blue Earth, Olmsted, Scott, Washington and Itasca to determine their salary levels and consider them in proposing amendments changing the minimum and maximum salaries of Merit System comparable classifications for 1990.

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 4%, the same percentage adjustment that is being recommended as a general salary adjustment for employees in all Merit System classifications. That kind of adjustment provides that employees will remain on the same salary step in their new salary range as they were on in their previous salary range. 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 the Merit System review of current salary ranges for comparable kinds of work in other public jurisdictions 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 use by Merit System agencies covered by the plan.

Some proposed amendments to 9575.1500, 4670.4200-4670.4240 and 7520.1000-7520.1100 do not propose a 4% adjustment to the minimum and maximum salaries for certain classes of positions.

These adjustments relate to classes of positions where a 4% adjustment is inappropriate because of a need to establish equitable compensation relationships between classes of positions based on their comparable work value or where labor market data would indicate an adjustment of something other than 4% to be proper. Subsequent to passage of Minn. Stat. Sections 471.991-471.999, the Merit System conducted a formal job evaluation study which determined the comparable work value of all Merit System classes of positions. A basic principle of pay equity is that classes with identical or similar work values should have identical or similar salary ranges. The results of the study revealed a large number of situations where classes of positions with similar comparable work values had quite disparate salary ranges. These situations represented compensation inequities and, in the past four years, the Merit System proposed and had adopted a significant number of comparability adjustments to either equalize or reduce the differences between salary ranges for classes with identical or similar comparable work values. It is necessary to continue this process in 1990 to attain the statutorily-mandated requirement to establish equitable compensation relationships between all classes of positions. Practically all of the proposed 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).

It is reasonable that these adjustments that are necessary to achieve pay equity be phased in gradually over a period of time. When the Local Government Pay Equity Act was passed, the Legislature did not provide for an appropriation to assist counties, particularly those that were and still are economically depressed, with the cost of implementing pay equity. Given these circumstances, it was and is

prudent to carefully plan and implement pay equity gradually over time. A comparison can be made to pay equity in the state personnel system. When the Legislature passed a bill calling for pay equity in the state personnel system, it also provided an appropriation to assist in its implementation. Even with the appropriation, the state implemented its pay equity system over the course of four years.

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 scheduled (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 4% with the following exceptions:

1. Accounting Supervisor, Auditor, Director of Public Health Nursing I, Fiscal Supervisor II, Human Services Supervisor II, Nutrition Project Director, Social Services Supervisor III and Staff Development Specialist, Senior minimum and maximum salaries are adjusted approximately 6% on all salary schedules.
2. County Agency Social Worker, County Agency Social Worker (Child Protection Specialist), Director of Business Management I, Fiscal Supervisor I and Mental Health Program Manager minimum salaries are adjusted 4% and maximum salaries are adjusted 8% on all salary schedules.
3. Mental Health Worker minimum salary is adjusted approximately 8% and the maximum salary is adjusted 4% on all salary schedules.
4. Psychologist II minimum salary is adjusted approximately 2% and the maximum salary is adjusted approximately 6% on all salary schedules.

5. Employment Guidance Counselor minimum salary is adjusted 4% and the maximum salary is reduced to the nearest step on the 1990 salary schedules (approximately .6% reduction).
6. Family Service Coordinator II minimum salary is reduced to the nearest step on the 1990 salary schedules (approximately .5% reduction) and the maximum salary is adjusted 4% on all salary schedules.
7. Methods and Procedures Analyst and Staff Development Specialist minimum and maximum salaries are reduced to the nearest step on the 1990 salary schedules (approximately .2% and .6% reductions).
8. Assistant Welfare Director minimum and maximum salaries are adjusted approximately 11% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System support classifications are 4% with the following exceptions:

1. Computer Operations Specialist minimum and maximum salaries are adjusted approximately 2% on all salary schedules.
2. Senior Citizen's Aide minimum salary is adjusted approximately 13% and the maximum salary is adjusted 4% on all salary schedules.
3. Coordinator of Aging minimum salary is adjusted approximately 8% and maximum salary is adjusted 4% on the A plan and both minimum and maximum salaries are adjusted 4% on the B and C plans.
4. Family Service Aide I, Family Service/Home Health Aide and Home Health Aide minimum salaries are adjusted approximately 8% and maximum salaries are adjusted 4% on the A and B plans and the minimum and maximum salaries are adjusted 4% on the C plan.
5. Community Service Aide and Public Health Aide minimum and maximum salaries are adjusted 4% on the A plan and minimum salaries are adjusted approximately 8% and maximum salaries are adjusted 4% on the B and C plans.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System clerical classifications are 4% with the following exception:

1. Administrative Secretary and Clerk Typist III minimum and maximum salaries are adjusted approximately 6% on the A plan and minimum salaries are adjusted approximately 2% and maximum salaries are adjusted approximately 6% on the B and C plans.

Adjustments proposed to minimum and maximum salaries for Human Services Merit System maintenance and trades classifications are 4% with the following exception:

1. Automobile Driver minimum and maximum salaries are adjusted 4% on the A plan and the minimum and maximum salaries are adjusted approximately 2% on the B plan.

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 are not the same on all plans.

Adjustments proposed to minimum and maximum salaries for Health Merit System professional classes are 4% with the following exception:

1. Director of Public Health Nursing I minimum and maximum salaries are adjusted approximately 6% on all salary schedules.

Adjustments proposed to minimum and maximum salaries for Health Merit System support classifications are 4% with the following exceptions:

1. Home Health Aide minimum salary is adjusted approximately 8% and maximum salary is adjusted 4% on the A and B plans and the minimum and maximum salaries are adjusted 4% on the C plan.
2. Public Health Aide minimum and maximum salaries are adjusted 4% on the A plan and the minimum salary is adjusted approximately 8% and the maximum salary adjusted 4% on the B and C plans.

Adjustments proposed to minimum and maximum salaries for Health Merit System clerical classifications are 4% with the following exception:

1. Clerk Typist III minimum and maximum salaries are adjusted approximately 6% on the A plan and the minimum salary is adjusted approximately 2% and the maximum salary is adjusted approximately 6% on the B and C plans.

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 both professional and clerical classes of positions.

Adjustments proposed to minimum and maximum salaries for Emergency Services Merit System professional classifications are 4% for all classes. Adjustments proposed to minimum and maximum salaries for Emergency Services Merit System clerical classifications are 4% with the following exception.

1. Clerk Typist III minimum and maximum salaries are adjusted approximately 6% on the A plan and the minimum salary is adjusted approximately 2% and the maximum salary is adjusted approximately 6% on the B and C plans.

An amendment is proposed to Minnesota Rules, part 9575.1500 providing for a class title and minimum and maximum salaries for the following new classes established in response to a legitimate need for such new classes in one or more Merit System agencies: Collections and Accounting Unit Supervisor, Community Support Technician, Fiscal Manager, Public Health Nurse (Team Leader), Support Services and Accounting Supervisor and Welfare Director V. This amendment is both necessary and reasonable to ensure that the Human Services Merit System compensation plan reflects appropriate class titles and salary ranges that are current.

An amendment is proposed to Minnesota Rules, part 9575.1500 deleting the class titles and minimum and maximum salaries for the following classes that have been abolished because there are no employees in them and the employing agencies no longer intend to use the classes: Developmental Achievement Center Director, Developmental Achievement Center Instructor, Developmental Achievement Center Teacher, Food Stamp Corrective Action Specialist I, Food Stamp Corrective Action Specialist II, Systems Programmer Analyst, Telecommunications Analyst and Work Experience and Training Specialist. This amendment is both necessary and reasonable to ensure that Human Services Merit System compensation plan properly reflects current class titles and salaries that are reflective of functions actually being performed by Merit System employees.

An amendment is proposed to Minnesota Rules, part 9575.1500 retitling the class Welfare Director V to Welfare Director VI. This is both necessary and reasonable due to the establishment of the new class Welfare Director V.

Finally, an amendment is proposed to delete Minnesota Rules, parts 4670.3400-4670.3460. This is outdated language dealing with Appeals and Hearings which has been replaced with language in parts 4670.3500-4670.3550.

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

If this rule goes to public hearing, it is anticipated that there will be no expert witnesses called to testify on behalf of the agency. The small business considerations in rulemaking, Minnesota Statutes, section 14.115, do not apply to this rule amendment.

Ralph W. Corey

Ralph W. Corey

Merit System Supervisor

Dated: September 25, 1989

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 7520.0650 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

(1) 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.

(2) 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. (3) Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

(4) Any person may make a written request for a public hearing on the rule within the 30-day comment period. (4) 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. (5) (6) 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 at (612) 296-3996.

(5) 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

(8) 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.

(11) A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996.

(11) The Minnesota Merit System rules provide for a system of personnel administration for 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

(12) 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.

(13) 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, 2nd floor, Human Services Building, St. Paul, Minnesota 55155-3822, telephone 612/296-3996.

(9) 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

RUDY PERPICH
Governor

Dated: 9-28-89

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 9575.0350 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

(1) 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.

(2) 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. (3) Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

(4) Any person may make a written request for a public hearing on the rule within the 30-day comment period. (4) 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. (5) (6) 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. (7) 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 at (612) 296-3996.

(5) 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
2nd Floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

(8) 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.

(11) A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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.

(11) The Minnesota Merit System rules provide for a system of personnel administration for 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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.

(12) 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.

(13) 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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone 612/296-3996.

(9) 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

ANN WYNIA
Commissioner

Dated: 9/26/89

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, Salary Adjustments and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3460)	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

(1) 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.

(2) 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. (3) Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

(4) 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. (5&6) 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. (7) 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 at (612) 296-3996.

(5) 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

(8) 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.

(11) A free copy of this rule is available upon request for your review from: Ralph W. Corey, Minnesota Merit System, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota, 55155-3822, telephone (612) 296-3996.

(11) 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

(10) An amendment is also proposed to repeal parts 4670.3400-3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-3550 is more current and has replaced parts 4670.3400-3460.

(12) 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.

(13) 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone 612/296-3996.

(9) 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

Sr. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9-29-89

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 9575.0350 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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612)349-2543, 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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822. 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 55101-2520, telephone (612) 296-5148.

ANN WYNIA
Commissioner

Dated: 9/26/89

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Department of Health Rules Governing the Compensation Plan, Salary Adjustments and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3430)

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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-3550 is more current and has replaced parts 4670.3400-3460.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road , St. Paul, Minnesota 55155-3822.

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 55101-2520, telephone (612) 296-5148.

S. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9-29-89

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 7520.0650 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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822.

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 55101-2520, telephone (612) 296-5148.

RUDY PERPICH
Governor

Dated: 9-28-89

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 9575.0350 AND 9575.1500)

AFFIDAVIT OF MAILING

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

That on the 18th day of October, 1989, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice 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 L. Bishop

Subscribed and sworn to before me

this 18 day of October, 1989

Claudia G. Elias

CLAUDIA G. ELIAS
NOTARY PUBLIC-MINNESOTA
WASHINGTON COUNTY
MY COMMISSION EXPIRES NOVEMBER 15, 1990

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 9575.0350 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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612)349-2543, 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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822. 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 55101-2520, telephone (612) 296-5148.

ANN WYNIA
Commissioner

Dated: 9/26/89

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 9575.0350 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd Floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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

ANN WYNIA
Commissioner

Dated: 9/26/89

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND APPEALS AND HEARINGS (MINNESOTA RULES PARTS 4670.1320, 4670.4200-4240 AND 4670.3400-3460)

AFFIDAVIT OF MAILING

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

That on the 18th day of October, 1989, 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 18 day of October, 1989

Claudia G. Eliason

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, Salary Adjustments and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3460)	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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota, 55155-3822, 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-3550 is more current and has replaced parts 4670.3400-3460.

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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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

Sr. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9-29-89

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Department of Health Rules Governing the Compensation Plan, Salary Adjustments and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3430)

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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-3550 is more current and has replaced parts 4670.3400-3460.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road , St. Paul, Minnesota 55155-3822.

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 55101-2520, telephone (612) 296-5148.

S. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9-29-89

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

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

AFFIDAVIT OF MAILING

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

That on the 18th day of October, 1989, 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 18 day of October, 1989

Claudia G. Ebinger



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 7520.0650 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd floor, Human Services Building, St. Paul, Minnesota 55155-3822, 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: 9-28-89

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 7520.0650 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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822.

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 55101-2520, telephone (612) 296-5148.

RUDY PERPICH
Governor

Dated: 9-28-89

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 9575.0350 AND 9575.1500)

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 18th day of October 1989, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice 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
- 10 County Agency Personnel Directors and Administrative Staff
- 3 Merit System Council Members
- 7 Unions
- 1 DHS Affirmative Action Director
- 80 Chairpersons of County Boards under the Merit System

Nancy L. Bishop

Subscribed and sworn to before me
this 18 day of October, 1989

Claudia G. Eddiman

[illegible] COUNTY
MY COMMISSION [illegible] NOVEMBER 15, 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 9575.0350 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd Floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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

ANN WYNIA
Commissioner

Dated: 9/26/89

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 9575.0350 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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612)349-2543, 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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822. 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 55101-2520, telephone (612) 296-5148.

ANN WYNIA
Commissioner

Dated: 9/26/85

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND APPEALS AND HEARINGS (MINNESOTA RULES PARTS 4670.1320, 4670.4200-4240 AND 4670.3400-3460)

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 18th day of October, 1989, 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

Subscribed and sworn to before me

this 18 day of October, 1989

Claudia G. Eliason

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, Salary Adjustments and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3460)	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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota, 55155-3822, 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-3550 is more current and has replaced parts 4670.3400-3460.

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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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

Sr. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9-29-89

STATE OF MINNESOTA
DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of Department of Health Rules Governing the Compensation Plan, Salary Adjustments and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3430)

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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-3550 is more current and has replaced parts 4670.3400-3460.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road , St. Paul, Minnesota 55155-3822.

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 55101-2520, telephone (612) 296-5148.

S. Mary Madonna Ashton

SISTER MARY MADONNA ASHTON
Commissioner

Dated: 9-29-89

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 7520.0650 AND 7520.1000-1100)

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 18th day of October, 1989, 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 - 22
Affirmative Action Director, Department of Human Services

Rose Ann Bauer

Subscribed and sworn to before me

this 18 day of October, 1989

Claudia A. Eliason

CLAUDIA A. ELIASON
NOTARY PUBLIC-MINNESOTA
WASHINGTON COUNTY
MY COMMISSION EXPIRES NOVEMBER 15, 19..

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 7520.0650 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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd floor, Human Services Building, St. Paul, Minnesota 55155-3822, 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

RUDY PERPICH
Governor

Dated: 9-28-89

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 7520.0650 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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822.

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 55101-2520, telephone (612) 296-5148.

RUDY PERPICH
Governor

Dated: 9-28-89

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 9575.0350 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 18th day of October, 1989.

Nancy L. Bishop

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 7520.0650 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 17 day of October, 1989.

Joan Lundberg

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND APPEALS AND HEARINGS (MINNESOTA RULES PARTS 4670.1320, 4670.4200-4240 AND 4670.3400-3460)

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 17 day of October, 1989.

D. D. Woodard

Proposed Rules

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

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.

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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota, 55155-3822, telephone (612) 296-3996.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 4670.4200-.4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-.3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-.3550 is more current and has replaced parts 4670.3400-.3460.

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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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 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: 29 September 1989

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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 period. 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 4670.1320 provides for a recommended salary adjustment of 4% for all incumbents on the professional and administrative, health services support, clerical and building maintenance salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 4670.4200-.4240 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

An amendment is also proposed to repeal parts 4670.3400-.3460, which includes outdated language on Appeals and Hearings. The language in parts 4670.3500-.3550 is more current and has replaced parts 4670.3400-.3460.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822.

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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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 of 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 55101-2520, telephone (612) 296-5148.

Dated: 29 September 1989

Sister Mary Madonna Ashton
Commissioner

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Rules as Proposed

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, ~~1989~~ 1990.

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	~~2114~~	2199	~~3020~~	3141
Director of Environmental Health	~~2418~~	2515	~~3449~~	3587
Director of Public Health Nursing ~~I~~	~~1977~~	2102	~~2955~~	3141
Public Health Educator	~~1694~~	1762	~~2418~~	2515
Public Health Nurse	~~1773~~	1844	~~2531~~	2632
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1694~~	1762	~~2418~~	2515
Sanitarian	~~1549~~	1611	~~2320~~	2413
Senior Public Health Nurse	~~1937~~	2014	~~2760~~	2870

Subp. 2. **Plan B.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2212~~	2300	~~3156~~	3282
Director of Environmental Health	~~2531~~	2632	~~3613~~	3758
Director of Public Health Nursing ~~I~~	~~2063~~	2199	~~3086~~	3282
Public Health Educator	~~1773~~	1844	~~2531~~	2632
Public Health Nurse	~~1851~~	1925	~~2643~~	2749
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1773~~	1844	~~2531~~	2632
Sanitarian	~~1619~~	1684	~~2418~~	2515
Senior Public Health Nurse	~~2021~~	2102	~~2887~~	3002

Subp. 3. **Plan C.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2320~~	2413	~~3302~~	3434
Director of Environmental Health	~~2643~~	2749	~~3779~~	3930
Director of Public Health Nursing ~~I~~	~~2262~~	2300	~~3228~~	3434
Public Health Educator	~~1851~~	1925	~~2643~~	2749
Public Health Nurse	~~2021~~	2102	~~2760~~	2870
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1937~~	2014	~~2643~~	2749
Sanitarian	~~1694~~	1762	~~2531~~	2632
Senior Public Health Nurse	~~2114~~	2199	~~3020~~	3141

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Bookkeeper	~~1158~~	1204	~~1655~~	1721
Home Health Aide	~~1014~~	1102	~~1514~~	1575
Home Health Aide Coordinator	~~1299~~	1351	~~1773~~	1844
Inspector	~~1299~~	1351	~~1773~~	1844
Licensed Practical Nurse	~~1299~~	1351	~~1773~~	1844
Public Health Aide	~~949~~	987	~~1299~~	1351

Subp. 2. **Plan B.**

	Minimum		Maximum	
Bookkeeper	~~1210~~	1258	~~1730~~	1799
Home Health Aide	~~1060~~	1151	~~1582~~	1645

Home Health Aide Coordinator	~~1355~~	1409	~~1851~~	1925
Inspector	~~1355~~	1409	~~1851~~	1925
Licensed Practical Nurse	~~1355~~	1409	~~1851~~	1925
Public Health Aide	~~990~~	1076	~~1415~~	1472

Subp. 3. **Plan C.**

	Minimum		Maximum	
Bookkeeper	~~1270~~	1321	~~1809~~	1881
Home Health Aide	~~1210~~	1258	~~1655~~	1721
Home Health Aide Coordinator	~~1415~~	1472	~~1937~~	2014
Inspector	~~1415~~	1472	~~1937~~	2014
Licensed Practical Nurse	~~1415~~	1472	~~1937~~	2014
Public Health Aide	~~1134~~	1179	~~1549~~	1611

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~804~~	836	~~1093~~	1137
Clerk II	~~919~~	956	~~1309~~	1361
Clerk III	~~1093~~	1137	~~1496~~	1556
Clerk-Typist I	~~882~~	917	~~1197~~	1245
Clerk-Typist II	~~919~~	956	~~1309~~	1361
Clerk-Typist III	~~1143~~	1215	~~1634~~	1738
Clerk-Steno	~~919~~	956	~~1309~~	1361
Switchboard Operator	~~882~~	917	~~1197~~	1245

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~919~~	956	~~1197~~	1245
Clerk II	~~1046~~	1088	~~1426~~	1483
Clerk III	~~1222~~	1271	~~1594~~	1658
Clerk-Typist I	~~999~~	1039	~~1309~~	1361
Clerk-Typist II	~~1046~~	1088	~~1426~~	1483
Clerk-Typist III	~~1250~~	1271	~~1710~~	1818
Clerk-Steno	~~1046~~	1088	1426	1483
Switchboard Operator	~~999~~	1039	~~1309~~	1361

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~999~~	1039	~~1309~~	1361
Clerk II	~~1143~~	1189	~~1563~~	1626
Clerk III	~~1280~~	1331	~~1671~~	1738
Clerk-Typist I	~~1093~~	1137	~~1426~~	1483
Clerk-Typist II	~~1143~~	1189	~~1563~~	1626
Clerk-Typist III	~~1309~~	1331	~~1788~~	1899
Clerk-Steno	~~1143~~	1189	~~1563~~	1626
Switchboard Operator	~~1093~~	1137	~~1426~~	1483

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

Subpart 1. **Shift Differential.** Employees in the classes specified in subparts 2 and 3 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.

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Subp. 2. **Plan A.**

	Minimum		Maximum	
Janitor	~~1004~~	1044	~~1288~~	1340

Subp. 3. **Plan B.**

	Minimum		Maximum	
Janitor	~~1189~~	1237	~~1527~~	1588

REPEALER. *Minnesota Rules*, parts 4670.3400; 4670.3410; 4670.3420; 4670.3430; 4670.3440; 4670.3450; and 4670.3460 are repealed.

REVISOR'S INSTRUCTION. In the next publication of *Minnesota Rules* or its supplement, the revisor of statutes shall delete the notes that follow *Minnesota Rules*, parts 4670.3500 to 4670.3550. In the part of *Minnesota Rules* referred to in column A, the revisor of statutes shall delete the reference in column B and insert the reference in column C:

A	B	C
4670.1800, subpart 2	4670.3400	4670.3510
4670.2810	4670.3440, subpart 2	4670.3530

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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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.

Ann Wynia
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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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

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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 73 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to 9575.0350 provides for a recommended salary adjustment of 4% for all incumbents on the professional, supports, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 9575.1500 have been adjusted 4%, which is the general salary adjustment recommended for all incumbents effective January 1, 1990.

Amendments are also proposed to part 9575.1500 proposing 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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822. 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.

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(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 55101-2520, telephone (612) 296-5148.

Ann Wynia
Commissioner

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~three~~ four 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, 1989 1990.

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	~~1694~~	1762	~~2418~~	2515
Accounting Supervisor	~~1977~~	2102	~~2955~~	3141
Administrative Assistant I	~~2114~~	2199	~~3302~~	3434
Administrative Assistant II	~~2262~~	2352	~~3533~~	3674
Administrative Assistant III	~~2697~~	2805	~~3863~~	4018
Adult Day Care Center Supervisor	~~1549~~	1611	~~2320~~	2413
Assistant Human Services Director	~~2955~~	3073	~~4394~~	4570
Assistant Welfare Director	~~3449~~	3841	~~5129~~	5694
Auditor	~~1977~~	2102	~~2955~~	3141
Chemical Dependency Coordinator	~~1694~~	1762	~~2531~~	2632
Collections and Accounting Unit Supervisor	1844		2749	
Collection Services Supervisor II	~~1730~~	1799	~~2585~~	2688
Community Health Services Supervisor	~~2021~~	2102	~~3156~~	3282
Computer Programmer	~~1619~~	1684	~~2320~~	2413
Contract Services Representative	~~1937~~	2014	~~2760~~	2870
County Agency Social Worker (Licensing Specialist)	~~1549~~	1611	~~2320~~	2413
County Agency Social Worker	~~1619~~	1684	~~2531~~	2749
County Agency Social Worker (Child Protection Specialist)	~~1619~~	1684	~~2531~~	2749
County Agency Social Worker (MSW)	~~1773~~	1844	~~2643~~	2749
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1773~~	1844	~~2643~~	2749
Day Care Center Teacher	~~1549~~	1611	~~2320~~	2413
~~Developmental Achievement Center Director~~	~~1937~~		~~2760~~	
~~Developmental Achievement Center Teacher~~	~~1549~~		~~2320~~	
Director of Business Management I	~~2262~~	2352	~~3369~~	3674
Director of Business Management II	~~2697~~	2805	~~4031~~	4192
Director of Financial Assistance	~~2697~~	2805	~~4031~~	4192
Director of Planning	~~2697~~	2805	~~4031~~	4192
Director of Public Health Nursing ~~I~~	~~1977~~	2102	~~2955~~	3141
Director of Social Services	~~2697~~	2805	~~4031~~	4192
Employment Guidance Counselor	~~1549~~	1611	~~2212~~	2199
Family Based Services Supervisor	~~1694~~	1762	~~2418~~	2515
Family Service Coordinator II	~~1619~~	1611	~~2114~~	2199
Financial Assistance Supervisor I	~~1773~~	1844	~~2643~~	2749
Financial Assistance Supervisor II	~~2114~~	2199	~~3156~~	3282
Fiscal Manager	2199		3282	
Fiscal Officer	~~1549~~	1611	~~2320~~	2413
Fiscal Supervisor I	~~1549~~	1611	~~2320~~	2515
Fiscal Supervisor II	~~1977~~	2102	~~2955~~	3141
Gerontology Counselor	~~1773~~	1844	~~2643~~	2749

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Human Services Director III	~~3228~~	3357	~~4798~~	4990
Human Services Supervisor I	~~2114~~	2199	~~3302~~	3434
Human Services Supervisor II	~~2585~~	2749	~~3693~~	3930
Jobs and Training Supervisor	~~1773~~	1844	~~2643~~	2749
Mental Health Program Manager	~~2262~~	2352	~~3369~~	3674
Mental Health Worker	~~1851~~	2014	~~2760~~	2870
Methods & Procedures Analyst	~~1619~~	1611	~~2418~~	2413
Nutrition Project Assistant Director	~~1549~~	1611	~~2320~~	2413
Nutrition Project Director	~~1977~~	2102	~~2955~~	3141
Office Services Supervisor II	~~1482~~	1541	~~2114~~	2199
Planner (Human Services)	~~1937~~	2014	~~2760~~	2870
Psychologist I	~~1773~~	1844	~~2643~~	2749
Psychologist II	~~2063~~	2102	~~2955~~	3141
Psychologist III	~~2697~~	2805	~~3693~~	3841
Public Health Educator	~~1694~~	1762	~~2418~~	2515
Public Health Nurse	~~1773~~	1844	~~2531~~	2632
Public Health Nurse (Team Leader)	1925		2749	
Registered Dietician	~~1549~~	1611	~~2320~~	2413
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1694~~	1762	~~2418~~	2515
Resident Activity Coordinator	~~1549~~	1611	~~2320~~	2413
Sanitarian	~~1549~~	1611	~~2320~~	2413
Senior Public Health Nurse	~~1937~~	2014	~~2760~~	2870
Senior Staff Development Specialist	~~1977~~	2102	~~2955~~	3141
Social Services Supervisor I	~~2114~~	2199	~~3302~~	3434
Social Services Supervisor II	~~2320~~	2413	~~3613~~	3758
Social Services Supervisor III	~~2585~~	2749	~~3693~~	3930
Staff Development Specialist	~~1619~~	1611	~~2418~~	2413
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Support Services and Accounting Supervisor	2014		2870	
Support Services Supervisor	~~1694~~	1762	~~2418~~	2515
~~Systems Programmer Analyst~~	~~1937~~		~~2643~~	
~~Telecommunications Analyst~~	~~1977~~		~~2821~~	
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator ~~I~~	~~1549~~	1611	~~2320~~	2413
Welfare Director I	~~2531~~	2632	~~3779~~	3930
Welfare Director II	~~2760~~	2870	~~4123~~	4288
Welfare Director III	~~2955~~	3073	~~4394~~	4570
Welfare Director IV	~~3228~~	3357	~~4798~~	4990
Welfare Director V	3504		5218	
Welfare Director ~~V~~ VI	~~4302~~	4474	~~6113~~	6358
~~Work Experience & Training Specialist~~	~~1730~~		~~2585~~	

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	~~1773~~	1844	~~2531~~	2632
Accounting Supervisor	~~2063~~	2199	~~3086~~	3282
Administrative Assistant I	~~2212~~	2300	~~3449~~	3587
Administrative Assistant II	~~2365~~	2460	~~3693~~	3841
Administrative Assistant III	~~2821~~	2934	~~4031~~	4192
Adult Day Care Center Supervisor	~~1619~~	1684	~~2418~~	2515
Assistant Human Services Director	~~2955~~	3073	~~4394~~	4570
Assistant Welfare Director	~~3449~~	3841	~~5129~~	5694
Auditor	~~2063~~	2199	~~3086~~	3282
Chemical Dependency Coordinator	~~1773~~	1844	~~2643~~	2749

Collections and Accounting Unit Supervisor	1925		2870	
Collections Services Supervisor II	~~1809~~	1881	~~2697~~	2805
Community Health Services Supervisor	~~2114~~	2199	~~3302~~	3434
Computer Programmer	~~1694~~	1762	~~2418~~	2515
Contract Services Representative	~~2021~~	2102	~~2887~~	3002
County Agency Social Worker (Licensing Specialist)	~~1619~~	1684	~~2418~~	2515
County Agency Social Worker	~~1694~~	1762	~~2643~~	2870
County Agency Social Worker (Child Protection Specialist)	~~1694~~	1762	~~2643~~	2870
County Agency Social Worker (MSW)	~~1851~~	1925	~~2760~~	2870
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1851~~	1925	~~2760~~	2870
Day Care Center Teacher	~~1619~~	1684	~~2418~~	2515
~~Developmental Achievement Center Director~~	~~2021~~		~~2887~~	
~~Developmental Achievement Center Teacher~~	~~1619~~		~~2418~~	
Director of Business Management I	~~2365~~	2460	~~3533~~	3841
Director of Business Management II	~~2821~~	2934	~~4210~~	4378
Director of Financial Assistance	~~2821~~	2934	~~4210~~	4378
Director of Planning	~~2821~~	2934	~~4210~~	4378
Director of Public Health Nursing ~~I~~	~~2063~~	2199	~~3086~~	3282
Director of Social Services	~~2821~~	2934	~~4210~~	4378
Employment Guidance Counselor	~~1619~~	1684	~~2320~~	2300
Family Based Services Supervisor	~~1773~~	1844	~~2531~~	2632
Family Service Coordinator II	~~1694~~	1684	~~2212~~	2300
Financial Assistance Supervisor I	~~1851~~	1925	~~2760~~	2870
Financial Assistance Supervisor II	~~2212~~	2300	~~3302~~	3434
Fiscal Manager	2300		3434	
Fiscal Officer	~~1619~~	1684	~~2418~~	2515
Fiscal Supervisor I	~~1619~~	1684	~~2418~~	2632
Fiscal Supervisor II	~~2063~~	2199	~~3086~~	3282
Gerontology Counselor	~~1851~~	1925	~~2760~~	2870
Human Services Director III	~~3228~~	3357	~~4798~~	4990
Human Services Supervisor I	~~2212~~	2300	~~3449~~	3587
Human Services Supervisor II	~~2697~~	2870	~~3863~~	4108
Jobs and Training Supervisor	~~1851~~	1925	~~2760~~	2870
Mental Health Program Manager	~~2365~~	2460	~~3533~~	3841
Mental Health Worker	~~1937~~	2102	~~2887~~	3002
Methods & Procedures Analyst	~~1694~~	1684	~~2531~~	2515
Nutrition Project Assistant Director	~~1619~~	1684	~~2418~~	2515
Nutrition Project Director	~~2063~~	2199	~~3086~~	3282
Office Services Supervisor II	~~1549~~	1611	~~2212~~	2300
Planner (Human Services)	~~2021~~	2102	~~2887~~	3002
Psychologist I	~~1851~~	1925	~~2760~~	2870
Psychologist II	~~2160~~	2199	~~3086~~	3282
Psychologist III	~~2821~~	2934	~~3863~~	4018
Public Health Educator	~~1773~~	1844	~~2531~~	2632
Public Health Nurse	~~1851~~	1925	~~2643~~	2749
Public Health Nurse (Team Leader)	2014		2870	
Registered Dietician	~~1619~~	1684	~~2418~~	2515
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1773~~	1844	~~2531~~	2632
Resident Activity Coordinator	~~1619~~	1684	~~2418~~	2515
Sanitarian	~~1619~~	1684	~~2418~~	2515
Senior Public Health Nurse	~~2021~~	2102	~~2887~~	3002
Senior Staff Development Specialist	~~2063~~	2199	~~3086~~	3282

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Social Services Supervisor I	~~2212~~	2300	~~3449~~	3587
Social Services Supervisor II	~~2418~~	2515	~~3779~~	3930
Social Services Supervisor III	~~2697~~	2870	~~3863~~	4108
Staff Development Specialist	~~1694~~	1684	~~2531~~	2515
Student Social Worker (Intern) Rate proposed by appointing authority.				
Support Services and Accounting Supervisor	2102		3002	
Support Services Supervisor	~~1773~~	1844	~~2531~~	2632
~~System~~ ~~Programmer~~ ~~Analyst~~	~~2021~~		~~2760~~	
~~Telecommunications~~ ~~Analyst~~	~~2063~~		~~2955~~	
Trainee Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.				
Volunteer Services Coordinator ~~I~~	~~1619~~	1684	~~2418~~	2515
Welfare Director I	~~2531~~	2632	~~3779~~	3930
Welfare Director II	~~2760~~	2870	~~4123~~	4288
Welfare Director III	~~2955~~	3073	~~4394~~	4570
Welfare Director IV	~~3228~~	3357	~~4798~~	4990
Welfare Director V	3504		5218	
Welfare Director ~~V~~ VI	~~4302~~	4474	~~6113~~	6358
~~Work~~ ~~Experience~~ ~~&~~ ~~Training~~ ~~Specialist~~	~~1809~~		~~2697~~	

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	~~1851~~	1925	~~2643~~	2749
Accounting Supervisor	~~2160~~	2300	~~3228~~	3434
Administrative Assistant I	~~2320~~	2413	~~3613~~	3758
Administrative Assistant II	~~2471~~	2570	~~3863~~	4018
Administrative Assistant III	~~2955~~	3073	~~4210~~	4378
Adult Day Care Center Supervisor	~~1694~~	1762	~~2531~~	2632
Assistant Human Services Director	~~2955~~	3073	~~4394~~	4570
Assistant Welfare Director	~~3449~~	3841	~~5129~~	5694
Auditor	~~2160~~	2300	~~3228~~	3434
Chemical Dependency Coordinator	~~1851~~	1925	~~2760~~	2870
Collections and Accounting Unit Supervisor	2014		3002	
Collections Services Supervisor II	~~1895~~	1971	~~2821~~	2934
Community Health Services Supervisor	~~2212~~	2300	~~3449~~	3587
Computer Programmer	~~1773~~	1844	~~2531~~	2632
Contract Services Representative	~~2114~~	2199	~~3020~~	3141
County Agency Social Worker (Licensing Specialist)	~~1694~~	1762	~~2531~~	2632
County Agency Social Worker	~~1773~~	1844	~~2760~~	3002
County Agency Social Worker (Child Protection Specialist)	~~1773~~	1844	~~2760~~	3002
County Agency Social Worker (MSW)	~~1937~~	2014	~~2887~~	3002
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1937~~	2014	~~2887~~	3002
Day Care Center Teacher	~~1694~~	1762	~~2531~~	2632
~~Developmental~~ ~~Achievement~~ ~~Center~~ ~~Director~~	~~2114~~		~~3020~~	
~~Developmental~~ ~~Achievement~~ ~~Center~~ ~~Teacher~~	~~1694~~		~~2531~~	
Director of Business Management I	~~2471~~	2570	~~3693~~	4018
Director of Business Management II	~~2955~~	3073	~~4394~~	4570
Director of Financial Assistance	~~2955~~	3073	~~4394~~	4570
Director of Planning	~~2955~~	3073	~~4394~~	4570
Director of Public Health Nursing ~~I~~	~~2160~~	2300	~~3228~~	3434
Director of Social Services	~~2955~~	3073	~~4394~~	4570
Employment Guidance Counselor	~~1694~~	1762	~~2418~~	2413
Family Based Services Supervisor	~~1851~~	1925	~~2643~~	2749
Family Service Coordinator II	~~1773~~	1762	~~2320~~	2413
Financial Assistance Supervisor I	~~1937~~	2014	~~2887~~	3002

Financial Assistance Supervisor II	~~2320~~ 2413	2413	~~3449~~ 3587	3587
Fiscal Manager	~~1694~~	1762	~~2531~~	2632
Fiscal Officer	~~1694~~	1762	~~2531~~	2749
Fiscal Supervisor I	~~2160~~	2300	~~3228~~	3434
Fiscal Supervisor II	~~1937~~	2014	~~2887~~	3002
Gerontology Counselor	~~3228~~	3357	~~4798~~	4990
Human Services Director III	~~2320~~	2413	~~3613~~	3758
Human Services Supervisor I	~~2821~~	3002	~~4031~~	4288
Human Services Supervisor II	~~1937~~	2014	~~2887~~	3002
Jobs and Training Supervisor	~~2471~~	2570	~~3693~~	4018
Mental Health Program Manager	~~2021~~	2199	~~3020~~	3141
Mental Health Worker	~~1773~~	1762	~~2643~~	2632
Methods & Procedures Analyst	~~1694~~	1762	~~2531~~	2632
Nutrition Project Assistant Director	~~2160~~	2300	~~3228~~	3434
Nutrition Project Director	~~1619~~	1684	~~2320~~	2413
Office Services Supervisor II	~~2114~~	2199	~~3020~~	3141
Planner (Human Services)	~~1937~~	2014	~~2887~~	3002
Psychologist I	~~2262~~	2300	~~3228~~	3434
Psychologist II	~~2955~~	3073	~~4031~~	4192
Psychologist III	~~1851~~	1925	~~2643~~	2749
Public Health Educator	~~2021~~	2102	~~2760~~	2870
Public Health Nurse	2102		3002	
Public Health Nurse (Team Leader)	~~1694~~	1762	~~2531~~	2632
Registered Dietician	~~1937~~	2014	~~2643~~	2749
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1694~~	1762	~~2531~~	2632
Resident Activity Coordinator	~~1694~~	1762	~~2531~~	2632
Sanitarian	~~2114~~	2199	~~3020~~	3141
Senior Public Health Nurse	~~2160~~	2300	~~3228~~	3434
Senior Staff Development Specialist	~~2320~~	2413	~~3613~~	3758
Social Services Supervisor I	~~2531~~	2632	~~3950~~	4108
Social Services Supervisor II	~~2821~~	3002	~~4031~~	4288
Social Services Supervisor III	~~1773~~	1762	~~2643~~	2632
Staff Development Specialist				
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Support Services and Accounting Supervisor	2199		3141	
Support Services Supervisor	~~1851~~	1925	~~2643~~	2749
~~Systems Programmer Analyst~~	~~2114~~		~~2887~~	
~~Telecommunications Analyst~~	~~2160~~		~~3086~~	
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator ~~I~~	~~1694~~	1762	~~2531~~	2632
Welfare Director I	~~2531~~	2632	~~3779~~	3930
Welfare Director II	~~2760~~	2870	~~4123~~	4288
Welfare Director III	~~2955~~	3073	~~4394~~	4570
Welfare Director IV	~~3228~~	3357	~~4798~~	4990
Welfare Director V	3504		5218	
Welfare Director ~~V~~ VI	~~4302~~	4474	~~6113~~	6358
~~Work Experience & Training Specialist~~	~~1895~~		~~2821~~	

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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	~~1107~~	1151	~~1514~~	1575
Accounting Technician	~~1158~~	1204	~~1655~~	1721
Adult Day Care Center Program Coordinator	~~1186~~	1233	~~1773~~	1844
Case Aide	~~1186~~	1233	~~1773~~	1844
Chemical Dependency Counselor	~~1447~~	1505	~~1895~~	1971
Child Health Aide	~~949~~	987	~~1299~~	1351
Child Support Officer I	~~1299~~	1351	~~1851~~	1925
Child Support Officer II	~~1549~~	1611	~~2114~~	2199
Collections Officer	~~1299~~	1351	~~1851~~	1925
Collection Services Supervisor I	~~1619~~	1684	~~2212~~	2300
Community Service Aide	~~949~~	987	~~1299~~	1351
Community Support Technician	1505		1971	
Computer Operations Specialist	~~1186~~	1204	~~1549~~	1575
Coordinator of Aging	~~1415~~	1541	~~2114~~	2199
Developmental Achievement Center Instructor	~~1299~~		~~1773~~	
Employment Technician	~~1186~~	1233	~~1773~~	1844
Family Based Services Provider	~~1447~~	1505	~~1895~~	1971
Family Service Aide I	~~1014~~	1102	~~1514~~	1575
Family Service Aide II	~~1158~~	1204	~~1655~~	1721
Family Service Coordinator I	~~1299~~	1351	~~1773~~	1844
Family Service/Home Health Aide	~~1014~~	1102	~~1514~~	1575
Financial Assistance Specialist	~~1482~~	1541	~~2114~~	2199
Financial Worker	~~1186~~	1233	~~1773~~	1844
~~Food Stamp Corrective Action Specialist I~~	~~1619~~		~~2320~~	
~~Food Stamp Corrective Action Specialist II~~	~~1773~~		~~2531~~	
Home Health Aide	~~1014~~	1102	~~1514~~	1575
Home Health Aide Coordinator	~~1299~~	1351	~~1773~~	1844
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1694~~	1762	~~2418~~	2515
Housing Rehabilitation Specialist	~~1299~~	1351	~~1773~~	1844
Licensed Practical Nurse	~~1299~~	1351	~~1773~~	1844
Methods and Procedures Technician	~~1447~~	1505	~~1895~~	1971
Monitoring and Review Specialist	~~1186~~	1233	~~1773~~	1844
Office Services Supervisor I	~~1299~~	1351	~~1773~~	1844
Public Health Aide	~~949~~	987	~~1299~~	1351
Senior Citizen's Aide	~~1014~~	1151	~~1514~~	1575
Support and Collections Specialist	~~1549~~	1611	~~2114~~	2199
Support Enforcement Aide	~~1107~~	1151	~~1514~~	1575
Welfare Fraud Investigator	~~1619~~	1684	~~2114~~	2199

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	~~1158~~	1204	~~1582~~	1645
Accounting Technician	~~1210~~	1258	~~1730~~	1799
Adult Day Care Center Program Coordinator	~~1239~~	1289	~~1851~~	1925
Case Aide	~~1239~~	1289	~~1851~~	1925
Chemical Dependency Counselor	~~1514~~	1575	~~1977~~	2056
Child Health Aide	~~1035~~	1076	~~1415~~	1472
Child Support Officer I	~~1355~~	1409	~~1937~~	2014
Child Support Officer II	~~1619~~	1684	~~2212~~	2300
Collections Officer	~~1355~~	1409	~~1937~~	2014

Collection Services Supervisor I	~~1694~~	1762	~~2320~~	2413
Community Service Aide	~~990~~	1076	~~1415~~	1472
Community Support Technician	1575		2056	
Computer Operations Specialist	~~1239~~	1258	~~1619~~	1645
Coordinator of Aging	~~1549~~	1611	~~2212~~	2300
~~Developmental Achievement Center Instructor~~	~~1355~~		~~1851~~	
Employment Technician	~~1239~~	1289	~~1851~~	1925
Family Based Services Provider	~~1514~~	1575	~~1977~~	2056
Family Service Aide I	~~1060~~	1151	~~1582~~	1645
Family Service Aide II	~~1210~~	1258	~~1730~~	1799
Family Service Coordinator I	~~1355~~	1409	~~1851~~	1925
Family Service/Home Health Aide	~~1060~~	1151	~~1582~~	1645
Financial Assistance Specialist	~~1549~~	1611	~~2212~~	2300
Financial Worker	~~1239~~	1289	~~1851~~	1925
~~Food Stamp Corrective Action Specialist I~~	~~1619~~		~~2320~~	
~~Food Stamp Corrective Action Specialist II~~	~~1773~~		~~2531~~	
Home Health Aide	~~1060~~	1151	~~1582~~	1645
Home Health Aide Coordinator	~~1355~~	1409	~~1851~~	1925
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1773~~	1844	~~2531~~	2632
Housing Rehabilitation Specialist	~~1355~~	1409	~~1851~~	1925
Licensed Practical Nurse	~~1355~~	1409	~~1851~~	1925
Methods and Procedures Technician	~~1514~~	1575	~~1977~~	2056
Monitoring and Review Specialist	~~1239~~	1289	~~1851~~	1925
Office Services Supervisor I	~~1355~~	1409	~~1851~~	1925
Public Health Aide	~~990~~	1076	~~1415~~	1472
Senior Citizen's Aide	~~1060~~	1204	~~1582~~	1645
Support and Collections Specialist	~~1619~~	1684	~~2212~~	2300
Support Enforcement Aide	~~1158~~	1204	~~1582~~	1645
Welfare Fraud Investigator	~~1694~~	1762	~~2212~~	2300

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	~~1210~~	1258	~~1655~~	1721
Accounting Technician	~~1270~~	1321	~~1809~~	1881
Adult Day Care Center Program Coordinator	~~1299~~	1351	~~1937~~	2014
Case Aide	~~1299~~	1351	~~1937~~	2014
Chemical Dependency Counselor	~~1582~~	1645	~~2063~~	2146
Child Health Aide	~~1134~~	1179	~~1549~~	1611
Child Support Officer I	~~1415~~	1472	~~2021~~	2102
Child Support Officer II	~~1694~~	1762	~~2320~~	2413
Collections Officer	~~1415~~	1472	~~2021~~	2102
Collection Services Supervisor I	~~1773~~	1844	~~2418~~	2515
Community Service Aide	~~1134~~	1179	~~1549~~	1611
Community Support Technician	1645		2146	
Computer Operations Specialist	~~1299~~	1321	~~1694~~	1721
Coordinator of Aging	~~1619~~	1684	~~2320~~	2413
~~Developmental Achievement Center Instructor~~	~~1415~~		~~1937~~	
Employment Technician	~~1299~~	1351	~~1937~~	2014

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Family Based Services Provider	~~1582~~	1645	~~2063~~	2146
Family Service Aide I	~~1210~~	1258	~~1655~~	1721
Family Service Aide II	~~1270~~	1321	~~1809~~	1881
Family Service Coordinator I	~~1415~~	1472	~~1937~~	2014
Family Service/Home Health Aide	~~1210~~	1258	~~1655~~	1721
Financial Assistance Specialist	~~1619~~	1684	~~2320~~	2413
Financial Worker	~~1299~~	1351	~~1937~~	2014
~~Food Stamp Corrective Action Specialist I~~	~~1619~~		~~2320~~	
~~Food Stamp Corrective Action Specialist II~~	~~1773~~		~~2531~~	
Home Health Aide	~~1210~~	1258	~~1655~~	1721
Home Health Aide Coordinator	~~1415~~	1472	~~1937~~	2014
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Housing Coordinator	~~1851~~	1925	~~2643~~	2749
Housing Rehabilitation Specialist	~~1415~~	1472	~~1937~~	2014
Licensed Practical Nurse	~~1415~~	1472	~~1937~~	2014
Methods and Procedures Technician	~~1582~~	1645	~~2063~~	2146
Monitoring and Review Specialist	~~1299~~	1351	~~1937~~	2014
Office Services Supervisor I	~~1415~~	1472	~~1937~~	2014
Public Health Aide	~~1134~~	1179	~~1549~~	1611
Senior Citizen's Aide	~~1107~~	1258	~~1655~~	1721
Support and Collections Specialist	~~1694~~	1762	~~2320~~	2413
Support Enforcement Aide	~~1210~~	1258	~~1655~~	1721
Welfare Fraud Investigator	~~1773~~	1844	~~2320~~	2413

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	~~1143~~	1215	~~1634~~	1738
Clerk I	~~804~~	836	~~1093~~	1137
Clerk II	~~919~~	956	~~1309~~	1361
Clerk III	~~1093~~	1137	~~1496~~	1556
Clerk-Typist I	~~882~~	917	~~1197~~	1245
Clerk-Typist II	~~919~~	956	~~1309~~	1361
Clerk-Typist III	~~1143~~	1215	~~1634~~	1738
Clerk-Steno	~~919~~	956	~~1309~~	1361
Data Entry Operator	~~882~~	917	~~1197~~	1245
Information Systems Specialist	~~919~~	956	~~1309~~	1361
Legal Secretary	~~1093~~	1137	~~1496~~	1556
Switchboard Operator	~~882~~	917	~~1197~~	1245

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	~~1250~~	1271	~~1710~~	1818
Clerk I	~~919~~	956	~~1197~~	1245
Clerk II	~~1046~~	1088	~~1426~~	1483
Clerk III	~~1222~~	1271	~~1594~~	1658
Clerk-Typist I	~~999~~	1039	~~1309~~	1361
Clerk-Typist II	~~1046~~	1088	~~1426~~	1483
Clerk-Typist III	~~1250~~	1271	~~1710~~	1818
Clerk-Steno	~~1046~~	1088	~~1426~~	1483
Data Entry Operator	~~999~~	1039	~~1309~~	1361
Information Systems Specialist	~~1046~~	1088	~~1426~~	1483
Legal Secretary	~~1222~~	1271	~~1594~~	1658
Switchboard Operator	~~999~~	1039	~~1309~~	1361

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	~~1309~~	1331	~~1788~~	1899
Clerk I	~~999~~	1039	~~1309~~	1361
Clerk II	~~1143~~	1189	~~1563~~	1626
Clerk III	~~1280~~	1331	~~1671~~	1738
Clerk-Typist I	~~1093~~	1137	~~1426~~	1483
Clerk-Typist II	~~1143~~	1189	~~1563~~	1626
Clerk-Typist III	~~1309~~	1331	~~1788~~	1899
Clerk-Steno	~~1143~~	1189	~~1563~~	1626
Data Entry Operator	~~1093~~	1137	~~1426~~	1483
Information Systems Specialist	~~1143~~	1189	~~1563~~	1626
Legal Secretary	~~1280~~	1331	~~1671~~	1738
Switchboard Operator	~~1093~~	1137	~~1426~~	1483

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	~~922~~	959	~~1189~~	1237
Bus Driver	~~984~~	1023	~~1316~~	1369
Janitor	~~1004~~	1044	~~1288~~	1340
Maintenance Worker	~~1092~~	1136	~~1463~~	1522

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	~~1138~~	1156	~~1463~~	1486
Bus Driver	~~1211~~	1259	~~1559~~	1621
Janitor	~~1189~~	1237	~~1527~~	1588
Maintenance Worker	~~1288~~	1340	~~1661~~	1727

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

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.

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 DECEMBER 5, 1989, IN CONFERENCE ROOM 1B, HUMAN SERVICES BUILDING, 444 LAFAYETTE ROAD, ST. PAUL, MINNESOTA 55155, AT 9:00 A.M., 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 23, 1989 and December 4, 1989 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
2nd floor, Human Services Building
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on November 22, 1989.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul Minnesota 55155-3822 telephone (612) 296-3996.

The Minnesota Merit System rules provide for a system of personnel administration for 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in parts 7520.1000-.1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd floor, Human Services Building, St. Paul, Minnesota 55155-3822, 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 1989

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 1B, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 5, 1989 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 23, 1989 and December 4, 1989, 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 Allen E. Giles, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 349-2543, 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 22 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 to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 4% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans.

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. Most of the salary ranges in part 7520.1000-.1100 have been adjusted 4%, which is the salary adjustment recommended for all incumbents effective January 1, 1990.

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, 2nd Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, 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, 2nd floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822.

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.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is 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 55101-2520, telephone (612) 296-5148.

Dated: 28 September 1989

Rudy Perpich
Governor

Rules as Proposed

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

Subpart 1. and 2. [Unchanged.]

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

Subp. 4. and 5. [Unchanged.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1989~~ 1990; PROFESSIONAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Administrative Officer	~~1694~~	1762	~~2320~~	2413
Assistant Emergency Management Director	~~1482~~	1541	~~2114~~	2199
Communications Officer	~~1482~~	1541	~~2021~~	2102
Operations Officer	~~1694~~	1762	~~2320~~	2413
Public Information Officer	~~1694~~	1762	~~2320~~	2413
Radiological Officer	~~1482~~	1541	~~2021~~	2102
Safety Services Coordinator	~~1694~~	1762	~~2320~~	2413

Subp. 2. **Plan B.**

	Minimum		Maximum	
Administrative Officer	~~1773~~	1844	~~2418~~	2515
Assistant Emergency Management Director	~~1549~~	1611	~~2212~~	2300
Communications Officer	~~1549~~	1611	~~2114~~	2199
Operations Officer	~~1773~~	1844	~~2418~~	2515
Public Information Officer	~~1773~~	1844	~~2418~~	2515
Radiological Officer	~~1549~~	1611	~~2114~~	2199
Safety Services Coordinator	~~1773~~	1844	~~2418~~	2515

Subp. 3. **Plan C.**

	Minimum		Maximum	
Administrative Officer	~~1851~~	1925	~~2531~~	2632
Assistant Emergency Management Director	~~1619~~	1684	~~2320~~	2413
Communications Officer	~~1619~~	1684	~~2212~~	2300
Operations Officer	~~1851~~	1925	~~2531~~	2632
Public Information Officer	~~1851~~	1925	~~2531~~	2632
Radiological Officer	~~1619~~	1684	~~2212~~	2300
Safety Services Coordinator	~~1851~~	1925	~~2531~~	2632

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1989 1990; CLERICAL.

Subpart 1. **Plan A.**

	Minimum		Maximum	
Clerk I	~~804~~	836	~~1093~~	1137
Clerk II	~~919~~	956	~~1309~~	1361
Clerk III	~~1093~~	1137	~~1496~~	1556
Clerk-Typist I	~~882~~	917	~~1197~~	1245
Clerk-Typist II	~~919~~	956	~~1309~~	1361
Clerk-Typist III	~~1143~~	1215	~~1634~~	1738
Clerk-Steno	~~919~~	956	~~1309~~	1361

Subp. 2. **Plan B.**

	Minimum		Maximum	
Clerk I	~~919~~	956	~~1197~~	1245
Clerk II	~~1046~~	1088	~~1426~~	1483
Clerk III	~~1222~~	1271	~~1594~~	1658
Clerk-Typist I	~~999~~	1039	~~1309~~	1361
Clerk-Typist II	~~1046~~	1088	~~1426~~	1483
Clerk-Typist III	~~1250~~	1271	~~1710~~	1818
Clerk-Steno	~~1046~~	1088	~~1426~~	1483

Subp. 3. **Plan C.**

	Minimum		Maximum	
Clerk I	~~999~~	1039	~~1309~~	1361
Clerk II	~~1143~~	1189	~~1563~~	1626
Clerk III	~~1280~~	1331	~~1671~~	1738
Clerk-Typist I	~~1093~~	1137	~~1426~~	1483
Clerk-Typist II	~~1143~~	1189	~~1563~~	1626
Clerk-Typist III	~~1309~~	1331	~~1788~~	1899
Clerk-Steno	~~1143~~	1189	~~1563~~	1626

Minnesota Racing Commission

Proposed Permanent Rules Relating to Pari-Mutuel Betting on Horse Racing

Notice of Proposed Adoption of a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Racing Commission proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes*, section 240.23 (1988).

All persons 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. 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. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

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.

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 9575.0350 and 9575.1500)

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

(1) Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on October 23, 1989 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 18, 1989. (2) 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.

(4) All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. (5) No requests for a public hearing on the rule were received by the agency.

(7) 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:

(8) The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Minnesota Rules, parts 9575.0350 and 9575.1500 is adopted this 30th day of November, 1989, pursuant to authority vested in me by Minnesota Statutes, section 256.012.

(9) Ann Wynia

ANN WYNIA
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 and Appeals and Hearings (Minnesota Rules, parts 4670.1320, 4670.4200-4240 and 4670.3400-3460)

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

(1) Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on October 23, 1989 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 18, 1989. (2) 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.

(4) All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. (5) No requests for a public hearing on the rule were received by the agency.

(7) 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:

(8) The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Minnesota Rules, parts 4670.1320, 4670.4200-4240, and 4670.3400-3460 is adopted this 30th day of November, 1989, pursuant to authority vested in me by Minnesota Statutes, section 144.071.

(9) 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 7520.0650 and 7520.1000-1100).

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

(1) Notice of the Governor's intent to adopt the above-entitled rule was published in the State Register on October 23, 1989 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 18, 1989. (2) 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.

(4) All persons were given the opportunity to submit comment on the rule for 30 days after notice of proposed rulemaking. (5) No requests for a public hearing on the rule were received by the agency.

(7) 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:

(8) The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as Minnesota Rules, parts 7520.0650 and 7520.1000-1100 is adopted this 30th day of November, 1989, pursuant to authority vested in me by Minnesota Statutes, section 12.22, subd. 3.

(9)

Rudy Perpich

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, Salary Adjustments and Appeals and Hearings
(Minnesota Rules, parts 9575.0350, 9575.1500,
4670.1320, 4670.4200-4240, 4670.3400-3460,
7520.0650, and 7520.1000-1100).

DECLARATION OF
COUNSEL

I, Craig Anderson, 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.

Craig Anderson

Craig Anderson
Special Assistant Attorney General

Dated: Dec 6 1984