

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

MJM

RULE REVIEW CHECKLIST

File No. 1984
DATE RECEIVED 12-18-92
REVIEW DATE 12-28-92
DUE DATE 1-4-93
(DIS)APPROVED 1-4-93
WITHDRAWN

Docket No. 05 0009 0859
ADOPTED W/O HEARING
EMERGENCY RULE
TO REVISOR ON 12-23-92
REVISOR (DIS)APPROVED
FILED W/SEC. OF STATE 1-4-93
RETURNED TO AGENCY 1-5-93

✓ Rule as adopted (4 copies)

✓ Notice to Solicit Outside Information/Opinion (if applicable)
July 27, 1992 Date published in State Register
Comments

Petition for Adoption of a Rule

Board's Authorizing Resolution
Date adopted

✓ Proposed Rule
Revisor's Certificate

✓ Notice of Intent to Adopt Rule
256.012(HS) Statutory Authority 144.071 (Health) 12.22 subd 3 (Public Safety)
No statement Small Business Statement
Expenditure of public money statement
9-29-92(HS) Signature 9-30-92 (Health) 9-30-92 (Public Safety)

✓ Statement of Need and Reasonableness (if applicable)
Small Business Statement
Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
10-21-92(HS) 10-21-92 Health Dated 30/25 days before adoption 10-21-92 (Public Safety)
✓ Notice attached indicates it is attached
Copy of rule or summary attached

✓ Publication in State Register
10-26-92(HS) 10-26-92 Health Date 30/25 days before adoption 10-26-92 (Public Safety)

✓ 180-day deadline from:
✓ Effective date of law requiring rule (14.12) (both rules) amendments don't apply
✓ end of comment period (§ 14.26) (rules without hearing)
effective date of statutory authority (§ 14.29) (emergency rules)

Resolution Adopting
Date adopted

✓ Findings of Fact, Conclusions & Order Adopting
12-17-92(HS) Date Dec 15, 1992 (Public Safety) Dec 8, 1992 (Health)

✓ Written Requests, Submissions or Comments

✓ Declaration of Attorney
Robert Sauer Name of SAAG representing agency

Notice of Submission to Attorney General (if applicable)

Affidavit of Mailing Notice to Attorney General (if applicable)

STATE OF MINNESOTA

Office of the Attorney General

TO : BETTY CARLSON
Minnesota Merit System
Human Services Building
444 Lafayette Road

DATE : January 4, 1993

FROM : MARY JO MURRAY
Special Assistant
Attorney General

PHONE : 296-3258

SUBJECT : In the Matter of the Adopted Rule Relating to Merit System

The above-referenced rule has been approved as to its legality by the Attorney General on January 4, 1993.

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

Also enclosed are any petitions, requests, 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: Robert V. Sauer
William Brown, Chief Judge
MaryAnn Hruby

MJM:jj.murr.bf4

Department of Public Safety

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is 2-1/2 percent for employees on the professional and clerical salary schedules.

[For text of subps 4 and 5, see M.R.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1993; PROFESSIONAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Administrative Officer Assistant Emergency Management Director	1756	2630
Communications Officer	1680	2507
Operations Officer	1920	2869
Public Information Officer	1920	2869
Radiological Officer	1680	2507
Safety Services Coordinator	1920	2869

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1993; CLERICAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Clerk I	925	1504
Clerk II	1075	1756
Clerk III	1255	1876
Clerk-Typist I	1010	1640
Clerk-Typist II	1075	1756
Clerk-Typist III	1344	2010
Clerk-Steno	1075	1756

APPROVED AS TO FORM AND LEGALITY

Jan 4 19 93

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

JAN 04 1993

Joan Anderson Growe 3:50 pm
Secretary of State

RA

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 2-1/2 percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, 1993.

Subpart 1. **Plan.**

	Minimum	Maximum
Assistant Director of Environmental Health	2396	3742
Director of Environmental Health	2742	4283
Director of Public Health Nursing	2291	3742
Public Health Educator	1920	3272
Public Health Nurse	2010	3128
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1920	2996
Sanitarian	1835	2996

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan.**

	Minimum	Maximum
Bookkeeper	1312	2050
Home Health Aide	1255	1876
Home Health Aide Coordinator	1473	2196
Inspector	1473	2196
Licensed Practical Nurse	1473	2196
Public Health Aide	1075	1756

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan.**

	Minimum	Maximum
Clerk I	925	1504
Clerk II	1075	1756
Clerk III	1255	1876
Clerk-Typist I	1010	1640
Clerk-Typist II	1075	1756
Clerk-Typist III	1344	2010
Clerk-Steno	1075	1756
Switchboard Operator	1010	1640

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

[For text of subpart 1, see M.R.]

Subp. 2. **Shift differential; janitors.**

	Minimum	Maximum
Janitor	1075	1756

APPROVED AS TO FORM AND LEGALITY
Jan 4 19 93
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JAN 04 1993
Joan Anderson Growe
Secretary of State

3:50 pm

Department of Human Services

Adopted Permanent Rules Relating to Merit System

Rules as Adopted

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is 2-1/2 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

[For text of subps 4 and 5, see M.R.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1993.

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

	Minimum	Maximum
Accountant	1920	2996
Accounting Supervisor	2291	3742
Administrative Assistant I	2396	4096
Administrative Assistant II	2801	4380
Administrative Assistant III	3198	4771
Adult Day Care Center Supervisor	1835	2996
Assistant Welfare Director	4283	6360
Chemical Dependency Coordinator	1920	2996
Collections and Accounting Unit Supervisor	2010	3272
Collection Services Supervisor II	2010	3272
Community Health Services Supervisor	2291	3742
Computer Programmer	1835	2996
Contract Services Representative	2098	3425
County Agency Social Worker (Licensing Specialist)	1835	2996
County Agency Social Worker	1920	3272
County Agency Social Worker (Child Protection Specialist)	1920	3272
County Agency Social Worker (MSW)	2010	3272
County Agency Social Worker (MSW) (Child Protection Specialist)	2010	3272
Director of Business Management I	2801	4380
Director of Business Management II	3350	4982
Director of Financial Assistance	3350	4982
Director of Planning	3350	4982
Director of Public Health Nursing	2291	3742
Director of Social Services	3350	4982
Employment Guidance Counselor	1756	2630
Family Based Services Supervisor	1920	2996
Family Service Coordinator II	1756	2630
Financial Assistance Supervisor I	2010	3272
Financial Assistance Supervisor II	2291	3742
Financial Assistance Supervisor III	2396	4096
Fiscal Manager	2396	4096

Fiscal Officer	1756	2630
Fiscal Supervisor I	1835	2996
Fiscal Supervisor II	2291	3742
Gerontology Counselor	2010	3272
Human Services Director III	3659	5440
Human Services Supervisor I	2396	4096
Human Services Supervisor II	3128	4674
Mental Health Program Manager	2801	4380
Mental Health Worker	2098	3425
Nutrition Project Assistant Director	1835	2996
Nutrition Project Director	2291	3742
Office Services Supervisor	1756	2630
Planner (Human Services)	2098	3425
Psychologist I	2010	3272
Psychologist II	2291	3742
Psychologist III	3058	4380
Public Health Educator	1920	3272
Public Health Nurse	2010	3128
Public Health Nurse (Team Leader)	2098	3272
Public Health Nursing Supervisor	2196	3425
Registered Dietician	1835	2996
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1920	2996
Sanitarian	1835	2996
Senior Staff Development Specialist	2291	3742
Social Services Supervisor I	2396	4096
Social Services Supervisor II	2742	4477
Social Services Supervisor III	3128	4674
Staff Development Specialist	1835	2996
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2098	3425
Support Services Supervisor	1920	2996
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1835	2996
Welfare Director I	2801	4380
Welfare Director II	3128	4674
Welfare Director III	3350	4982
Welfare Director IV	3659	5440
Welfare Director V	3909	5814
Welfare Director VI	4877	6930

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

	Minimum	Maximum
Account Clerk	1255	1876
Accounting Technician	1344	2010
Adult Day Care Center Program Coordinator	1473	2196
Case Aide	1344	2196
Chemical Dependency Counselor	1640	2339
Child Health Aide	1075	1756
Child Support Officer (Administrative Process)	1756	2630
Child Support Officer I	1640	2339
Child Support Officer II	1756	2630
Collections Officer	1473	2196
Collection Services Supervisor I	1920	2996
Community Service Aide	1075	1756
Community Support Technician	1640	2339
Computer Operations Specialist	1255	1876
Coordinator of Aging	1756	2630
Crisis Center Resource Aide	1344	2010
Executive Assistant	1640	2339
Family Based Services Provider	1640	2339

Family Service Aide I	1255	1876
Family Service Aide II	1344	2010
Family Service Coordinator I	1473	2196
Family Service/Home Health Aide	1255	1876
Financial Assistance Specialist	1756	2630
Financial Worker	1440	2339
Home Health Aide	1255	1876
Home Health Aide Coordinator	1473	2196
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1920	2996
Housing Rehabilitation Specialist	1473	2196
Licensed Practical Nurse	1473	2196
Methods and Procedures Technician	1640	2339
Monitoring and Review Specialist	1473	2196
Public Health Aide	1075	1756
Senior Citizen's Aide	1255	1876
SILS Program Coordinator	1640	2339
Support and Collections Specialist	1756	2630
Support Enforcement Aide	1255	1876
Welfare Fraud Investigator	1756	2630

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

	Minimum	Maximum
Administrative Secretary	1344	2010
Clerk I	925	1504
Clerk II	1075	1756
Clerk III	1255	1876
Clerk-Typist I	1010	1640
Clerk-Typist II	1075	1756
Clerk-Typist III	1344	2010
Clerk-Steno	1075	1756
Data Entry Operator	1010	1640
Information Systems Specialist	1075	1756
Legal Secretary	1255	1876
Switchboard Operator	1010	1640

Subp. 10. **Maintenance and trades.** 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
Automobile/Van Driver	1010	1640
Bus Driver	1075	1756
Janitor	1075	1756
Maintenance Worker	1255	1876

APPROVED AS TO FORM AND LEGALITY

Jan 4 1993

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY _____
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

JAN 04 1993 3:50 pm

Joan Anderson Growe
Secretary of State

Stat Authority (Health)

256.012

The Commissioner of human services shall promulgate by rule personnel standards on a merit basis in accordance with federal standards on a merit basis in accordance with federal standards for a merit system of personnel administration for all employees of county boards engaged in the administration of community social services or income maintenance programs...

end of comment period November 25, 1992

Stat Authority 144.071 (Health)

The Commissioner may establish a merit system for employees of county or municipal health ~~Depart~~ departments or public health nursing services or health districts, and may promulgate rules governing the administration and operation thereof.

end of comment period November 25, 1992

Stat Authority 12.22

The governor shall have authority to establish rules in accordance with the law for the proper and efficient operation and administration of the civil defense program including methods relating to the establishment and maintenance of personnel standards on a merit system

end of comment period November 25, 1992

Official Notices

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Minnesota Comprehensive Health Association

Notice of Meeting of the Underwriting Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association (MCHA), Underwriting Committee will be held at 8:00 a.m. on Tuesday, July 28, 1992 at the Minnesota Comprehensive Health Association, 5775 Wayzata Boulevard, Suite 910, St. Louis Park, Minnesota.

For additional information please call Lynn Gruber at (612) 593-9609.

Minnesota Health Care Commission

Notice of Meeting of Commission

NOTICE IS HEREBY GIVEN of a meeting of the Minnesota Health Care Commission, to be held on Tuesday, August 4 from 5:30 p.m. to 9:00 p.m. and on Wednesday, August 5, from 8:30 a.m. to 5:00 p.m. at the Holiday Inn Metrodome Hotel, 1500 Washington Avenue South, Minneapolis, Minnesota. The Tuesday session will be a dinner meeting with an orientation presentation to the members of the Health Care Commission, summarizing the contents of the HealthRight Act. The Wednesday session is expected to include status reports from various state agencies and discussions about health care cost containment, the Commission's responsibilities, and regional coordinating boards.

For further information, please call (612) 623-5460.

Department of Human Services

Vacancy on the Medicaid Drug Utilization Review Board

The Minnesota Department of Human Services is seeking applications from Minnesotans interested in serving on the Medicaid Drug Utilization Review Board. The purpose of the Board is to advise the Department on the development, implementation, and assessment of a prospective and retrospective drug utilization review program. There is a opening on the 12-member board for a consumer representative. Members serve three year terms and volunteer their time and service to the board. The Department will reimburse members for mileage expenses, to and from board meetings. For more information, please contact Nancy McMorran, Supervisor, Pharmacy and Cost-based Clinic Policy, at (612) 296-8822, or send a letter of interest and a curriculum vitae to Nancy McMorran, Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155. Applications will be accepted until August 7, 1992.

Department of Human Services
Department of Health
Department of Public Safety

Notice of Intent to Solicit Outside Information or Opinions Regarding Proposed Merit System Rules Governing the Compensation Plan and Salary Adjustments and Increases

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 Merit System rules governing the compensation plan and salary adjustments and increases. The amendments to the rules are authorized by *Minnesota Statutes*, sections 256.012, 144.071 and 12.22, subd. 3, which permit the Merit System to establish rules to provide local and county appointing authorities with an effective system of personnel administration based on merit principles. The amendments would provide for salary adjustments for incumbents and adjustments to the various salary ranges in the Merit System compensation plan.

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:

Betty Carlson
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 Betty Carlson 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 July 1992

Betty Carlson
Merit System Supervisor

Department of Revenue

Appeals, Legal Services, and Criminal Investigation Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Franchise Tax Apportionment of Net Income; Determination of the Sales Factor From the Performance of Services

NOTICE IS HEREBY GIVEN that the State Department of Revenue is seeking information or opinions from sources outside the agency in preparing a rule governing Franchise Tax Apportionment of Net Income; Determination of the Sales Factor from the Performance of Services. The adoption of the rule is authorized by *Minnesota Statutes*, section 270.06, clause (13), which permits the agency to make, publish, and distribute rules for the administration and enforcement of state tax laws.

The State Department of Revenue requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Stephen K. Krenkel
Department of Revenue
Appeals, Legal Services, and Criminal Investigation Division
10 River Park Plaza
Mail Station 2220
St. Paul, MN 55146-2220

Oral statements will be received during regular business hours over the telephone at (612) 296-1902 Extension 135 and in person at the above address.

All statements of information and opinions shall be accepted until August 21, 1992. Any written material received by the State Department of Revenue 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.

Stephen E. Krenkel
Attorney

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

RECEIVED
DEC 18 1992
Office of the Attorney General
Government Services Section
Capitol Office Bldg., Suite 500
525 Park Street
Paul, MN

DATE: December 18, 1992

TO: Patricia Nolte
Attorney General's Office, Administrative Division

FROM: Betty Carlson Betty Carlson
Merit System Personnel Manager

SUBJECT: Review of a Rule Adopted Without a Public Hearing; Rules Relating to the Merit System, Minnesota Rules, parts 9575.0350, 9575.1500, 7520.0650, 7520.1000-1100, 4670.1320 and 4670.4210-4240.

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. (One comment was received during the comment period and one was received after the comment period. We have also enclosed the letter which was received after the comment period.)

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.

12. A copy of the cover letter to the LCRAR submitting a copy of the Statement of Need and Reasonableness as required under Minnesota Statutes, section 14.131.

If you have any questions on this submitted material, please call me at 282-2649.

RECEIVED

DEC 18 1992

Office of the Attorney General
Government Services Section
Capitol Office Bldg., Suite 500
525 Park Street
St. Paul, MN

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE NATALIE HAAS STEFFEN
COMMISSIONER OF HUMAN SERVICES

BEFORE MARLENE E. MARSCHALL
COMMISSIONER OF HEALTH

BEFORE ARNE CARLSON
GOVERNOR

IN THE MATTER OF THE PROPOSED ADOPTION OF

RULES OF THE MINNESOTA MERIT SYSTEM

GOVERNING THE COMPENSATION PLAN AND SALARY

ADJUSTMENTS AND INCREASES

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, health and public safety programs, it must establish and maintain a merit system for personnel administration. See, e.g. 42 USC §§ 4701-28.[1]

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[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 § 602(a)(5)]
Food Stamps [7 USC § 2020(e)(6)(B)]
Medical Assistance - "MA" [42 USC § 1396(a)(a)(4)(A)]
Aid to the Blind [42 USC § 1202(a)(5)(A)]
Aid to the Permanently and Totally Disabled [42 USC § 1352(a)(5)(A)]
State and Community Programs on Aging [42 USC § 3027(a)(4)]
Adoption Assistance and Foster Care [42 USC § 671(a)(5)]
Old-Age Assistance [42 USC § 302(a)(5)(A)]
Emergency Management Assistance [44 CFR § 302.4]

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. Accordingly, the State is under an affirmative obligation to insure that such monies are properly and efficiently expended in compliance with 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 § 900.603).

4. In conformance with 5 CFR Part 900, Subpart F, the Minnesota Legislature enacted sections 12.22 Subd. 3, 144.071 and 256.012 of Minnesota Statutes, 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".[2]

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 v. Fitzsimmons, 58 N.W.2d 882, 890 (1953). The court stated:

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[2] See also Minn. Stat. §§ 393.07 subdivisions 3 and 5, 256.01 subdivisions 4 and 5, and 256.011.

[3] Minn. R. 9575.0010-1580, 7520.0100-1200, and 4670.0100-4300.

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

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

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. §§ 179A.01-179A.25).

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 2.5 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, 1993. The amendment is necessary not only because it changes the recommended general salary adjustment percentage in these rule parts from that adopted for 1992 but also because there is a need to provide competitive salary adjustments in 1993 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 (TCCPI).

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 TCCPI. 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 personnel systems which are separate and apart from the Merit System.

The State of Minnesota has negotiated a contract with AFSCME Council 6 representing approximately 18,000 state employees providing across-the-board salary adjustments of 2% effective July 1, 1992, and another .5%

effective January 1, 1993. The state has also negotiated a contract with MAPE representing approximately 6,000 professional employees providing across-the-board adjustments of 1.25% effective July 1, 1992, and another 1.25% effective January 1, 1993. In addition, the state has negotiated a contract with supervisory employees (Middle Management Association) also providing for across-the-board adjustments of 2% effective July 1, 1992, and .5% on January 1, 1993. Several other jurisdictions have settled for 1993. Ramsey County has settled for 1% effective January 1, 1993 and another 2.5% effective July 1, 1993. Hennepin County has settled for 2.5% effective January 1, 1993 and Itasca County has settled for 4% in 1993 as part of a three year contract. Washington County has settled for 2% for 1993.

As indicated previously, proposed annual employee salary adjustments must also be based on the trends in the TCCPI. The United States Department of Labor's Bureau of Labor Statistics calculates changes in the index for all urban consumers (covering approximately 80% of the total population) twice a year. For the first half of 1991 to the first half of 1992, the index increased 3.2%. 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, 1991, to July 1992, the index increased 2.9%.

Given the information presently available regarding across-the-board salary adjustments agreed to by competing employees for 1992 and 1993 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 2.5% effective January 1, 1993, or on the beginning date of the first payroll period following January 1, 1993, for those agencies on a biweekly or four-week payroll period.

It should be emphasized that the recommended general salary adjustment of 2.5% 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 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 is that, under Merit System rules, Merit System compensation plan adjustments do not apply to employees in a formally recognized bargaining unit. There are 44 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, 4670.4200-4240 and 7520.1000-1100

Amendments proposed to these parts specifically recommend adjustments to the 1993 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, 1993. 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 Minnesota Statutes, sections 471.991-999 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 for competing employers such as the State of Minnesota and the counties of Hennepin, Ramsey, St. Louis, Beltrami, Dakota, 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 1993.

Proposed amendments to parts 9575.1500, 4670.4200-4240 and 7520.1000-1100 adjust the minimum and maximum salaries for most of the Merit System classes by 2.5%, 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 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 of the salary range adjustments made in part 9575.1500 exceed 2.5%. These adjustments relate to classes of positions where a 2.5% 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 2.5% to be proper. Subsequent to passage of Minnesota Statutes, sections 471.991-999, 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, over the past six years, the Merit System has

proposed and 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 to attain the statutorily-mandated requirement to establish equitable compensation relationships between all classes of positions. All of the proposed varying adjustments for 1993 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. §§ 471.991-999).

Minnesota Rules, part 9575.1500 includes the Department of Human Services Merit System compensation plan. The plan contains salary schedules for professional, support, clerical and maintenance and trades classes of positions. Adjustments proposed to minimum and maximum salaries for Human Services Merit System professional classifications are 2.5% with the following exceptions:

1. Office Services Supervisor, Child Support Officer I and Financial Assistance Specialist minimum salaries are adjusted approximately 7% and maximum salaries are adjusted 2.5%.

2. Financial Worker minimum and maximum salaries are adjusted approximately 10%.

The adjustments to the ranges for Office Services Supervisor and Child Support Officer I are made as part of the Merit System's continuing efforts to achieve pay equity. The adjustments to the ranges for Financial Worker and Financial Assistance Specialist result from a classification study of these positions completed in August, 1992 which revealed that their comparable work value had increased significantly.

Minnesota Rules, parts 4670.4200-4240 includes the Department of Health Merit System compensation plan. It contains salary schedules for professional, support, clerical and building maintenance classes of positions. The adjustment proposed to minimum and maximum salaries for all Health Merit System classes is 2.5%.

Minnesota Rules, parts 7520.1000-1100 includes the Emergency Services Merit System compensation plan. It contains salary schedules for professional and clerical classes of positions. The adjustment proposed to minimum and maximum salaries for all Emergency Services Merit System professional and clerical classes is 2.5%.

The foregoing 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.

Betty L. Carlson

Betty L. Carlson
Merit System Supervisor

Dated: 9/29/92

RECEIVED

DEC 18 1992

Office of the Attorney General
Government Services Section
Capitol Office Bldg. - Suite 500
525 Park Street
Paul, MN

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.

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. (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 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992, 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:

Betty Carlson
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 25, 1992.

(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: Betty Carlson, 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 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 7520.1000-1100 (the compensation plan) also provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

(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 upon request from Betty Carlson at the address and telephone number listed above.

(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. (15) 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 Betty Carlson at the address and telephone number listed above.

(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 Betty Carlson at the address above.

Dated: 9/30/92

Arne H. Carlson

ARNE H. CARLSON
Governor

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 Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 7520.0650 provides for a recommended salary adjustment of 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 7520.1000-1100 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/30/92

ARNE H. CARLSON
Governor

RECEIVED

DEC 18 1992

Office of the Attorney General
Government Services Section
Capitol Office Bldg., Suite 500
525 Park Street
Paul, MN

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.

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. (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 11, 1992 IN CONFERENCE ROOMS 5B AND 5C OF THE 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustments of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

(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 upon request from Betty Carlson at the address and telephone number above.

(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. (14) 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 Betty Carlson at the address and telephone number above.

(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 Betty Carlson at the address above.

Dated: 9/24/92

NATALIE HAAS STEFFEN
Commissioner

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 Rooms 5B and 5C at the Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138 telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustments of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012. 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 Betty Carlson, 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 Betty Carlson at the address above. 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 Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/29/92

NATALIE HAAS STEFFEN
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

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

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

(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.

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. (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 (8) 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 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

(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: Betty Carlson, 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 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

(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 upon request from Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address above.

Dated: 9/30/92

Marlene E. Marschall

MARLENE E. MARSCHALL
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

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

NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 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 4670.1320 provides for a recommended salary adjustment of 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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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Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/30/92

MARLENE E. MARSCHALL
Commissioner

Department of Human Services

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~2-1/4~~ 2-1/2 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

[For text of subps 4 and 5, see M.R.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1992~~ 1993.

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

	Minimum		Maximum	
Accountant	~~1873~~	1920	~~2923~~	2996
Accounting Supervisor	~~2235~~	2291	~~3651~~	3742
Administrative Assistant I	~~2338~~	2396	~~3996~~	4096
Administrative Assistant II	~~2733~~	2801	~~4273~~	4380
Administrative Assistant III	~~3120~~	3198	~~4655~~	4771
Adult Day Care Center Supervisor	~~1790~~	1835	~~2923~~	2996
Assistant Welfare Director	~~4179~~	4283	~~6205~~	6360
Chemical Dependency Coordinator	~~1873~~	1920	~~2923~~	2996
Collections and Accounting Unit Supervisor	~~1961~~	2010	~~3192~~	3272
Collection Services Supervisor II	~~1961~~	2010	~~3192~~	3272
Community Health Services Supervisor	~~2235~~	2291	~~3651~~	3742
Computer Programmer	~~1790~~	1835	~~2923~~	2996
Contract Services Representative	~~2047~~	2098	~~3341~~	3425
County Agency Social Worker (Licensing Specialist)	~~1790~~	1835	~~2923~~	2996
County Agency Social Worker	~~1873~~	1920	~~3192~~	3272
County Agency Social Worker (Child Protection Specialist)	~~1873~~	1920	~~3192~~	3272
County Agency Social Worker (MSW)	~~1961~~	2010	~~3192~~	3272
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1961~~	2010	~~3192~~	3272
Director of Business Management I	~~2733~~	2801	~~4273~~	4380
Director of Business Management II	~~3268~~	3350	~~4860~~	4982
Director of Financial Assistance	~~3268~~	3350	~~4860~~	4982
Director of Planning	~~3268~~	3350	~~4860~~	4982
Director of Public Health Nursing	~~2235~~	2291	~~3651~~	3742
Director of Social Services	~~3268~~	3350	~~4860~~	4982
Employment Guidance Counselor	~~1713~~	1756	~~2566~~	2630
Family Based Services Supervisor	~~1873~~	1920	~~2923~~	2996
Family Service Coordinator II	~~1713~~	1756	~~2566~~	2630
Financial Assistance Supervisor I	~~1961~~	2010	~~3192~~	3272
Financial Assistance Supervisor II	~~2235~~	2291	~~3651~~	3742
Financial Assistance Supervisor III	~~2338~~	2396	~~3996~~	4096
Fiscal Manager	~~2338~~	2396	~~3996~~	4096

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Fiscal Officer	~~1713~~	1756	~~2566~~	2630
Fiscal Supervisor I	~~1790~~	1835	~~2923~~	2996
Fiscal Supervisor II	~~2235~~	2291	~~3651~~	3742
Gerontology Counselor	~~1961~~	2010	~~3192~~	3272
Human Services Director III	~~3570~~	3659	~~5307~~	5440
Human Services Supervisor I	~~2338~~	2396	~~3996~~	4096
Human Services Supervisor II	~~3052~~	3128	~~4560~~	4674
Mental Health Program Manager	~~2733~~	2801	~~4273~~	4380
Mental Health Worker	~~2047~~	2098	~~3341~~	3425
Nutrition Project Assistant Director	~~1790~~	1835	~~2923~~	2996
Nutrition Project Director	~~2235~~	2291	~~3651~~	3742
Office Services Supervisor	~~1639~~	1756	~~2566~~	2630
Planner (Human Services)	~~2047~~	2098	~~3341~~	3425
Psychologist I	~~1961~~	2010	~~3192~~	3272
Psychologist II	~~2235~~	2291	~~3651~~	3742
Psychologist III	~~2983~~	3058	~~4273~~	4380
Public Health Educator	~~1873~~	1920	~~3192~~	3272
Public Health Nurse	~~1961~~	2010	~~3052~~	3128
Public Health Nurse (Team Leader)	~~2047~~	2098	~~3192~~	3272
Public Health Nursing Supervisor	~~2142~~	2196	~~3341~~	3425
Registered Dietician	~~1790~~	1835	~~2923~~	2996
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1873~~	1920	~~2923~~	2996
Sanitarian	~~1790~~	1835	~~2923~~	2996
Senior Staff Development Specialist	~~2235~~	2291	~~3651~~	3742
Social Services Supervisor I	~~2338~~	2396	~~3996~~	4096
Social Services Supervisor II	~~2675~~	2742	~~4368~~	4477
Social Services Supervisor III	~~3052~~	3128	~~4560~~	4674
Staff Development Specialist	~~1790~~	1835	~~2923~~	2996
Student Social Worker (Intern)	Rate proposed by appointing authority.			
Support Services and Accounting Supervisor	~~2047~~	2098	~~3341~~	3425
Support Services Supervisor	~~1873~~	1920	~~2923~~	2996
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.			
Volunteer Services Coordinator	~~1790~~	1835	~~2923~~	2996
Welfare Director I	~~2733~~	2801	~~4273~~	4380
Welfare Director II	~~3052~~	3128	~~4560~~	4674
Welfare Director III	~~3268~~	3350	~~4860~~	4982
Welfare Director IV	~~3570~~	3659	~~5307~~	5440
Welfare Director V	~~3814~~	3909	~~5672~~	5814
Welfare Director VI	~~4758~~	4877	~~6761~~	6930

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

	Minimum		Maximum	
Account Clerk	~~1224~~	1255	~~1830~~	1876
Accounting Technician	~~1311~~	1344	~~1961~~	2010
Adult Day Care Center Program Coordinator	~~1437~~	1473	~~2142~~	2196
Case Aide	~~1311~~	1344	~~2142~~	2196
Chemical Dependency Counselor	~~1600~~	1640	~~2282~~	2339
Child Health Aide	~~1049~~	1075	~~1713~~	1756
Child Support Officer (Administrative Process)	~~1713~~	1756	~~2566~~	2630
Child Support Officer I	~~1533~~	1640	~~2282~~	2339
Child Support Officer II	~~1713~~	1756	~~2566~~	2630
Collections Officer	~~1437~~	1473	~~2142~~	2196
Collection Services Supervisor I	~~1873~~	1920	~~2923~~	2996
Community Service Aide	~~1049~~	1075	~~1713~~	1756
Community Support Technician	~~1600~~	1640	~~2282~~	2339
Computer Operations Specialist	~~1224~~	1255	~~1830~~	1876
Coordinator of Aging	~~1713~~	1756	~~2566~~	2630
Crisis Center Resource Aide	~~1311~~	1344	~~1961~~	2010
Executive Assistant	~~1600~~	1640	~~2282~~	2339
Family Based Services Provider	~~1600~~	1640	~~2282~~	2339

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Family Service Aide I	~~1224~~ 1255	~~1830~~ 1876
Family Service Aide II	~~1311~~ 1344	~~1961~~ 2010
Family Service Coordinator I	~~1437~~ 1473	~~2142~~ 2196
Family Service/Home Health Aide	~~1224~~ 1255	~~1830~~ 1876
Financial Assistance Specialist	~~1639~~ 1756	~~2566~~ 2630
Financial Worker	~~1311~~ 1440	~~2142~~ 2339
Home Health Aide	~~1224~~ 1255	~~1830~~ 1876
Home Health Aide Coordinator	~~1437~~ 1473	~~2142~~ 2196
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	~~1873~~ 1920	~~2923~~ 2996
Housing Rehabilitation Specialist	~~1437~~ 1473	~~2142~~ 2196
Licensed Practical Nurse	~~1437~~ 1473	~~2142~~ 2196
Methods and Procedures Technician	~~1600~~ 1640	~~2282~~ 2339
Monitoring and Review Specialist	~~1437~~ 1473	~~2142~~ 2196
Public Health Aide	~~1049~~ 1075	~~1713~~ 1756
Senior Citizen's Aide	~~1224~~ 1255	~~1830~~ 1876
SILS Program Coordinator	~~1600~~ 1640	~~2282~~ 2339
Support and Collections Specialist	~~1713~~ 1756	~~2566~~ 2630
Support Enforcement Aide	~~1224~~ 1255	~~1830~~ 1876
Welfare Fraud Investigator	~~1713~~ 1756	~~2566~~ 2630

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

	Minimum	Maximum
Administrative Secretary	~~1311~~ 1344	~~1961~~ 2010
Clerk I	~~902~~ 925	~~1467~~ 1504
Clerk II	~~1049~~ 1075	~~1713~~ 1756
Clerk III	~~1224~~ 1255	~~1830~~ 1876
Clerk-Typist I	~~985~~ 1010	~~1600~~ 1640
Clerk-Typist II	~~1049~~ 1075	~~1713~~ 1756
Clerk-Typist III	~~1311~~ 1344	~~1961~~ 2010
Clerk-Steno	~~1049~~ 1075	~~1713~~ 1756
Data Entry Operator	~~985~~ 1010	~~1600~~ 1640
Information Systems Specialist	~~1049~~ 1075	~~1713~~ 1756
Legal Secretary	~~1224~~ 1255	~~1830~~ 1876
Switchboard Operator	~~985~~ 1010	~~1600~~ 1640

Subp. 10. **Maintenance and trades.** 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~~ Automobile/Van Driver	~~985~~ 1010	~~1600~~ 1640
Bus Driver	~~1049~~ 1075	~~1713~~ 1756
Janitor	~~1049~~ 1075	~~1713~~ 1756
Maintenance Worker	~~1224~~ 1255	~~1830~~ 1876

Approved by Revisor _____

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

Craig E. Lindeke
Senior 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 ~~2-1/4~~ 2-1/2 percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, ~~1992~~ 1993.

Subpart 1. **Plan.**

	Minimum		Maximum	
Assistant Director of Environmental Health	~~2338~~	2396	~~3651~~	3742
Director of Environmental Health	~~2675~~	2742	~~4179~~	4283
Director of Public Health Nursing	~~2235~~	2291	~~3651~~	3742
Public Health Educator	~~1873~~	1920	~~3192~~	3272
Public Health Nurse	~~1961~~	2010	~~3052~~	3128
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1873~~	1920	~~2923~~	2996
Sanitarian	~~1790~~	1835	~~2923~~	2996

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan.**

	Minimum		Maximum	
Bookkeeper	~~1280~~	1312	~~2000~~	2050
Home Health Aide	~~1224~~	1255	~~1830~~	1876
Home Health Aide Coordinator	~~1437~~	1473	~~2142~~	2196
Inspector	~~1437~~	1473	~~2142~~	2196
Licensed Practical Nurse	~~1437~~	1473	~~2142~~	2196
Public Health Aide	~~1049~~	1075	~~1713~~	1756

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan.**

	Minimum		Maximum	
Clerk I	~~902~~	925	~~1467~~	1504
Clerk II	~~1049~~	1075	~~1713~~	1756
Clerk III	~~1224~~	1255	~~1830~~	1876
Clerk-Typist I	985	1010	~~1600~~	1640
Clerk-Typist II	~~1049~~	1075	~~1713~~	1756
Clerk-Typist III	~~1311~~	1344	~~1961~~	2010
Clerk-Steno	~~1049~~	1075	~~1713~~	1756
Switchboard Operator	985	1010	~~1600~~	1640

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

[For text of subpart 1, see M.R.]

Approved by Revisor

Subp. 2. **Shift differential; janitors.**

	Minimum	Maximum
Janitor	~~1049~~ 1075	~~1713~~ 1756

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

Craig E. Lindeke
Senior Assistant Revisor

Department of Public Safety

Proposed Permanent Rules Relating to Merit System

Rules as Proposed

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~2-1/4~~ 2-1/2 percent for employees on the professional and clerical salary schedules.

[For text of subps 4 and 5, see M.R.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1992~~ 1993; PROFESSIONAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Administrative Officer Assistant	~~1873~~ 1920	~~2799~~ 2869
Emergency Management Director	~~1713~~ 1756	~~2566~~ 2630
Communications Officer	~~1639~~ 1680	~~2446~~ 2507
Operations Officer	~~1873~~ 1920	~~2799~~ 2869
Public Information Officer	~~1873~~ 1920	~~2799~~ 2869
Radiological Officer	~~1639~~ 1680	~~2446~~ 2507
Safety Services Coordinator	~~1873~~ 1920	~~2799~~ 2869

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1992~~ 1993; CLERICAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Clerk I	~~902~~ 925	~~1467~~ 1504
Clerk II	~~1049~~ 1075	~~1713~~ 1756
Clerk III	~~1224~~ 1255	~~1830~~ 1876
Clerk-Typist I	~~985~~ 1010	~~1600~~ 1640
Clerk-Typist II	~~1049~~ 1075	~~1713~~ 1756
Clerk-Typist III	~~1311~~ 1344	~~1961~~ 2010
Clerk-Steno	~~1049~~ 1075	~~1713~~ 1756

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

Craig E. Lindeke
Senior Assistant Revisor

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of Department of Human Services Rules Governing the Compensation Plan, Minnesota Rules, Parts 9575.0350 and 9575.1500

CERTIFICATE OF MAILING LIST

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 21st day of October, 1992.

Joyce Pederson

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of State Department of Human Services Rules Governing the Compensation Plan, Minnesota Rules, Parts 9575.0350 and 9575.1500

AFFIDAVIT OF MAILING

Joyce Pederson, being first duly sworn, deposes and says:

That on the 21st day of October, 1992, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notices by depositing in the State of Minnesota Central Mail System for first class mailing, a copy thereof, properly enveloped, with postage prepaid, to all persons and associations who have requested that their names be placed on file with the Department of Human Services for the purpose of receiving notice of hearing by this Department.

Joyce Pederson

Subscribed and sworn to before me

this 21 day of October, 1992

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES SEPTEMBER 26, 1996

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 11, 1992 IN CONFERENCE ROOMS 5B AND 5C OF THE 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustments of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available upon request from Betty Carlson at the address and telephone number above.

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 Betty Carlson at the address and telephone number above.

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 Betty Carlson at the address above.

Dated: 9/29/92

NATALIE HAAS STEFFEN
Commissioner

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 Rooms 5B and 5C at the Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138 telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustments of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012. 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 Betty Carlson, 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 Betty Carlson at the address above. 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 Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/29/92

NATALIE HAAS STEFFEN
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND INCREASES

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 20 day of October, 1992.

Christine R. Barton

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND INCREASES (MINNESOTA RULES PARTS 4670.1320 AND 4670.4210-4240).

AFFIDAVIT OF MAILING

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

That on the 21st day of October, 1992, 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 21st day of October, 1992

Heather E. Nugent

HEATHER E. NUGENT
NOTARY PUBLIC - MINNESOTA
WASHINGTON COUNTY
My commission expires 1-18-94

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

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

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

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

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

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, section 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON DECEMBER 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 upon request from Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address above.

Dated: 9/30/92

Marlene E. Marschall

MARLENE E. MARSCHALL
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

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

NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 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 4670.1320 provides for a recommended salary adjustment of 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/30/92

MARLENE E. MARSCHALL
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND INCREASES

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 20 day of October, 1992.

Joan Lundberg

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND INCREASES (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 21st day of October, 1992, 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 21st day of October, 1992

Heather E. Nugent

HEATHER E. NUGENT
NOTARY PUBLIC - MINNESOTA
WASHINGTON COUNTY
My commission expires 1-18-94

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 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992, 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 7520.1000-1100 (the compensation plan) also provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 upon request from Betty Carlson at the address and telephone number listed above.

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 Betty Carlson at the address and telephone number listed above.

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 Betty Carlson at the address above.

Dated: 9/30/92

ARNE H. CARLSON
Governor

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 Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 7520.0650 provides for a recommended salary adjustment of 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 7520.1000-1100 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/30/92

ARNE H. CARLSON
Governor

RECEIVED

DEC 18 1992

Office of the Attorney General
Government Services Section
Capitol Office Bldg., Suite 500
525 Park Street
Paul, MN

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

In the Matter of the Proposed Adoption of State Department of Human Services Rules Governing the Compensation Plan, Minnesota Rules, Parts 9575.0350 and 9575.1500

AFFIDAVIT OF ADDITIONAL MAILING

Joyce Pederson, being first duly sworn, deposes and says:

That on the 21st day of October, 1992, 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
- The 80 Chairpersons of County Boards under the Merit System
- 18 county agency personnel directors & administrative staff
- 8 unions and affirmative action director
- 3 Merit System Council Members

Joyce Pederson

Subscribed and sworn to before me
this 21 day of October, 1992

Margaret Holt

MARGARET HOLT
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES SEPTEMBER 26, 1996

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 11, 1992 IN CONFERENCE ROOMS 5B AND 5C OF THE 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustments of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available upon request from Betty Carlson at the address and telephone number above.

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 Betty Carlson at the address and telephone number above.

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 Betty Carlson at the address above.

Dated: 9/29/92

NATALIE HAAS STEFFEN
Commissioner

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 Rooms 5B and 5C at the Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138 telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustments of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in Minnesota Statutes, section 256.012. 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 Betty Carlson, 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 Betty Carlson at the address above. 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 Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/29/92

NATALIE HAAS STEFFEN
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND INCREASES (MINNESOTA RULES PARTS 4670.1320 AND 4670.4210-4240).

AFFIDAVIT OF ADDITIONAL MAILING

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

That on the 21st day of October, 1992, 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 21st day of October, 1992
Heather E. Nugent

HEATHER E. NUGENT
NOTARY PUBLIC - MINNESOTA
WASHINGTON COUNTY
My commission expires 1-18-94

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

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

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

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

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

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, section 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON DECEMBER 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 upon request from Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address above.

Dated: 9/30/92

Marlene E. Marschall

MARLENE E. MARSCHALL
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

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

NOTICE OF HEARING AND NOTICE OF INTENT TO CANCEL HEARING IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held in Conference Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 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 4670.1320 provides for a recommended salary adjustment of 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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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Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/30/92

MARLENE E. MARSCHALL
Commissioner

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

IN THE MATTER OF THE PROPOSED AMENDMENTS TO EXISTING RULES GOVERNING THE COMPENSATION PLAN AND SALARY ADJUSTMENTS AND INCREASES, (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 21st day of October, 1992, 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 21st day of October, 1992

Heather E. Nugent

HEATHER E. NUGENT
NOTARY PUBLIC - MINNESOTA
WASHINGTON COUNTY
My commission expires 1-18-94

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 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992, 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:

Betty Carlson
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 25, 1992.

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: Betty Carlson, 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 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 7520.1000-1100 (the compensation plan) also provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 upon request from Betty Carlson at the address and telephone number listed above.

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 Betty Carlson at the address and telephone number listed above.

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 Betty Carlson at the address above.

Dated: 9/30/92

ARNE H. CARLSON
Governor

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 Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 7520.0650 provides for a recommended salary adjustment of 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 7520.1000-1100 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 9/30/92

ARNE H. CARLSON
Governor

4655.9070 HOUSEKEEPING RULES APPLICABLE ONLY TO NURSING HOMES.

[For text of subpart 1, see M.R.]

Subp. 2. ~~Disposal~~ **Management of special waste.** ~~Materials or waste such as dressings or disposable pads which are infectious or suspected of presenting a potential health hazard shall be collected in a manner which will prevent transmission of disease. and shall be incinerated. If regular waste or refuse is not incinerated. infectious waste shall be collected separately in special bags to indicate their content. Needles and similar medical single-use items shall be destroyed before disposal. unless incinerated.~~ Infectious waste and pathological waste as defined in *Minnesota Statutes*, section 116.76, must be managed according to *Minnesota Statutes*, sections 116.76 to 116.83, and parts 4622.0100 to 4622.1200.

[For text of subp 3, see M.R.]

4675.2205 INFECTIOUS WASTE AND PATHOLOGICAL WASTE.

Infectious waste and pathological waste as defined in *Minnesota Statutes*, section 116.76, must be managed according to *Minnesota Statutes*, sections 116.76 to 116.83 and 145.1621 and parts 4622.0100 to 4622.1200.

REPEALER. *Minnesota Rules*, parts 4675.2200, 4675.2300, 4675.2400, 4675.2500, and 4675.2600, are repealed.

Department of Human Services

Proposed Permanent Rules Relating to Merit System

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

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

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

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, section 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON DECEMBER 11, 1992, IN CONFERENCE ROOMS 5B AND 5C OF THE 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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

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

A free copy of this rule is available upon request for your review from: Betty Carlson, 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 a Merit System of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustment of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

A STATEMENT OF NEED AND REASONABLENESS that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available upon request from Betty Carlson at the address and telephone number above.

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 Betty Carlson at the address and telephone number above.

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 Betty Carlson at the address above.

Dated: 30 September 1992

Natalie Haas Steffen
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 Rooms 5B and 5C at the Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138 telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 of Personnel Administration (5 CFR Part 900).

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 2.5% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 9575.1500 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for most of the classes covered by the Merit System. The proposed revisions to part 9575.1500 also provide for adjustment of varying amounts to the minimum and maximum salaries for a few of the classifications. These varying adjustments have been proposed to correct compensation inequities based upon comparable work value.

The agency's authority to adopt the proposed rules is contained in *Minnesota Statutes*, section 256.012. 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 Betty Carlson, Minnesota 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 Betty Carlson at the address above. 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 Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, (612) 296-5148.

Dated: 29 September 1992

Natalie Haas Steffen
Commissioner

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.

Rules as Proposed

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~2-1/4~~ 2-1/2 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

[For text of subps 4 and 5, see M.R.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES. ~~1992~~ 1993.

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

	Minimum	Maximum
Accountant	~~1873~~ 1920	~~2923~~ 2996
Accounting Supervisor	~~2235~~ 2291	~~3651~~ 3742
Administrative Assistant I	~~2338~~ 2396	~~3996~~ 4096
Administrative Assistant II	~~2733~~ 2801	~~4273~~ 4380
Administrative Assistant III	~~3120~~ 3198	~~4655~~ 4771
Adult Day Care Center Supervisor	~~1790~~ 1835	~~2923~~ 2996
Assistant Welfare Director	~~4179~~ 4283	~~6205~~ 6360
Chemical Dependency Coordinator	~~1873~~ 1920	~~2923~~ 2996
Collections and Accounting Unit Supervisor	~~1961~~ 2010	~~3192~~ 3272
Collection Services Supervisor II	~~1961~~ 2010	~~3192~~ 3272
Community Health Services Supervisor	~~2235~~ 2291	~~3651~~ 3742
Computer Programmer	~~1790~~ 1835	~~2923~~ 2996
Contract Services Representative	~~2047~~ 2098	~~3341~~ 3425
County Agency Social Worker (Licensing Specialist)	~~1790~~ 1835	~~2923~~ 2996
County Agency Social Worker	~~1873~~ 1920	~~3192~~ 3272
County Agency Social Worker (Child Protection Specialist)	~~1873~~ 1920	~~3192~~ 3272
County Agency Social Worker (MSW)	~~1961~~ 2010	~~3192~~ 3272
County Agency Social Worker (MSW) (Child Protection Specialist)	~~1961~~ 2010	~~3192~~ 3272
Director of Business Management I	~~2733~~ 2801	~~4273~~ 4380
Director of Business Management II	~~3268~~ 3350	~~4860~~ 4982
Director of Financial Assistance	~~3268~~ 3350	~~4860~~ 4982
Director of Planning	~~3268~~ 3350	~~4860~~ 4982
Director of Public Health Nursing	~~2235~~ 2291	~~3651~~ 3742
Director of Social Services	~~3268~~ 3350	~~4860~~ 4982
Employment Guidance Counselor	~~1713~~ 1756	~~2566~~ 2630
Family Based Services Supervisor	~~1873~~ 1920	~~2923~~ 2996
Family Service Coordinator II	~~1713~~ 1756	~~2566~~ 2630
Financial Assistance Supervisor I	~~1961~~ 2010	~~3192~~ 3272
Financial Assistance Supervisor II	~~2235~~ 2291	~~3651~~ 3742
Financial Assistance Supervisor III	~~2338~~ 2396	~~3996~~ 4096
Fiscal Manager	~~2338~~ 2396	~~3996~~ 4096
Fiscal Officer	~~1713~~ 1756	~~2566~~ 2630
Fiscal Supervisor I	~~1790~~ 1835	~~2923~~ 2996
Fiscal Supervisor II	~~2235~~ 2291	~~3651~~ 3742
Gerontology Counselor	~~1961~~ 2010	~~3192~~ 3272
Human Services Director III	~~3570~~ 3659	~~5307~~ 5440
Human Services Supervisor I	~~2338~~ 2396	~~3996~~ 4096
Human Services Supervisor II	~~3052~~ 3128	~~4560~~ 4674
Mental Health Program Manager	~~2733~~ 2801	~~4273~~ 4380
Mental Health Worker	~~2047~~ 2098	~~3341~~ 3425
Nutrition Project Assistant Director	~~1790~~ 1835	~~2923~~ 2996
Nutrition Project Director	~~2235~~ 2291	~~3651~~ 3742
Office Services Supervisor	~~1639~~ 1756	~~2566~~ 2630
Planner (Human Services)	~~2047~~ 2098	~~3341~~ 3425

	Minimum	Maximum
Psychologist I	~~1961~~ 2010	~~3192~~ 3272
Psychologist II	~~2235~~ 2291	~~3651~~ 3742
Psychologist III	~~2983~~ 3058	~~4273~~ 4380
Public Health Educator	~~1873~~ 1920	~~3192~~ 3272
Public Health Nurse	~~1961~~ 2010	~~3052~~ 3128
Public Health Nurse (Team Leader)	~~2047~~ 2098	~~3192~~ 3272
Public Health Nursing Supervisor	~~2142~~ 2196	~~3341~~ 3425
Registered Dietician	~~1790~~ 1835	~~2923~~ 2996
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1873~~ 1920	~~2923~~ 2996
Sanitarian	~~1790~~ 1835	~~2923~~ 2996
Senior Staff Development Specialist	~~2235~~ 2291	~~3651~~ 3742
Social Services Supervisor I	~~2338~~ 2396	~~3996~~ 4096
Social Services Supervisor II	~~2675~~ 2742	~~4368~~ 4477
Social Services Supervisor III	~~3052~~ 3128	~~4560~~ 4674
Staff Development Specialist	~~1790~~ 1835	~~2923~~ 2996
Student Social Worker (Intern) Rate proposed by appointing authority.		
Support Services and Accounting Supervisor	~~2047~~ 2098	~~3341~~ 3425
Support Services Supervisor	~~1873~~ 1920	~~2923~~ 2996
Trainee Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.		
Volunteer Services Coordinator	~~1790~~ 1835	~~2923~~ 2996
Welfare Director I	~~2733~~ 2801	~~4273~~ 4380
Welfare Director II	~~3052~~ 3128	~~4560~~ 4674
Welfare Director III	~~3268~~ 3350	~~4860~~ 4982
Welfare Director IV	~~3570~~ 3659	~~5307~~ 5440
Welfare Director V	~~3814~~ 3909 ~~5672~~ 5814	
Welfare Director VI	~~4758~~ 4877	~~6761~~ 6930

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

	Minimum	Maximum
Account Clerk	~~1224~~ 1255	~~1830~~ 1876
Accounting Technician	~~1311~~ 1344	~~1961~~ 2010
Adult Day Care Center Program Coordinator	~~1437~~ 1473	~~2142~~ 2196
Case Aide	~~1311~~ 1344	~~2142~~ 2196
Chemical Dependency Counselor	~~1600~~ 1640	~~2282~~ 2339
Child Health Aide	~~1049~~ 1075	~~1713~~ 1756
Child Support Officer	~~1713~~ 1756	~~2566~~ 2630
(Administrative Process) Child Support Officer I	~~1533~~ 1640	~~2282~~ 2339
Child Support Officer II	~~1713~~ 1756	~~2566~~ 2630
Collections Officer	~~1437~~ 1473	~~2142~~ 2196
Collection Services Supervisor I	~~1873~~ 1920	~~2923~~ 2996
Community Service Aide	~~1049~~ 1075	~~1713~~ 1756
Community Support Technician	~~1600~~ 1640	~~2282~~ 2339
Computer Operations Specialist	~~1224~~ 1255	~~1830~~ 1876
Coordinator of Aging	~~1713~~ 1756	~~2566~~ 2630
Crisis Center Resource Aide	~~1311~~ 1344	~~1961~~ 2010
Executive Assistant	~~1600~~ 1640	~~2282~~ 2339

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

		Minimum	Maximum
Family Based Services Provider		~~1600~~ 1640	~~2282~~ 2339
Family Service Aide I		~~1224~~ 1255	~~1830~~ 1876
Family Service Aide II		~~1311~~ 1344	~~1961~~ 2010
Family Service Coordinator I		~~1437~~ 1473	~~2142~~ 2196
Family Service/Home Health Aide		~~1224~~ 1255	~~1830~~ 1876
Financial Assistance Specialist		~~1639~~ 1756	~~2566~~ 2630
Financial Worker		~~1311~~ 1440	~~2142~~ 2339
Home Health Aide		~~1224~~ 1255	~~1830~~ 1876
Home Health Aide Coordinator		~~1437~~ 1473	~~2142~~ 2196
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.		
Housing Coordinator		~~1873~~ 1920	~~2923~~ 2996
Housing Rehabilitation Specialist		~~1437~~ 1473	~~2142~~ 2196
Licensed Practical Nurse		~~1437~~ 1473	~~2142~~ 2196
Methods and Procedures Technician		~~1600~~ 1640	~~2282~~ 2339
Monitoring and Review Specialist		~~1437~~ 1473	~~2142~~ 2196
Public Health Aide		~~1049~~ 1075	~~1713~~ 1756
Senior Citizen's Aide		~~1224~~ 1255	~~1830~~ 1876
SILS Program Coordinator		~~1600~~ 1640	~~2282~~ 2339
Support and Collections Specialist		~~1713~~ 1756	~~2566~~ 2630
Support Enforcement Aide		~~1224~~ 1255	~~1830~~ 1876
Welfare Fraud Investigator		~~1713~~ 1756	~~2566~~ 2630

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

	Minimum	Maximum
Administrative Secretary	~~1311~~ 1344	~~1961~~ 2010
Clerk I	~~902~~ 925	~~1467~~ 1504
Clerk II	~~1049~~ 1075	~~1713~~ 1756
Clerk III	~~1224~~ 1255	~~1830~~ 1876
Clerk-Typist I	~~985~~ 1010	~~1600~~ 1640
Clerk-Typist II	~~1049~~ 1075	~~1713~~ 1756
Clerk-Typist III	~~1311~~ 1344	~~1961~~ 2010
Clerk-Steno	~~1049~~ 1075	~~1713~~ 1756
Data Entry Operator	~~985~~ 1010	~~1600~~ 1640
Information Systems Specialist	~~1049~~ 1075	~~1713~~ 1756
Legal Secretary	~~1224~~ 1255	~~1830~~ 1876
Switchboard Operator	~~985~~ 1010	~~1600~~ 1640

Subp. 10. **Maintenance and trades.** 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~~ Automobile/Van Driver	~~985~~ 1010	~~1600~~ 1640
Bus Driver	~~1049~~ 1075	~~1713~~ 1756
Janitor	~~1049~~ 1075	~~1713~~ 1756
Maintenance Worker	~~1224~~ 1255	~~1830~~ 1876

(7) provider reimbursement arrangements; and

(8) other systems, procedures, or administrative requirements used by the health maintenance organization that affect delivery of care.

[For text of item C, see M.R.]

4685.3300 PERIODIC FILINGS.

[For text of subps 1a to 8, see M.R.]

Subp. 9. **Service area expansion.** The filing of a request to expand a service area must be accompanied by sufficient supporting documentation including the following:

[For text of items A to G, see M.R.]

H. any other information relating to documentation of service area, facility, and personnel availability and accessibility to allow a determination of compliance with part ~~4685.1000~~ 4685.1010.

[For text of subps 10 to 11, see M.R.]

REPEALER. *Minnesota Rules*, parts 4685.0100, subpart 8a; and 4685.1000, are repealed.

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 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992 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:

Betty Carlson
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 25, 1992.

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

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

A free copy of this rule is available upon request for your review from: Betty Carlson, 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 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address or telephone number listed above.

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 Betty Carlson at the address above.

Dated: 30 September 1992

Marlene E. Marschall
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 Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 Minnesoata Merit System between November 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the

final day. 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*, sections 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 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 4670.1320 provides for a recommended salary adjustment of 2.5% 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, to be effective January 1, 1993.

Proposed revisions to 4670.4200-4240 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 30 September 1992

Marlene E. Marschall
Commissioner

Rules as Proposed

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is ~~2-1/4~~ 2-1/2 percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

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.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, ~~1992~~ 1993.

Subpart 1. **Plan.**

	Minimum	Maximum
Assistant Director of Environmental Health	~~2338~~ 2396	~~3651~~ 3742
Director of Environmental Health	~~2675~~ 2742	~~4179~~ 4283
Director of Public Health Nursing	~~2235~~ 2291	~~3651~~ 3742
Public Health Educator	~~1873~~ 1920	~~3192~~ 3272
Public Health Nurse	~~1961~~ 2010	~~3052~~ 3128
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	~~1873~~ 1920	~~2923~~ 2996
Sanitarian	~~1790~~ 1835	~~2923~~ 2996

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. **Plan.**

	Minimum	**Maximum**
Bookkeeper	~~1280~~ 1312	~~2000~~ 2050
Home Health Aide	~~1224~~ 1255	~~1830~~ 1876
Home Health Aide Coordinator	~~1437~~ 1473	~~2142~~ 2196
Inspector	~~1437~~ 1473	~~2142~~ 2196
Licensed Practical Nurse	~~1437~~ 1473	~~2142~~ 2196
Public Health Aide	~~1049~~ 1075	~~1713~~ 1756

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. **Plan.**

	Minimum	**Maximum**
Clerk I	~~902~~ 925	~~1467~~ 1504
Clerk II	~~1049~~ 1075	~~1713~~ 1756
Clerk III	~~1224~~ 1255	~~1830~~ 1876
Clerk-Typist I	~~985~~ 1010	~~1600~~ 1640
Clerk-Typist II	~~1049~~ 1075	~~1713~~ 1756
Clerk-Typist III	~~1311~~ 1344	~~1961~~ 2010
Clerk-Steno	~~1049~~ 1075	~~1713~~ 1756
Switchboard Operator	~~985~~ 1010	~~1600~~ 1640

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

[For text of subpart 1, see M.R.]

Subp. 2. **Shift differential; janitors.**

	Minimum	**Maximum**
Janitor	~~1049~~ 1075	~~1713~~ 1756

Department of Health

Proposed Permanent Rules Relating to Infectious Waste

Notice of Intent to Adopt Rules Without a Public Hearing, Notice of Intent to Adopt Rules With a Public Hearing if 25 or More Persons Request a Hearing, and Notice of Intent to Cancel Hearing on the Proposed Rules if Fewer Than 25 Persons Request a Hearing

I

EXPLANATION OF ALTERNATIVE NOTICES

The Minnesota Department of Health (hereinafter "Department") hereby proposes to adopt rules without a public hearing under the rulemaking procedure of *Minnesota Statutes*, sections 14.22 to 14.28. However, if 25 or more persons request a hearing on the proposed rules, one will be held according to *Minnesota Statutes*, section 14.25. To expedite the rulemaking process should that occur,

Department of Public Safety

Proposed Permanent Rules Relating to Merit System

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

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

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

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, section 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON DECEMBER 11, 1992, IN CONFERENCE ROOMS 5B AND 5C, 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 26, 1992 and December 10, 1992, 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:

Betty Carlson
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 25, 1992.

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

A free copy of this rule is available upon request for your review from: Betty Carlson, 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 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to part 7520.1000-1100 (the compensation plan) also provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 upon

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.

request from Betty Carlson at the address and telephone number listed above.

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 requirments of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Betty Carlson at the address and telephone number listed above.

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 Betty Carlson at the address above.

Dated: 30 September 1992

Arne H. Carlson
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 Rooms 5B and 5C, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155 on December 11, 1992, 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 CANCELED 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 Minnesota Merit System between November 26, 1992 and December 10, 1992 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 Steve M. Mihalchick, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 349-2544, 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. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 five business days to respond in writing to any new information submitted during the comment period. During the five-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 five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. 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 2.5% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans, to be effective January 1, 1993.

Proposed revisions to 7520.1000-1100 (the compensation plan) provide for an adjustment of 2.5% to the minimum and maximum salaries for classes covered by the Merit System, effective January 1, 1993.

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 Betty Carlson, 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 Betty Carlson at the address above.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Betty Carlson at the address or telephone number listed above.

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.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (612) 296-5148.

Dated: 30 September 1992

Arne H. Carlson
Governor

Rules as Proposed

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~2-1/4~~ 2-1/2 percent for employees on the professional and clerical salary schedules

[For text of subps 4 and 5, see M.R.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1992~~ 1993; PROFESSIONAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Administrative Officer	~~1873~~ 1920	~~2799~~ 2869
Assistant Emergency Management Director	~~1713~~ 1756	~~2566~~ 2630
Communications Officer	~~1639~~ 1680	~~2446~~ 2507
Operations Officer	~~1873~~ 1920	~~2799~~ 2869
Public Information Officer	~~1873~~ 1920	~~2799~~ 2869
Radiological Officer	~~1639~~ 1680	~~2446~~ 2507
Safety Services Coordinator	~~1873~~ 1920	~~2799~~ 2869

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1992~~ 1993; CLERICAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Clerk I	~~902~~ 925	~~1467~~ 1504
Clerk II	~~1049~~ 1075	~~1713~~ 1756

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

	Minimum	Maximum
Clerk III	~~1224~~ 1255	~~1830~~ 1876
Clerk-Typist I	~~985~~ 1010	~~1600~~ 1640
Clerk-Typist II	~~1049~~ 1075	~~1713~~ 1756
Clerk-Typist III	~~1311~~ 1344	~~1961~~ 2010
Clerk-Steno	~~1049~~ 1075	~~1713~~ 1756

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

Department of Agriculture

Adopted Permanent Rules Relating to Advocate Fees

The rules proposed and published at *State Register*, Volume 17, Number 4, pages 133-134, July 27, 1992 (17 SR 133), are adopted as proposed.

Department of Human Services

Adopted Permanent Rules Relating to State Grants for Mental Health Services

The rules proposed and published at *State Register*, Volume 17, Number 3, pages 88-95, July 20, 1992 (17 SR 88), are adopted with the following modifications:

Rules as Adopted

9535.1725 DISTRIBUTION FORMULA.

At or before the beginning of the grant period, the commissioner shall use the formulas in items A to F to distribute grants under parts 9535.1700 to 9535.1760 to county boards whose grant applications meet the requirements in parts 9535.1700 to 9535.1760.

D. If the appropriations under this part are decreased from the appropriations for the preceding year, then the per-county allocations in item A must be decreased in the same proportion as the decrease in the appropriation and must not be adjusted to reflect new data of the state demographer.

Errata

Department of Commerce

Proposed Permanent Rules Relating to Real Estate Appraiser Licensing and Education

Correction to Notice of Intent to Adopt Rules Without a Public Hearing

The Notice of Intent to Adopt Rules without a Public Hearing on the above-referenced rules, appearing in the *State Register* on Monday 12 October 1992, Vol. 17, No. 15, page 741, incorrectly listed the end of the comment period as October 19, 1992. Consequently, the comment period has been extended to 5:00 p.m. on November 25, 1992. Questions may be addressed to Donna M. Watz at 297-1118.

In the Matter of the Adoption of the Rules of the Departments of Human Services, Health and Public Safety Governing the Compensation Plan and Salary Adjustments and Increases

DECLARATION OF COUNSEL

I, Robert V. Sauer, 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.

Dated: 18 December 1992

Robert V. Sauer

ROBERT V. SAUER
Special Assistant Attorney General

RECEIVED
DEC 18 1992
Office of the Attorney General
Government Services Section
Capitol Office Bldg. Suite 500
525 Park Street
Paul, MN

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

October 21, 1992

Ms. Maryanne Hruby
Executive Director, LCRAR
55 State Office Building
St. Paul, Minnesota 55155

Dear Ms. Hruby:

Pursuant to Minnesota Statutes, section 14.131, enclosed is a statement of need and reasonableness relating to proposed adoption of rules of the Minnesota Merit System Governing the Compensation Plan and Salary Adjustments and Increases.

If you have any questions on the statement of need and reasonableness, please do not hesitate to contact me at 612/296-3996.

Sincerely,

Betty Carlson

Betty Carlson
Minnesota Merit System

Encl.

RECEIVED
DEC 18 1992
Office of the Attorney General
Government Services Section
Capitol Office Bldg., Suite 500
525 Park Street
Paul, MN

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

(1) Notice of the Governor's intent to adopt the above-entitled rule was published in the State Register on October 26, 1992 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 21, 1992. (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.

No submissions or comments on the rule were received by the agency. (6) No requests for notice of submission to the Attorney General were received by the agency. (7)

Based on the comments and evidence in the record before the agency, I find the following:

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

NOW, THEREFORE, IT IS ORDERED that the rules identified as Minnesota Rules, parts 7520.0650 and 7520.1000-1100 are adopted this 15th day of December, 1992, pursuant to authority vested in me by Minnesota Statutes, section 12.22, subd. 3.

(9)

ARNE H. CARLSON
GOVERNOR

RECEIVED

DEC 18 1992

Office of the Attorney General
Government Services Section
Capitol Office Bldg. Suite 500
525 Park Street
Paul, MN

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 and Increases (Minnesota Rules, parts 9575.0350 and 9575.1500)	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT A PUBLIC HEARING

(1) Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on October 26, 1992 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 21, 1992. (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 written requests for hearing within the 30-day comment period were received.

No requests for notice of submission to the Attorney General were received by the agency. (7)

Based on the comments and evidence in the record before the agency, I find the following:

(8) John Beau Lac, Director of the Kittson County Welfare Department, opposed the amendments to Minnesota Rules, part 9575.1500, which propose an increase of approximately 10% to the minimum salary of the Financial Worker range. The primary reason for opposition was that the county is required to have a pay equity plan which includes all county employees and that the current Merit System recommendation for minimum salary would place the Kittson County Financial Workers at higher salary steps as compared to other employees with more years of service who may have the same rank within the county's classification scheme.

The Department carefully considered the above comments. Under the Local Government Pay Equity Act (Minnesota Statutes, §§ 471.991-999), the Merit System has an obligation to ensure equitable compensation relationships between all classes of positions. The Merit System compensation plan rule amendments concerning the minimum and maximum salaries for Financial Worker resulted from a classification study of the Financial Worker positions which was completed in August, 1992. This study was undertaken because the responsibilities of Financial Workers had substantially changed since the implementation of MAXIS, the automated system of

determining eligibility of clients for the various public assistance programs. The Merit System conducted the study of Financial Worker positions using the Hay method of job evaluation. The Hay method of job evaluation measures know-how, problem-solving, accountability and working conditions. The results of the study revealed that the level of problem-solving and accountability had increased in these positions, and, as a result, the total number of job evaluation points for the Financial Worker classification increased.

The increase in job evaluation points was significant enough to warrant an increase in the salary range for Financial Worker. The Department proposes to implement the increase over the next two to three years to minimize the cost to counties. The proposed revisions to Minnesota Rules, part 9575.1500 provide for an increase of approximately 10% in the minimum and maximum salaries for Financial Worker to be effective in January, 1993. However, the only mandated cost to counties involves the adjustment of salaries to the 1993 proposed minimum rates for those employees not covered by collective bargaining agreements and whose salary rates of pay are below the 1993 proposed minimums for their classifications. An agency may adopt a different adjustment from that recommended by the Merit System as long as the non-union employees are at least paid at or above the minimum and at or below the maximum rates of pay for their classifications. Within the social services agency in Kittson County, there are only three Financial Workers who would be affected by the proposed rule amendments. For these three employees, the Merit System compensation plan rules require only that their salaries be adjusted to the minimum of the 1993 salary range for Financial Worker.

Additionally, the Department reviewed Financial Worker salaries in other jurisdictions, including Ramsey, Hennepin, Dakota, Anoka, Beltrami, Blue Earth, Itasca, Scott, Washington, St. Louis, and Olmsted Counties. The results of this survey revealed that the Merit System minimum and maximum salaries were considerably lower than those of the majority of the other jurisdictions. Therefore, the Department declines to modify the rule.

I hereby conclude that:

The above-captioned rules are needed and reasonable. (9)

NOW, THEREFORE, IT IS ORDERED that the rules identified as Minnesota Rules, parts 9575.0350 and 9575.1500, are adopted this 17th day of December, 1992, pursuant to authority vested in me by Minnesota Statutes, section 256.012. (10)

for NATALIE HAAS STEFFEN
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 Increases (Minnesota Rules, parts 4670.1320 and 4670.4210-4240).

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

(1) Notice of the Commissioner's intent to adopt the above-entitled rule was published in the State Register on October 26, 1992 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 21, 1992. (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:

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

(9) NOW, THEREFORE, IT IS ORDERED that the rules identified as Minnesota Rules, parts 4670.1320 and 4670.4210-4240 are adopted this 8th day of December, 1992, pursuant to authority vested in me by Minnesota Statutes, section 144.071.

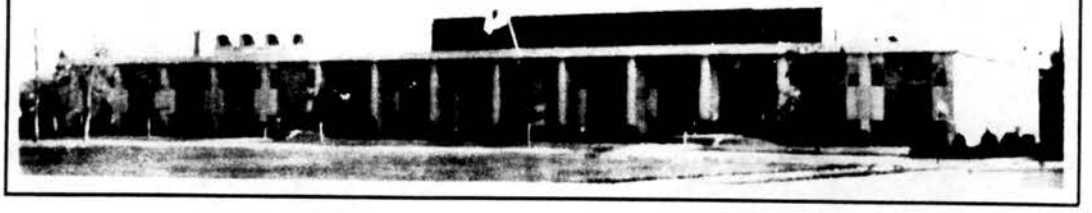
Marlene E. Marschall

MARLENE E. MARSCHALL
COMMISSIONER

Kittson County

Hallock, Minnesota 56728

WELFARE/SOCIAL SERVICES DEPARTMENT



September 16, 1992

Minnesota Merit System
Betty Carlson, Supervisor
Department of Human Services
444 Lafayette Road
St. Paul, Mn 55101-3822

Re: Financial Worker Increases

Dear Ms. Carlson:

At our regular scheduled Welfare Board meeting held on Tuesday, September 15, 1992 your Memorandum dated August 31, 1992 was shared. Many questions evolved as a result of this sharing and the Welfare Board desires to obtain explanations to the following questions:

1. The Welfare Department is subject to the Merit System policies and compensation plan, yet the Minnesota legislature passes a law requiring the Counties to do Comparable Worth studies. How and why is the Department expected to operate under both requirements?

2. If Kittson County wanted to "opt out" of the Merit System, what provisions, departments, etc. would be required for the County to formalize to do so?

3. If Kittson County does not pay the minimum wage for Financial Workers, what is the penalty?

4. The current recommendation for minimum salaries for Financial Workers will place these individuals of same ranking (B-22, 23. etc. within the Courthouse) at advanced salary steps as compared to others who may have the same rank/classification with more years of service. How can this be adequately addressed and corrected?

Up until Comparable Worth came about, the County Welfare Board had followed Merit System guidelines, but with the inception of Comparable Worth, now finds following both quite cumbersome!!! To say the least - it is very upsetting.

Is it possible for the County to set up its own Personnel Department? If a Personnel Department were established, does it then govern "all" agencies and/or departments within the County or would it be only for the Welfare/Social Services Department?

Needless to say there is great dissatisfaction with your recent memo. Would you please respond with supporting documentation and/or statutes.

Sincerely,

KITTSON COUNTY WELFARE/
SOCIAL SERVICES

John R. Beau Lac
Director

JRB/sc

cc: Randal Swenson
Carol Johnson
Charlie Lindberg
Joe Bouvette
Jim Wollin
Jennie Pearson
Marjorie Oistad

MEMORANDUM

MINNESOTA MERIT SYSTEM

DATE: October 5, 1992

TO: John Beau Lac, Director
Kittson County Welfare Dept.

FROM: Betty Carlson
Merit System Supervisor

SUBJECT: Financial Worker Salary Adjustment

I have received your letter of September 16, 1992. Before I answer your questions, I thought it might be good to give you a brief explanation of why the Merit System exists and what we do.

The Social Security Act of 1935, amended in 1939, required Minnesota (and all other states) to establish a merit system of personnel administration as a condition of eligibility to receive federal grant-in-aid funds for its income maintenance and social services programs. As you know, in Minnesota, we have a state supervised and county administered public welfare and social service program, the federal money flowing through the state to the counties.

The Merit System is responsible for providing a personnel management program to 77 counties (covering 3,100 employees). We are not dissimilar from other merit or civil service systems in the state such as the state Dept. of Employee Relations and the county personnel systems in some of the larger counties like Hennepin, Ramsey and Dakota. Because there are federal merit system principles and practices which must be followed, we do have a monitoring function. We do establish some standards which we expect agencies to comply with, but we also allow for considerable flexibility by appointing authorities in the local administration of the personnel program. We also provide many services to county social services agencies and we like to place emphasis on our service function rather than our monitoring function. We believe that county agency management and county boards are our primary customers (besides the taxpayer). Our basic purpose is to provide you with a personnel management program that is in compliance with federal standards so that your federal money is not placed in jeopardy.

Some of our services include the development of job-related examinations that conform to APA Guidelines and the Uniform Guidelines on Employee Selection Procedures, testing of job applicants and establishment of eligible registers for your use, providing a classification system and compensation plan, and providing consultative services to county managers and supervisors on rules, relevant statutes, and legal opinions. To perform all of these functions on your own would be very costly (considering the size of your county).

Responses to your specific questions follow:

1. The Local Government Pay Equity Act requires that both counties as well as the Merit System ensure that there be equitable compensation relationships between their various classes of positions. Your county, obviously, is looking at relationships between all county positions when it is establishing salaries. We are looking at relationships between all Merit System classes in the counties covered by the Merit System. We have attempted to establish salary ranges which are fairly broad so that counties can be in compliance with both the Local Government Pay Equity Act and our rules. In fact, as you recall, we used to have three pay plans (A, B, and C) from which counties could choose. A couple of years ago, we combined all three plans to form a single salary range for each classification. The resulting salary plan provides for very broad ranges of, in many cases, 10-12 steps.

2. You can't really "opt out" of having a merit system if you wish to continue to receive federal funding. Either you are covered by the rules that are promulgated by our office, or you must develop your own merit system. In other words, if the motivation for establishing your own system is to get out of doing something you are now required to do, you should know that you will need to establish the same types of standards and rules currently provided by our office. There is a process established for developing your own merit system. The County Personnel Act (Minnesota Statutes, section 375.56-375.71) provides a framework for establishing your own personnel system. Beyond those requirements, there are federal guidelines and requirements that must be met.

Probably the most important question which you should ask is whether the benefits of having a formal merit system outweigh the additional costs involved in establishing and maintaining the system. You should also take into account that with the personnel system comes increased responsibility and accountability for one's actions and consequences of actions. Particularly in the testing and selection area, there has been an increase in litigation the past few years. That is why

jurisdictions need to hire qualified staff to develop the examination processes.

3. You asked what the penalty would be for not paying the minimum Financial Worker wage. The Merit System rules provide the penalties for noncompliance with the rules. I am enclosing the rule for your review. A common penalty for noncompliance would be the withholding of federal administrative reimbursement.

4. One way of addressing the problem of new employees being placed at advanced salary steps as compared with other more senior workers would be to also make adjustments to the senior workers' salaries. I realize that this is probably not realistic from a cost standpoint. I know that many counties will merely be raising employees to the new minimum--many will not be able to afford raising everyone so that they remain on the same step and/or so that a reasonable salary "differential" is maintained between new and senior workers. I applaud you for being sensitive to this. However, I should tell you that at the Financial Worker conference, I did inform the financial workers that the only requirement of Merit System was that employees not covered by collective bargaining agreements be paid within our minimum and maximum salaries for their classification--that we did not mandate that if they were currently on step 7 of the range, that they continue on step 7 next year. I emphasized this point more than once as I was concerned that there might be some incorrect assumptions and expectations.

Our salary recommendations were based on our recent study of the Financial Worker positions. It was apparent to our job evaluation committee that there were some fairly significant changes to the job since MAXIS. If your county job evaluation committee has not re-examined this classification recently, it perhaps should given what we found as a result of our study. You might find a similar result. The job may be classified at a higher level within your county--which would solve the problem you mention of the comparison to county jobs outside of social services.

Many other counties that have their own personnel systems have studied the Financial Worker classification and have, as a result, increased salary ranges. (Some of them have not studied the jobs yet--like Ramsey County--but their salaries are high to begin with.) I am enclosing a salary survey which we conducted of other jurisdictions. You'll see that the Merit System salaries are very low (particularly at the minimum) when compared to other jurisdictions. Granted, many of these jurisdictions are in the metropolitan area, but not all of them are. I was particularly disturbed when I found that Blue Earth and Scott Counties were paying over $300 a month more at the minimum.

I hope I have adequately responded to your questions. I do want you to know that I am sensitive to the issues you raise and in fact, we are implementing the increase to the minimum salary over the next two to three years to minimize the costs to counties.

Please don't hesitate to give me a call should you wish to discuss this further or should you have any other questions.

Enclosures

personnel management under the jurisdiction of appointing authorities except duly appointed or elected members of these boards, all employees of institutions, sanatoria, and hospitals under the jurisdiction of such boards, and the director of community social services. These rules shall be applicable to such positions until such time as the counties adopt and maintain rules affecting classification and compensation, examination, and certification of eligibles and other personnel standards acceptable to the commissioner.
SA: MS s 256.012

9575.0070 VIOLATIONS.

Subpart 1. **By employees.** Violations of any of the provisions of chapter 9575 by an employee in the service shall be considered sufficient cause for the dismissal of that employee.

Subp. 2. **By an appointing authority.** Violations of chapter 9575 by an appointing authority shall be brought to the attention of the appointing authority by the supervisor. The notice shall include remedial measures necessary to correct past violations and to ensure future compliance. If the appointing authority refuses to take corrective action, the supervisor shall inform the commissioner who shall deny or suspend payment of all or part of state and federal administrative reimbursement funds, suspend services from the merit system, or require that other corrective action be taken.

Subp. 3. **Appeals.** An appointing authority may appeal any denial or suspension of administrative reimbursement to the merit system council which shall, after a review of the record available to the commissioner, make its recommendation to the commissioner. The commissioner's decision shall be final.
SA: MS s 256.012

9575.0080 POLITICAL ACTIVITY.

Subpart 1. **Prohibitions.** No employee shall use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.

No employee shall directly coerce, attempt to coerce, command, or advise a merit system employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

No employee shall be a candidate in a partisan election for any public office or for any political party office which is obtained through a partisan election.

Subp. 2. **Federal restrictions.** An employee continues to be covered by the Federal Hatch Act restrictions including all restrictions listed in subparts 1 to 3 while on annual leave, sick leave, leave without pay, or administrative leave. Any employee shall resign from the service upon filing as a

MINNESOTA MERIT SYSTEM
SALARY SURVEY: 1992

	FIN WKER		FIN SPEC		FIN SUP I	
	MIN	MAX	MIN	MAX	MIN	MAX
MERIT SYSTEM	1311	2142	1639	2566	1961	3192
ITASCA	1830	2482			2719	3653
% DIFF	39.59%	15.87%			38.65%	14.44%
SCOTT	1633	2195	1847	2484	2364	3179
% DIFF	24.56%	2.47%	12.69%	-3.20%	20.55%	-0.41%
WASHINGTON	1690	1977	1780	2083	2346	2745
% DIFF	28.91%	-7.70%	8.60%	-18.82%	19.63%	-14.00%
OLMSTED	1675	2431	1764	2560	2307	3460
% DIFF	27.77%	13.49%	7.63%	-0.23%	17.64%	8.40%
BLUE EARTH	1616	2048	1676	2123	2238	2836
% DIFF	23.26%	-4.39%	2.26%	-17.26%	14.13%	-11.15%
DAKOTA *	1601	2175	1828	2529	2550	3700
% DIFF	22.12%	1.54%	11.53%	-1.44%	30.04%	15.91%
HENNEPIN	1546	1937	1810	2556	2303	3244
% DIFF	17.93%	-9.57%	10.43%	-0.39%	17.44%	1.63%
RAMSEY	1852	2265	2270	2863	2469	3107
% DIFF	41.27%	5.74%	38.50%	11.57%	25.91%	-2.66%
ST. LOUIS	1602	1848				
% DIFF	22.20%	-13.73%				
ANOKA	1662	2492	1662	2492	2223	3334
% DIFF	26.77%	16.34%	1.40%	-2.88%	13.36%	4.45%
BELTRAMI	1327	1552	1422	1664	1729	2154
% DIFF	1.22%	-27.54%	-13.24%	-35.15%	-11.83%	-32.52%
MEANS	1639	2127	1784	2373	2325	3141

* 1991 SALARY RANGE

RECEIVED
DEC 18 1992
Office of the ... Legislative Reference
Government Services Section
Capitol Office Bldg. Suite 500
525 Park Street
Paul, MN

Rock County Family Service Agency

P.O. Box 219
Luverne, Minnesota 56156-0219
(507) 283-9507

November 30, 1992

Betty Carlson
Minnesota Merit System
Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3822

Dear Ms. Carlson:

This letter is being written in response to your proposed changes in the salary range for financial workers effective January 1, 1993.

We appreciate the Merit System's need to periodically review the appropriate classifications of employees. We also want you to be aware, however, that every time you significantly reclassify positions, you affect the comparable worth plans of the county.

As I'm sure you are aware, the counties spend several thousands of dollars on consultants fees to help them develop comparable worth plans. Oftentimes we feel frustrated about these plans when another personnel system imposes what appears to be conflicting conclusions.

This happened to us a couple of years ago when the Coordinator of Aging position was significantly upgraded. We thought we had the position appropriately classified in our county pay plan, but ended up having to make several steps adjustment.

Your consideration of this problem for the counties is appreciated.

Sincerely

Jane Wildung

Jane Wildung, Chairman
Rock County Welfare Board

CO/dt

DEC 07 1992

An Equal Opportunity Employer

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

December 14, 1992

Jane Wildung, Chairperson
Rock County Welfare Board
Rock County Family Service Agency
P.O. Box 219
Luverne, Minnesota 56156-0219

Dear Commissioner Wildung:

Thank you for your letter of November 30 concerning the 1993 proposed changes to the salary range for Financial Worker.

I am very sympathetic to your county's efforts to ensure compliance with the Local Government Pay Equity Act. We, too, have had to comply with the requirements of this law. (The Local Government Pay Equity Act requires that both counties as well as the Merit System ensure that there be equitable compensation relationships between their various classes of positions.)

Your county is attempting to establish equitable compensation relationships between all county positions when it is establishing salaries. We are attempting to establish equity between all Merit System classes in the counties covered by the Merit System. Under the Federal Merit System Standards (5 CFR Part 900), we also are obligated to ensure that there is adequate and equitable compensation. We have, over the past few years, attempted to establish salary ranges which are fairly broad so that counties can be in compliance with both the Local Government Pay Equity Act and our rules. In fact, we used to have three pay plans from which counties could choose. A couple of years ago, we combined all three plans to form a single salary range for each classification. The resulting salary plan provides for very broad ranges of, in many cases, 10-12 steps.

As you know, our specific salary recommendations were based upon a recent classification study of the Financial Worker positions. It was apparent to our job evaluation committee that there were some fairly significant changes to the job since the installation of MAXIS. If your county job evaluation committee has not re-examined the Financial Worker classification since MAXIS, it perhaps should given what we found as a result of our study. I am enclosing a copy of a memo which we sent to all county social services directors explaining the results of the study and some of the issues that our job evaluation committee discussed. Perhaps you have already seen this, but if not, I think that you might find it

helpful in understanding the rationale behind our recommendations for the Financial Worker classification.

As a second step in the study, we conducted a labor market survey of other counties that have their own personnel systems. Many of these other jurisdictions have conducted a study of the Financial Worker classification and have increased salary ranges as a result. (Some of them have not studied the jobs yet--like Ramsey County--but their salaries are high already.) I am enclosing the salary survey of other jurisdictions. You'll see that the Merit System salaries are quite low (particularly at the minimum) when compared to other jurisdictions. Many of these other jurisdictions are in the metropolitan area, but not all. I was particularly disturbed when I found that Blue Earth and Scott Counties were paying over $300 a month more than we were at the minimum. We also have seen increased turnover and frequent movement of Financial Workers from counties with lower salary ranges to counties with higher salary ranges. A couple of months ago, Fillmore County lost two Financial Workers to Olmsted County. That represented almost half of their income maintenance unit. Most recently, in your region, Nobles County lost a Financial Worker to Cottonwood County. A well-trained Financial Worker is becoming quite a "commodity" and if we don't keep competitive with the market, I'm afraid that many of the small counties covered by the Merit System may experience devastatingly high levels of turnover.

In reviewing the salaries of your current staff, it appears that all Financial Workers in your agency are within the 1993 Merit System proposed salary range for this position. As a result, there is no mandated cost to you which results from the implementation of our rules. The only mandated cost to counties involves the adjustment of salaries to the 1993 proposed minimum rates for those employees not covered by collective bargaining agreements and whose salary rates of pay are below the 1993 proposed minimums for their classifications. An agency may adopt a different adjustment from that recommended by the Merit System as long as the non-union employees are at least paid at or above the minimum and at or below the maximum rates of pay for their classifications.

I would be most willing to discuss this with you and answer any questions which you might have. Please feel free to give me a call at 612-282-2649 should you like to talk further.

Sincerely,

Betty Carlson

Betty Carlson
Merit System Supervisor

Enclosures

MEMORANDUM

MINNESOTA MERIT SYSTEM

DATE: August 31, 1992

TO: County Social Services/Human Services Agencies
ATTENTION: DIRECTOR

FROM: Betty Carlson
Merit System Supervisor

SUBJECT: Study of Income Maintenance Positions

We have completed the study of income maintenance positions. At this time, I am providing you with a summary of the changes in the classification structure and compensation levels for these positions. Please provide a copy of this memo to your Financial Assistance Supervisor and/or other key staff who should be made aware of the upcoming changes. (We have attached an extra copy of the memo for your convenience.) I will be attending the Minnesota Financial Worker and Case Aide Association Conference in September and sharing this information with them.

The purpose of the study was threefold: to clarify the classification criteria for the Financial Worker classification as compared to the Financial Assistance Specialist classification, to determine the need for any new classifications within the Financial Worker/Supervisor series, and to determine the appropriate compensation level of the various classifications.

The study involved the following steps:

1. A review of all position descriptions which were submitted to our office as a result of our request of March 30, 1992;

2. Grouping of jobs according to their similarity on such factors as functions performed, number of programs, size of county agency, scope of authority and amount of independence;

3. Selection of a representative group of positions from several counties for evaluation;

4. Presentations before the job evaluation committee by incumbents and supervisors from those counties selected (staff from the Family Self-Sufficiency Administration also made presentations to the committee); and

5. Evaluation of the group of positions using the Hay method of job evaluation, which measures the factors of know-how, problem-solving, accountability and working conditions.

From the review of all of the position descriptions, we found that in the majority of counties, workers are responsible for performing intake and ongoing case maintenance in all programs (except long term care). In these counties, the long term care caseload is maintained by a Financial Worker who specializes in this area.

A few counties have retained their intake units. In these agencies, the intake worker is responsible for intake in multiple programs and the ongoing worker is responsible for case maintenance in multiple programs. However, the worker responsible for ongoing case maintenance also does intake for any additional programs for which the client subsequently becomes eligible.

There are several counties where employees have indicated that they are performing "lead work" functions. These individuals are often responsible for training new workers, assigning work to other staff, assisting in hiring new staff and evaluating performance, and usually are responsible for a smaller caseload than the other staff. Some counties have staff members who serve as resource persons to other staff because of their extensive program knowledge or knowledge of MAXIS. These positions often do not include responsibilities for assigning work, assisting in the hiring process, training or evaluating performance.

A number of issues with respect to the Financial Worker and Financial Assistance Specialist classifications were discussed by the committee. Among them were:

1. The degree to which MAXIS had changed the level of knowledge required to do the work;

2. How intake and on-going case maintenance had changed since the introduction of the CAF and how those changes had affected the level of the knowledge required to do the job;

3. How the level of knowledge of a long term care Financial Worker differs from that of a Financial Worker working with other programs;

4. How the difficulty of the problems solved by Financial Workers had changed since MAXIS; and

5. How the level of accountability and responsibility for work done had changed since MAXIS.

The results of the job evaluations support a continued two-tier classification scheme in the Financial Worker/Specialist series. A summary of the findings follows:

FINANCIAL WORKER The last time the Financial Worker classification was evaluated was in 1985. At that time, there were several counties with multiple program workers who were responsible for both intake and ongoing case maintenance. The previous job evaluation rating assigned the Financial Worker classification took into account knowledge of multiple programs with responsibility for initial intake and case maintenance functions. The job evaluation committee felt that the level of program and policy knowledge had not changed significantly since the installation of MAXIS. Financial Workers still need the same level of program knowledge that they previously did to perform their job. However, the MAXIS system does add some degree of complexity to the jobs. Additionally, because of the CAF, Financial Workers now more frequently have clients who apply for, or are on, more than one assistance program. This makes it essential that workers know how the standards for the various programs differ. It was fairly obvious to the committee that the degree of problem solving and accountability has increased since MAXIS. Workers are presented with new and different types of problems to solve because of MAXIS. The accountability level of their jobs has increased since they are now responsible for issuing checks. As a result of these changes to the job, the total number of job evaluation points for the Financial Worker classification has increased.

The following types of positions received the same number of job evaluation points and, as a result, will be classified as Financial Workers:

--Positions responsible for intake and ongoing case maintenance in all programs (can either include or not include long term care cases).

--Positions responsible for asset assessment, intake and ongoing case maintenance for long term care cases.

--Positions responsible for ongoing case maintenance in multiple programs.

--Positions responsible for intake in multiple programs.

--Positions responsible for any of the aforementioned functions and for which there is a requirement that the employee be bilingual (in counties where a significant number of clients served do not speak English).

The major change here is the inclusion of intake workers into the Financial Worker classification (rather than the Financial Assistance Specialist classification). While there was considerable discussion among the job evaluation committee members as to whether intake required a higher level of knowledge, most of the subject matter experts from the participating counties indicated that for both intake and ongoing case maintenance, individuals needed the same level of program and policy knowledge. It was conceded that while the intake function perhaps required a higher level of interviewing skills, ongoing case maintenance required a higher level of MAXIS skills, thus making the level of knowledge to do both types of jobs equal.

There was much discussion about the long term care caseloads and whether the "asset assessment" function performed by these Financial Workers requires a higher level of knowledge. Again, the testimony of many of the subject matter experts confirmed that the level of knowledge required to do asset assessments was offset by the fact that the long term care workers are specialized in one program and that ongoing case maintenance in long term care is not as difficult as it is for the multiple program workers.

FINANCIAL ASSISTANCE SPECIALIST The committee felt that the Financial Assistance Specialist positions which involved lead work functions still required a higher level of knowledge than the Financial Worker positions. MAXIS had not significantly changed the level of knowledge required for these jobs. Advanced program/policy knowledge as well as training skills continue to be essential. However, like the Financial Worker class, the Specialist class received an increase in the problem-solving and accountability ratings.

The job evaluation committee members expressed the opinion that appropriate lead work functions include assisting in hiring other staff, training new staff, providing input into performance evaluations, with additional responsibility for carrying a small caseload. There are staff in some counties who, because of their tenure with the agency and extensive program or MAXIS knowledge, have as part of their role the responsibility for acting as a resource to other staff. These positions will most likely be classified at the Financial Worker level if they do not include a significant number of appropriate lead work functions. The percentage of time spent in lead work functions will be a factor which we will take into consideration when making a classification decision.

FINANCIAL ASSISTANCE SUPERVISOR I, II, and III It was the general consensus of those participating in the study, as well as of the committee members, that these jobs had not been directly affected by MAXIS. As a result, the existing allocation criteria and job evaluation points assigned each of the classifications in the Financial Assistance Supervisor series were found to be appropriate.

With the increase in job evaluation points for Financial Worker, there will be a significant increase to the minimum salary for Financial Worker. We will be implementing this increase over the next two to three years to minimize the cost to counties. The increase in the job evaluation points for the Financial Assistance Specialist classification does not result in a large salary increase (an additional one step at the minimum salary). For January 1, 1993, we are proposing the following salary ranges for the Financial Worker and Financial Assistance Specialist classifications:

Financial Worker	$1440-$2339/month
Financial Asst. Spec.	$1756-$2630/month

As part of this study, we did collect salary information from other jurisdictions and would be willing to make this available to you. The current 1992 Merit System minimum salary of $1311/month for Financial Worker is among the lowest of all of the jurisdictions.

Individual position descriptions from your agency will be returned to you within the next month or two. At that time, we will be addressing any problems or positions which are improperly classified.

Please do not hesitate to contact our office should you have any questions. Thank you for your participation and assistance in this study.

MINNESOTA MERIT SYSTEM
SALARY SURVEY: 1992

	FIN WKER		FIN SPEC		FIN SUP I	
	MIN	MAX	MIN	MAX	MIN	MAX
MERIT SYSTEM	1311	2142	1639	2566	1961	3192
ITASCA	1830	2482			2719	3653
% DIFF	39.59%	15.87%			38.65%	14.44%
SCOTT	1633	2195	1847	2484	2364	3179
% DIFF	24.56%	2.47%	12.69%	-3.20%	20.55%	-0.41%
WASHINGTON	1690	1977	1780	2083	2346	2745
% DIFF	28.91%	-7.70%	8.60%	-18.82%	19.63%	-14.00%
OLMSTED	1675	2431	1764	2560	2307	3460
% DIFF	27.77%	13.49%	7.63%	-0.23%	17.64%	8.40%
BLUE EARTH	1616	2048	1676	2123	2238	2836
% DIFF	23.26%	-4.39%	2.26%	-17.26%	14.13%	-11.15%
DAKOTA *	1601	2175	1828	2529	2550	3700
% DIFF	22.12%	1.54%	11.53%	-1.44%	30.04%	15.91%
HENNEPIN	1546	1937	1810	2556	2303	3244
% DIFF	17.93%	-9.57%	10.43%	-0.39%	17.44%	1.63%
RAMSEY	1852	2265	2270	2863	2469	3107
% DIFF	41.27%	5.74%	38.50%	11.57%	25.91%	-2.66%
ST. LOUIS	1602	1848				
% DIFF	22.20%	-13.73%				
ANOKA	1662	2492	1662	2492	2223	3334
% DIFF	26.77%	16.34%	1.40%	-2.88%	13.36%	4.45%
BELTRAMI	1327	1552	1422	1664	1729	2154
% DIFF	1.22%	-27.54%	-13.24%	-35.15%	-11.83%	-32.52%
MEANS	1639	2127	1784	2373	2325	3141

* 1991 SALARY RANGE

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