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State of Minnesota

HOUSE OF REPRESENTATIVES

NINETIETH SESSION

H. F. No. 3076

02/26/2018 Authored by Sandstede; Metsa; Murphy, M.; Ecklund and Olson
The bill was read for the first time and referred to the Committee on Government Operations and Elections Policy

1.1 A bill for an act
1.2 relating to local government; amending the St. Louis County Civil Service
1.3 Commission; making technical changes; removing obsolete language; amending
1.4 Minnesota Statutes 2016, sections 383C.031; 383C.032; 383C.033; 383C.034;
1.5 383C.035; 383C.037; 383C.038; 383C.039; 383C.04; 383C.041; 383C.042;
1.6 383C.043; 383C.044; 383C.045; 383C.046; 383C.048; 383C.05; 383C.051;
1.7 383C.055; 383C.056; proposing coding for new law in Minnesota Statutes, chapter
1.8 383C; repealing Minnesota Statutes 2016, sections 383C.036; 383C.047; 383C.049;
1.9 383C.052; 383C.053; 383C.059.

1.10 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.11 Section 1. Minnesota Statutes 2016, section 383C.031, is amended to read:

1.12 383C.031 COMMISSIONERS; APPOINTMENT; QUALIFICATIONS.

1.13 Within 30 days after a majority of the voters of the county voting upon said question
1.14 elect to come within the provisions of sections 383C.03 to 383C.059, the board of county
1.15 commissioners shall by majority vote, appoint three persons as county civil service
1.16 commissioners to serve for designated terms of one for two years, one for four years, and
1.17 one for six years. Each alternate year thereafter the board of county commissioners shall
1.18 appoint one person as successor for the county civil service commissioner whose term shall
1.19 expire, to serve six years. Any vacancies shall be filled by the board of county commissioners
1.20 for the unexpired term. No person shall be appointed or shall act as a member of the county
1.21 civil service commission at any time while holding any public office or while standing as
1.22 a candidate for any public office, notary public excepted, or any public employment or
1.23 position in a political party within the two years immediately preceding appointment. Each
1.24 member of said commission shall be a resident in the county and on becoming a nonresident,
1.25 thereby forfeits the office. Within 15 days after appointment, each commissioner shall

2.1 qualify by subscribing to an oath for the faithful discharge of duties and file said oath with
 2.2 said court administrator of the district court and such oath shall include a statement of belief
 2.3 in and desire to support the principles of the merit system. If an appointee fails to so qualify,
 2.4 another shall be named. Each commissioner shall hold office until a successor has been
 2.5 appointed and qualified, except in case a commissioner shall stand as a candidate for elective
 2.6 public office, whereupon the filing of candidacy thereby automatically results in forfeiture
 2.7 of the office. The county civil service commission shall organize by electing one of its
 2.8 members as presiding officer and the ~~civil service~~ human resources director hereinafter
 2.9 provided shall serve as secretary.

2.10 Sec. 2. Minnesota Statutes 2016, section 383C.032, is amended to read:

2.11 **383C.032 APPOINTMENT OF ~~CIVIL SERVICE~~ HUMAN RESOURCES**
 2.12 **DIRECTOR.**

2.13 The county board of commissioners shall appoint a ~~civil service~~ human resources director.
 2.14 The ~~civil service~~ human resources director shall be in the unclassified service.

2.15 Sec. 3. Minnesota Statutes 2016, section 383C.033, is amended to read:

2.16 **383C.033 MEETINGS; RECORDS; RULES AND REGULATIONS.**

2.17 Members of the county civil service commission shall hold regular meetings at least
 2.18 once each month and may hold such additional meetings as may be required in the proper
 2.19 discharge of their duties. Meetings of the commission shall be open to the public. The
 2.20 commission shall keep records and minutes of its business and official actions and such
 2.21 records and minutes shall be public records open to public inspection, subject to such rules
 2.22 as to hours and conditions of inspection as the commission may establish. It shall be the
 2.23 duty of the county civil service commission as a body:

2.24 (a) After public hearing to adopt such rules and regulations for the administration of
 2.25 sections 383C.03 to 383C.059, such classification and compensation plans for the classified
 2.26 service, together with rules for their administration, and amendments thereof as may be
 2.27 recommended by the ~~civil service~~ human resources director after a thorough survey of
 2.28 personnel organization included in such plan or plans, and suitable regulations covering
 2.29 vacations, leave of absence and sick leave, the order of layoff in case of a ~~curtailment~~
 2.30 reduction in the number of employees in any class in any department, ~~compulsory retirement~~
 2.31 ~~at a fixed age~~, and any other conditions affecting the employment of persons within the
 2.32 classified service, which, when approved by the board of county commissioners, shall have
 2.33 the force and effect of law and be binding upon all county officers, boards and commissions.

3.1 ~~Rules and regulations affecting employees of the local social services agency should be in~~
 3.2 ~~conformance with any federal regulations established by the Social Security Board.~~

3.3 (b) To make investigations either on petition of a citizen or of its own motion concerning
 3.4 the enforcement and effect of sections 383C.03 to 383C.059, to require observance of its
 3.5 provisions and the rules and regulations made thereunder.

3.6 (c) To hear and determine appeals or complaints respecting the administrative work of
 3.7 the ~~civil service~~ human resources director, the rejection of an applicant for admission to an
 3.8 examination, and such other matters as may be referred to the commission by the ~~civil~~
 3.9 ~~service~~ human resources director.

3.10 (d) To make such investigations as may be requested by the board of county
 3.11 commissioners and to report thereon.

3.12 Sec. 4. Minnesota Statutes 2016, section 383C.034, is amended to read:

3.13 **383C.034 DUTIES OF DIRECTOR.**

3.14 The ~~civil service~~ human resources director as executive head of the county civil service
 3.15 commission shall direct and supervise all of its administrative and technical activities in
 3.16 addition to the duties imposed, elsewhere in sections 383C.03 to 383C.059, and shall:

3.17 (a) Attend the regular and special meetings of the county civil service commission, to
 3.18 act as its secretary and to record its official actions.

3.19 (b) Appoint, supervise and direct such employees of the ~~civil service~~ human resources
 3.20 department as may be necessary to carry out the provisions of sections 383C.03 to 383C.059.
 3.21 Such employees shall be chosen in accordance with and shall be subject to the provisions
 3.22 of sections 383C.03 to 383C.059.

3.23 (c) Prepare and recommend rules and regulations for the administration of sections
 3.24 383C.03 to 383C.059, which shall become effective after approval by the commission and
 3.25 the board of county commissioners, as provided in sections 383C.03 to 383C.059, to
 3.26 administer such rules and regulations and to propose amendments thereto.

3.27 (d) Establish and maintain ~~in card or other suitable form a roster~~ a record of all officers
 3.28 and employees in the service of the county, which shall show the employment history of
 3.29 each such employee. The director shall have access to all records and papers, the examination
 3.30 of which will aid in the discharge of duties in connection with such ~~roster~~ record.

3.31 (e) Ascertain and record the duties and responsibilities pertaining to all positions in the
 3.32 classified service and classify such positions in the manner hereinafter provided.

4.1 (f) ~~As soon as practicable after the adoption of the classification plan, prepare a schedule~~
4.2 ~~of salary or wage rates and ranges for each class, grade or group of positions in the~~
4.3 ~~classification. Such salary and wage schedules when approved by the civil service~~
4.4 ~~commission after public hearing shall be submitted to the board of county commissioners~~
4.5 ~~who may approve or reject such schedules. When approved by the board of county~~
4.6 ~~commissioners, they shall be used in connection with all payrolls and accounting records~~
4.7 ~~and with all budget estimates for all departments or agencies of the county government.~~
4.8 ~~Nothing in this section shall prevent the board of county commissioners from increasing or~~
4.9 ~~reducing the salary or wage rates of positions to conform to the terms of a negotiated labor~~
4.10 ~~agreement. Develop, administer, and update salary plans as negotiated for exclusively~~
4.11 ~~represented employees and established for unrepresented employees as approved by the~~
4.12 ~~county board of commissioners.~~

4.13 (g) Provide for, formulate and hold competitive tests to determine the relative
4.14 qualifications of persons who seek employment in any class of positions and as a result
4.15 thereof, establish employment lists for the various classes of positions.

4.16 (h) ~~When a vacant position is to be filled, to certify to the appointing authority the names~~
4.17 ~~of the three persons highest on the reemployment or promotional list, or the names of the~~
4.18 ~~seven persons highest on the employment list for the class, provided, however, that if there~~
4.19 ~~are less than three names remaining on the reemployment or the promotional lists, the~~
4.20 ~~director shall certify such lesser numbers remaining on said lists, thereby using all names~~
4.21 ~~of persons willing to accept appointment before drawing any names from an employment~~
4.22 ~~list. When the director determines that there is significant under representation of a protected~~
4.23 ~~group with respect to race or sex in the class, and the first seven candidates on the~~
4.24 ~~employment list do not include a member of the under represented group, the director shall~~
4.25 ~~add the highest ranking available individual on the employment list from that group to the~~
4.26 ~~list of the candidates certified. If there are no such lists, the director may authorize provisional~~
4.27 ~~appointments pending the establishment of such employment list for such class. Such~~
4.28 ~~provisional appointment shall not continue for a period longer than four months, nor shall~~
4.29 ~~any person receive more than one provisional appointment or serve more than four months~~
4.30 ~~as a provisional appointee in any one fiscal year, nor shall there be more than one provisional~~
4.31 ~~appointment to any given position in any 12-month period; except that, after November 3,~~
4.32 ~~1942, and prior to the time that lists of eligibles are available, appointments to offices and~~
4.33 ~~employments in the classified service may be made in accordance with existing laws and~~
4.34 ~~without regard to the provisions of sections 383C.03 to 383C.059. Persons so appointed~~
4.35 ~~shall not be entitled to any of the privileges set forth in sections 383C.03 to 383C.059 except~~

5.1 ~~in the case of appointments made through merit examinations under authority of Laws 1941,~~
 5.2 ~~chapter 476, section 1, but they shall be permitted to apply for and take any competitive~~
 5.3 ~~examination for which they may be eligible. Such employees may continue in such~~
 5.4 ~~employment, notwithstanding any contrary provisions of sections 383C.03 to 383C.059,~~
 5.5 ~~until 60 days after the director shall have certified that lists of eligibles are available for~~
 5.6 ~~such office or employment, whereupon the employment of such persons shall automatically~~
 5.7 ~~terminate and such office or employment shall be filled from such lists of eligibles as~~
 5.8 ~~provided in sections 383C.03 to 383C.059. In case of an emergency, an appointment may~~
 5.9 ~~be made of not to exceed ten days duration without regard to the provisions of sections~~
 5.10 ~~383C.03 to 383C.059, which appointment shall be immediately reported to the civil service~~
 5.11 ~~director. Successive emergency appointments shall not be made.~~

5.12 ~~(†) (h) Establish the length of the probation or working test~~ probationary period for each
 5.13 position which shall not be less than the full-time equivalent of six months and not more
 5.14 than the full-time equivalent of 12 months, not to exceed 24 calendar months, during which
 5.15 ~~time discharges may be effected~~ the employee may be discharged without specifying cause
 5.16 ~~or granting a hearing, to enable the appointing authority to determine whether new officers~~
 5.17 ~~and employees are able and willing to perform their duties satisfactorily; and for the method~~
 5.18 ~~of removal or transfer of such officers and employees whose work or conduct during such~~
 5.19 ~~period is unsatisfactory. The purpose of a probationary period is to provide an opportunity~~
 5.20 to observe an employee performing the duties of the job to ensure the required work can be
 5.21 performed as expected. An appointing authority may require a probationary period for
 5.22 transfers, voluntary demotions, and appointments from reemployment lists to a different
 5.23 department. An appointing authority may extend the probationary period of an employee,
 5.24 not to exceed 24 calendar months, if the employee is unable to perform a majority of the
 5.25 essential functions of their position due to an approved work accommodation or approved
 5.26 leave of absence.

5.27 ~~(†) (i) Establish record of performance and a system of service ratings to be used in~~
 5.28 ~~determining increases and decreases in salaries and in promotions.~~

5.29 ~~(†) (j) Keep such record as may be necessary for the proper administration of sections~~
 5.30 ~~383C.03 to 383C.059.~~

5.31 ~~(†) (k) Provide a system of checking payrolls, estimates and accounts for payment of~~
 5.32 ~~salaries or wages to employees in the classified service, as to enable the director upon~~
 5.33 ~~satisfactory evidence thereof, to certify or cause to be certified that the persons whose names~~
 5.34 ~~appear thereon have been regularly employed in the performance of the duties indicated at~~

6.1 the compensation rates and for the periods for which compensation is claimed or are on
 6.2 authorized leave before payment may be lawfully made to such employees.

6.3 ~~(m) (1)~~ Make investigations concerning the administration and effect of sections 383C.03
 6.4 to 383C.059 and the rules made thereunder, ~~and report the findings and recommendations~~
 6.5 ~~to the commission.~~

6.6 ~~(n) Make an annual report to the county civil service commission.~~

6.7 Sec. 5. Minnesota Statutes 2016, section 383C.035, is amended to read:

6.8 **383C.035 UNCLASSIFIED CIVIL SERVICE.**

6.9 (a) The officers and employees of the county and of any agency, board, or commission,
 6.10 supported in whole or in part by taxation upon the taxable property of the county or appointed
 6.11 by the judges of the district court for the county, are divided into the unclassified and
 6.12 classified service.

6.13 (b) The unclassified service comprises:

6.14 (1) all officers elected by popular vote or persons appointed to fill vacancies in such
 6.15 offices;

6.16 ~~(2) judges and receivers, referees, arbiters, court reporters, jurors, notaries public, and~~
 6.17 ~~persons appointed by a court to make or conduct any special inquiry of a judicial and~~
 6.18 ~~temporary character;~~

6.19 ~~(3) (2)~~ superintendent or principal administrative officer or comptroller of any separate
 6.20 department of county government which is now or hereafter created pursuant to law, who
 6.21 is directly responsible to the board of county commissioners or any other board or
 6.22 commission, as well as the county agricultural agents ~~and the home demonstration agents~~
 6.23 ~~under the control of reporting to the county extension committee;~~

6.24 ~~(4) (3)~~ members of nonpaid board, or commissioners appointed by the board of county
 6.25 commissioners or acting in an advisory capacity;

6.26 ~~(5) (4)~~ assistant county attorneys or special investigators in the employ of the county
 6.27 attorney. For purposes of this section, special investigators are defined as all nonclerical
 6.28 positions in the employ of the county attorney;

6.29 ~~(6) (5)~~ all common labor temporarily employed on an hourly basis;

6.30 ~~(7) all inmate or patient help in county institutions;~~

7.1 ~~(8) all physicians, dentists, registered nurses and medical laboratory technicians working~~
 7.2 ~~under the direction of a licensed physician or dentist in any hospital or sanitarium operated~~
 7.3 ~~by a commission or board of such county;~~

7.4 ~~(9)~~ (6) not more than a total of nine ~~clerks~~ full-time equivalent clerical employees serving
 7.5 the county board and administrator;

7.6 ~~(10)~~ (7) a legislative lobbyist/grant coordinator appointed by the county board to act as
 7.7 legislative liaison with the St. Louis County legislative delegation and pursue legislative
 7.8 concerns and grant opportunities for the county, and the clerk for that position;

7.9 ~~(11) the county recorder;~~

7.10 ~~(12)~~ (8) any department head and deputy director designated by the county board;

7.11 ~~(13)~~ (9) three administrative assistants in the county administrator's office; ~~and~~

7.12 ~~(14)~~ (10) the county administrator and two deputy administrators; and

7.13 (11) all court bailiffs.

7.14 (c) The classified service includes all other positions now existing and hereinafter created
 7.15 in the service of the county or any board or commission, agency, or offices of the county.

7.16 Sec. 6. Minnesota Statutes 2016, section 383C.037, is amended to read:

7.17 **383C.037 CLASSIFICATION PLAN.**

7.18 The ~~civil service~~ human resources director shall, ~~as soon as practicable after sections~~
 7.19 ~~383C.03 to 383C.059 take effect and after consultation with appointing authorities and~~
 7.20 ~~principal supervising officials, recommend to the county civil service commission~~ establish
 7.21 and maintain a classification plan, together with proposed rules for its administration. ~~Such~~
 7.22 The classification plan shall show each class of positions in the classified ~~service~~ and
 7.23 unclassified services, and when approved by the county civil service commission, shall be
 7.24 made public, together with the rules for its administration. Each such class shall include
 7.25 such positions requiring duties which are substantially similar in respect to duties and
 7.26 responsibilities and shall be designated by titles indicative of the duties; and that the same
 7.27 schedule of compensation can be made to apply with equity under like working conditions.
 7.28 The class titles shall be used in personnel, budget and financial records, and communications.
 7.29 ~~As far as practicable the natural or probable line of promotion to and from the class of~~
 7.30 ~~positions shall be designated or indicated.~~

8.1 Sec. 7. Minnesota Statutes 2016, section 383C.038, is amended to read:

8.2 **383C.038 ALLOCATION OF POSITIONS.**

8.3 The ~~civil service~~ human resources director shall, ~~as soon as practicable after the adoption~~
8.4 ~~of the classification plan, and after consultation with appointing authorities,~~ allocate each
8.5 position to its proper class and reallocate positions between classes as needed. Any employee
8.6 whose position or title is affected by such allocation shall be notified thereof and may appeal
8.7 the allocation to the county civil service commission within 30 calendar days of such notice,
8.8 and after hearing such employee the civil service commission shall approve or modify such
8.9 allocation.

8.10 Sec. 8. Minnesota Statutes 2016, section 383C.039, is amended to read:

8.11 **383C.039 ADDITIONAL CLASSES.**

8.12 With the approval of the county civil service commission ~~additional classes may be~~
8.13 ~~established for new positions created, or positions not included in any previously established~~
8.14 ~~class may be allocated thereto, as good administration may require. Any existing class or~~
8.15 ~~classes may be divided, combined, altered or abolished and positions allocated to any class~~
8.16 ~~or classes may be reallocated. The appointing authorities shall promptly report to the civil~~
8.17 ~~service director intention to establish new positions that may be classified and allocated,~~
8.18 ~~and that certifications may be made or appropriate tests provided for and held for the purpose~~
8.19 ~~of establishing requisite employment lists from which appointments may be made as provided~~
8.20 ~~in sections 383C.03 to 383C.059,~~ the human resources director may create, merge, divide,
8.21 and abolish classes, revise the descriptions of classes, and change the titles of classes as
8.22 necessary to meet the needs of the county.

8.23 Sec. 9. Minnesota Statutes 2016, section 383C.04, is amended to read:

8.24 **383C.04 LAYOFFS REEMPLOYMENT.**

8.25 Whenever any employee in the classified service, who has been performing all duties
8.26 in a satisfactory manner, as shown by the records of the employing department or other
8.27 agency, is laid off because of lack of work or lack of funds, or has been on authorized leave
8.28 of absence for more than one year and is ready to report for duty when a position is open,
8.29 or has resigned in good standing ~~and with the consent of the county civil service commission~~
8.30 human resources director and the employing department, and has ~~withdrawn the resignation~~
8.31 ~~without being restored to the position~~ requested reemployment, the ~~civil service~~ human
8.32 resources director shall ~~cause~~ place the name of such employee ~~to be placed~~ on the

9.1 reemployment list for the appropriate class. No reemployment list shall be valid for more
 9.2 than two years. The order in which names shall be placed on the reemployment list for any
 9.3 class shall be established by rule. No person shall be reinstated or be restored to a
 9.4 reemployment list unless such ~~resignation is withdrawn~~ request is made within ~~one year~~
 9.5 two years after it has been presented and accepted the effective date of resignation.

9.6 Sec. 10. Minnesota Statutes 2016, section 383C.041, is amended to read:

9.7 **383C.041 ~~CIVIL SERVICE DIRECTOR; TESTS.~~**

9.8 The ~~civil service~~ human resources director shall, ~~from time to time, as conditions warrant,~~
 9.9 hold tests for the purpose of establishing employment lists for the various positions in the
 9.10 classified service. Such tests shall be public, competitive and open to all persons who may
 9.11 be lawfully appointed to any position within the class for which such examinations are held
 9.12 with limitations specified in the rules of the commission as to ~~residence, age, health, habits,~~
 9.13 ~~moral character and prerequisite~~ minimum qualifications to perform the duties of such
 9.14 positions of the job classification. Promotion tests shall be competitive to ~~such persons~~
 9.15 ~~examined or appointed under the provisions of sections 383C.03 to 383C.059 and employees~~
 9.16 ~~who have completed the probationary~~ attained permanent status in the classified service by
 9.17 successfully completing a probationary period in a class or rank previously declared by the
 9.18 ~~commission to involve the performance of duties which tend to fit the incumbent to the~~
 9.19 ~~performance of duty in the class or rank for which the promotion test is held. In promotion~~
 9.20 ~~tests, efficiency in service shall form part of such tests~~ and who meet the prerequisite
 9.21 minimum qualifications of the job classification. The ~~civil service~~ human resources director
 9.22 shall hold promotion tests for each ~~superior job class of service whenever there is an inferior~~
 9.23 ~~rank~~ a lower-level class in the same ~~class~~ classification series, the duties of which directly
 9.24 ~~tend to fit the incumbents thereof for the performance of the duties of the superior grade~~
 9.25 higher-level class. If fewer than two qualified persons submit themselves for a promotion
 9.26 test, or if after such test is held ~~all applicants fail to attain a general average of not less than~~
 9.27 ~~the minimum standard fixed by the rules of the county civil service commission~~ no applicants
 9.28 pass the test, the director shall ~~forthwith~~ may, at the request of the appointing authority,
 9.29 hold an original entrance test and ~~certify~~ refer names from the employment list resulting
 9.30 ~~therefrom~~ from the original entrance test.

9.31 All tests shall be practical, and shall consist only of subjects which will fairly determine
 9.32 the capacity of the persons examined to perform the duties of the class of work for which
 9.33 the examination is being conducted, and may include tests of physical fitness or of manual
 9.34 skill. ~~No credit shall be allowed for service rendered under provisional appointment. No~~

10.1 question in any test shall relate to religious or political opinions or affiliations. As many
 10.2 tests shall be held as may be necessary to provide ~~eligibles~~ qualified applicants for each
 10.3 ~~class of position, and to meet all requisitions and to fill all positions held by provisional~~
 10.4 ~~appointees~~ vacancy. From the return and report of the examiners or from the tests provided
 10.5 by the ~~civil service~~ human resources director, the director shall prepare a list of eligible
 10.6 persons who shall attain such minimum mark as may be fixed for the various parts of such
 10.7 test, and whose general average standing upon the test for such position is not less than the
 10.8 minimum fixed by the rules of the commission, and who may lawfully be appointed. Such
 10.9 persons shall take rank upon the list in the order of their relative excellence as determined
 10.10 by the tests. The markings of all tests shall be completed and the resulting employment list
 10.11 posted as soon as possible thereafter. The life of any eligibility promotional or open
 10.12 employment list shall not exceed one year, but may be extended an additional year ~~by motion~~
 10.13 ~~of the civil service commission~~.

10.14 The markings and test papers of ~~each~~ the candidate shall be open to the candidate's
 10.15 inspection. ~~The markings and test papers of all persons upon any list of eligibles may be~~
 10.16 ~~opened to public inspection in the discretion of the county civil service commission.~~ An
 10.17 error in the markings of any test other than an error in judgment, if called to the attention
 10.18 of the commission within one month after the establishment of an employment list resulting
 10.19 from such test, shall be corrected by it; provided, however, that such correction shall not
 10.20 invalidate any certification or appointment previously made. Public notice of each
 10.21 examination shall be given.

10.22 Sec. 11. Minnesota Statutes 2016, section 383C.042, is amended to read:

10.23 **383C.042 POWERS OF DIRECTOR REJECTION OF APPLICATION; REFUSAL**
 10.24 **TO TEST OR REFER.**

10.25 The ~~civil service~~ human resources director may reject an application of any person for
 10.26 admission to a test or refuse to test any applicant, or to ~~certify~~ refer the name of an eligible
 10.27 applicant for employment who is found to lack any of the established qualification
 10.28 requirements for the position applied for or tested on, or who is physically ~~unfit~~ unable to
 10.29 effectively perform the duties of the position, ~~or who is addicted to the use of drugs or the~~
 10.30 ~~habitual use of intoxicating liquors to excess, or who has been guilty of any crime or infamous~~
 10.31 ~~or notoriously disgraceful conduct,~~ with reasonable accommodation, or who has been
 10.32 dismissed from the public service for ~~delinquency~~ misconduct, or who has made a false
 10.33 statement of any material fact or practiced or attempted to practice deception or fraud in
 10.34 the application or in the test, or in securing eligibility or appointment. Any such person may

11.1 appeal to the county civil service commission from the action of the ~~civil service~~ human
 11.2 resources director in accordance with the rules established hereunder.

11.3 Sec. 12. **[383C.0425] PROHIBITING OR OBSTRUCTING PERSONS FROM**
 11.4 **TAKING TESTS.**

11.5 No person shall deceive or obstruct any person in respect to the right of test under the
 11.6 provisions of sections 383C.03 to 383C.059; falsely mark, grade, estimate, or report upon
 11.7 the test or standing of any person tested under this chapter, or aid in so doing; or furnish to
 11.8 any person, except in answer to inquiries of the civil service commission, any special
 11.9 information for the purpose of influencing the rating of any such person for appointment
 11.10 or employment. No applicant shall deceive the county civil service commission for the
 11.11 purpose of improving the applicant's prospects for appointment. No person shall solicit,
 11.12 verbally or in writing, and no public officer or employee shall receive or be in any manner
 11.13 concerned in the receiving or soliciting of any money or item of value from any officer or
 11.14 employee holding a position in the classified service for any purpose. No person shall use
 11.15 or promise to use personal influence or official authority to secure appointment or prospect
 11.16 of appointment to a position classified under sections 383C.03 to 383C.059. No public
 11.17 officer or employee shall by means of threat or coercion influence any person holding a
 11.18 position in the classified service to resign the position, take a leave of absence from duty,
 11.19 or waive any right under sections 383C.03 to 383C.059.

11.20 Sec. 13. Minnesota Statutes 2016, section 383C.043, is amended to read:

11.21 **383C.043 VACANCIES.**

11.22 (a) Whenever a position in the classified service becomes vacant and the appointing
 11.23 authority, if it desires to fill the vacancy, the appointing authority shall make submit a
 11.24 requisition upon to the ~~civil service~~ human resources director whereupon. The ~~civil service~~
 11.25 human resources director shall ~~certify~~ refer the names of candidates to the appointing
 11.26 authority in the order as follows:

11.27 (1) when the position is to be filled promotionally, the ~~names~~ name of the ~~three persons~~
 11.28 person highest on the appropriate reemployment-layoff list. If there are no names on the
 11.29 reemployment-layoff list, then:

11.30 (i) the names of the persons on the reemployment list, or where there is no reemployment
 11.31 list the director shall certify the names of the three highest on the promotional list. if any;
 11.32 and

12.1 (ii) the names of the persons associated with the three highest scores on the promotional
 12.2 list; or

12.3 ~~In case there are less than three names on the reemployment or promotional lists, the~~
 12.4 ~~director shall certify the number of names remaining on said lists willing to accept~~
 12.5 ~~appointment provided that no name shall be certified from an employment list as long as~~
 12.6 ~~there is a reemployment list or a promotional list for the class.~~

12.7 (2) when the position is to be filled from an open competitive employment list, the name
 12.8 of the person highest on the appropriate reemployment-layoff list. If there are no names on
 12.9 the reemployment-layoff list, then:

12.10 (i) the names of the persons on the reemployment list, if any; and

12.11 (ii) the names of the persons associated with the 20 highest scores on the open list.

12.12 (b) The hiring authority must interview all referred candidates if promotional, or ten
 12.13 candidates if open, unless fewer are available for referral from all applicable lists. When
 12.14 the director determines that there is significant underrepresentation of a protected group
 12.15 with respect to ethnicity or gender in the class, and the highest 20 scores on the open
 12.16 employment list do not include a member of the underrepresented group, the director shall
 12.17 refer the highest-ranking available individual on the list from that protected group.

12.18 (c) The appointing authority shall, at its discretion, appoint one of the persons so certified
 12.19 referred for the working test probationary period. At the end of the working test probationary
 12.20 period the appointing officer authority shall notify the civil service human resources director
 12.21 in writing whether the probationer individual is a satisfactory employee and should receive
 12.22 the status of a permanent appointee employee. Upon such notice, the employee, if service
 12.23 during the working test period did not fall below such minimum standards as have been
 12.24 prescribed by the civil service director, shall be deemed to have a permanent status in the
 12.25 classified civil service status; otherwise the employee is automatically separated from the
 12.26 service.

12.27 (d) If there is no appropriate reemployment or employment list, the director may authorize
 12.28 a temporary appointment of a qualified individual pending the establishment of an
 12.29 employment list for the class.

12.30 (e) Temporary appointments shall not continue for a period longer than six months unless
 12.31 extended through mutual agreement with the exclusive bargaining unit.

12.32 (f) In case of an emergency, an appointment of a qualified individual may be made of
 12.33 not to exceed the full-time equivalent of ten days' duration without regard to the provisions

13.1 of sections 383C.03 to 383C.059, the appointment shall be immediately reported to the
 13.2 human resources director. Successive emergency appointments shall not be made.

13.3 Sec. 14. Minnesota Statutes 2016, section 383C.044, is amended to read:

13.4 **383C.044 TRANSFER AND DEMOTION OF EMPLOYEES.**

13.5 The ~~civil service~~ human resources director may at any time authorize the transfer of any
 13.6 permanent qualified employee in the classified service from one position to another position
 13.7 in the same class or grade and not otherwise; provided, however, that persons who are not
 13.8 members of the classified service under the provisions of sections 383C.03 to 383C.059
 13.9 shall not be entitled to transfer. and may authorize the transfer of any qualified probationary
 13.10 employee from one position to another position within the same class and department. The
 13.11 human resources director may also authorize the voluntary demotion of a permanent qualified
 13.12 employee in the classified service from one position to another position in a lower class or
 13.13 grade. In all cases of transfer or demotion, the person to be transferred or demoted must be
 13.14 determined by the human resources director to meet the qualifications for the position into
 13.15 which they will be transferring or demoting and may, at the discretion of the director, be
 13.16 required to pass a qualifying test. Transfers shall be permitted only with the consent of the
 13.17 ~~civil service~~ human resources director and the department concerned. ~~The civil service~~
 13.18 ~~commission shall adopt rules to govern the transfer of an employee from a city to the county,~~
 13.19 ~~when the employee is performing community development block grant services for the~~
 13.20 ~~county pursuant to a contract between the city and county.~~

13.21 Sec. 15. Minnesota Statutes 2016, section 383C.045, is amended to read:

13.22 **383C.045 LAYOFF OF EMPLOYEES.**

13.23 In accordance with the rules, an appointing authority may lay off an employee in the
 13.24 classified service whenever the authority deems it necessary by reason of shortage of work
 13.25 or funds, or the ~~abolition~~ elimination of a position or other material change in duties or
 13.26 organization. The seniority of employees shall be the factor in determining the order of
 13.27 layoffs. The appointing authority shall give written notice to the ~~civil service~~ human resources
 13.28 director of every proposed layoff a reasonable time before the effective date thereof, and
 13.29 the ~~civil service~~ human resources director shall make such orders relating thereto as the
 13.30 director considers necessary to secure compliance with the rules. The name of every regular
 13.31 employee so laid off shall be placed on the appropriate reemployment list.

14.1 Sec. 16. Minnesota Statutes 2016, section 383C.046, is amended to read:

14.2 **383C.046 CERTIFICATION OF PAYROLLS.**

14.3 (a) The county auditor, county treasurer, and auditor/treasurer, the board of county
 14.4 commissioners, or and any other officer or employee of the county, shall not approve the
 14.5 payment of, or be in any manner concerned in paying, auditing, or approving any salary,
 14.6 wage or other compensation for services to any person holding a position in the classified
 14.7 service unless there shall first have been filed with the county auditor:

14.8 (1) an employment record and supporting documentation;

14.9 (2) an approved wage or salary schedule;

14.10 (3) a completed time sheet;

14.11 (4) a payroll, estimate, or account for such salary, wage or other compensation containing
 14.12 the names of the persons to be paid; and

14.13 (5) a statement of the amount to be paid to each such person and the services on account
 14.14 of which the same is paid, and a statement that such services have been performed, and
 14.15 bearing the certificate of the civil service director that the persons employee.

14.16 (b) The human resources director shall certify that the employees named in such payroll,
 14.17 estimate, or account have been appointed or employed in pursuance of law and of the rules
 14.18 made by the county civil service commission under pursuant to the provisions of sections
 14.19 383C.03 to 383C.059 and have complied with the terms of sections 383C.03 to 383C.059
 14.20 and of the rules of the commission when required so to do.

14.21 (c) Before making any such certificate certification the civil service human resources
 14.22 director shall may investigate the nature of each item of such payroll, estimate or account
 14.23 and on ascertaining that the provisions of the law in respect to any such item have not been
 14.24 strictly complied with, the director shall refuse to certify such item pursuant to section
 14.25 43A.37. The civil service director shall refuse to certify the pay of any such public officer
 14.26 who shall willfully or through culpable negligence violate or fail to comply with the
 14.27 provisions of sections 383C.03 to 383C.059 and the rules of the county civil service
 14.28 commission.

14.29 Sec. 17. Minnesota Statutes 2016, section 383C.048, is amended to read:

14.30 **383C.048 COMMISSION MAY SUBPOENA WITNESSES.**

14.31 In an investigation conducted pursuant to sections 383C.03 to 383C.059 by the county
 14.32 ~~civil service commission or civil~~ human resources director they or designee, the civil service

15.1 commission shall have the power to subpoena and require the attendance of witnesses and
 15.2 the production ~~by them of books and papers~~ of evidence pertinent to the investigation and
 15.3 to administer oaths to such witnesses.

15.4 Sec. 18. Minnesota Statutes 2016, section 383C.05, is amended to read:

15.5 **383C.05 POLITICAL ACTIVITY.**

15.6 No officer or employee in the classified service is under any obligation to contribute to
 15.7 any political fund or to render any political service to any person or body whatsoever and
 15.8 no person shall be removed, reduced in grade, or salary, or otherwise prejudiced for refusal
 15.9 ~~to do so~~ to do so. No public officer whether elected or appointed shall discharge, promote, demote,
 15.10 or in any manner change the official rank of the employee or the compensation of any person
 15.11 in the classified service or promise or threaten to do so, for the giving or withholding or
 15.12 neglecting to make any contribution of money or services or any other valuable thing for
 15.13 any political purpose.

15.14 Except as herein provided, any officer or employee holding office or ~~place~~ position in
 15.15 the classified service may become a candidate for nomination or election to any public
 15.16 office or may seek and accept election, nomination or appointment as an officer of a political
 15.17 group, or organization, or take part in a political campaign or serve as a member of a
 15.18 committee of any such club or organization, or circulate or seek signatures to any petition
 15.19 ~~provided for by any primary or election law~~, or act as a worker at the polls, or distribute
 15.20 badges, colors, or ~~indicia~~ materials favoring or opposing the candidate for election or
 15.21 nomination to a public office whether federal, state, county, or municipal, if the officer or
 15.22 employee does not engage in such activities during working hours or to such an extent off
 15.23 duty that the officer's or employee's efficiency during working hours is impaired or that
 15.24 tardiness or absence from work without notice or permitted leave results.

15.25 Nothing in this section shall be construed to prohibit or prevent any such officer or
 15.26 employee from becoming or continuing to be a member of a political club or organization
 15.27 or from attendance at political meetings or from enjoying entire freedom from all interference
 15.28 in casting a vote or from seeking or accepting election or appointment to public office.

15.29 Sec. 19. Minnesota Statutes 2016, section 383C.051, is amended to read:

15.30 **383C.051 DISCIPLINE LISTED IN THIS SECTION REQUIRES CAUSE.**

15.31 (a) No person in the classified service who shall have been permanently appointed or
 15.32 inducted into the classified service under provisions of sections 383C.03 to 383C.059 shall

16.1 be removed, suspended, demoted or discharged except for cause ~~which will promote the~~
 16.2 ~~efficiency of the service and not for political or religious reasons and only upon the written~~
 16.3 ~~accusation of the appointing power or any citizen or taxpayer. A written statement of such~~
 16.4 ~~accusation shall be served upon the accused, and a duplicate filed with the county civil~~
 16.5 ~~service commission. Any person so removed, suspended, demoted, or discharged, may~~
 16.6 ~~appeal to the county civil service commission within ten days from the time written~~
 16.7 ~~notification of the removal, suspension, demotion or discharge, file with the commission a~~
 16.8 ~~written demand for an investigation, whereupon the commission shall conduct such~~
 16.9 ~~investigation. The investigation appeal shall be confined to the determination of the question~~
 16.10 ~~of whether such removal, suspension, demotion or discharge was or was not made for~~
 16.11 ~~political or religious reasons or was or was not made for just cause. After such investigation~~
 16.12 ~~a hearing, the commission may, if in its estimation the evidence is sufficient, affirm or~~
 16.13 ~~reverse the removal, or if it shall find that the removal, suspension, or demotion was made~~
 16.14 ~~for political or religious reasons, or was not made for just cause, shall order the immediate~~
 16.15 ~~reinstatement or reemployment of such person in the office, place, position or employment~~
 16.16 ~~from which such person was removed, suspended, demoted or discharged, which~~
 16.17 ~~reinstatement shall, if the commission so provides in its discretion, be retroactive, and entitle~~
 16.18 ~~such person to pay or compensation from time of such removal, suspension, demotion or~~
 16.19 ~~discharge. The commission upon such investigation, in lieu of affirming the removal,~~
 16.20 ~~suspension, demotion or discharge may place such employee on the reemployment list for~~
 16.21 ~~service in the same or lower classification in a different branch of the service when a vacancy~~
 16.22 ~~may occur action being appealed.~~

16.23 (b) All investigations made appeals heard by the commission pursuant to the provisions
 16.24 of this section shall be by public hearing, in accordance with section 13D.01. After reasonable
 16.25 notice to the accused appellant of the time and place of such hearing, at which hearing the
 16.26 accused appellant shall be afforded an the opportunity of appearing to appear and present
 16.27 the basis for the appeal in person, and presenting a defense. If such judgment or order be
 16.28 conceded in by the commission or a majority thereof, the accused may appeal therefrom.
 16.29 Either the appellant or the human resources director may appeal the commission's decision
 16.30 to the district court where the issue shall be heard de novo and determined in the same
 16.31 manner as a court case. The district court shall thereupon proceed to hear and determine
 16.32 such the appeal in a summary manner, provided, however, that such hearing shall be confined
 16.33 to the determination of whether the judgment or order of removal, discharge, demotion or
 16.34 suspension made by decision of the commission, was or was not made in good faith for
 16.35 cause, and no appeal to such court shall be taken except upon such grounds ~~or ground.~~

17.1 Sec. 20. Minnesota Statutes 2016, section 383C.055, is amended to read:

17.2 **383C.055 PENALTY.**

17.3 Any person who willfully or through culpable negligence violates any ~~of provisions~~
17.4 provision of sections 383C.03 to 383C.059, or of the rules of the county civil service
17.5 commission, shall be guilty of a ~~gross~~ misdemeanor. Conviction of same shall render the
17.6 public office or position held by such person vacant.

17.7 Sec. 21. Minnesota Statutes 2016, section 383C.056, is amended to read:

17.8 **383C.056 INCONSISTENT ACTS REPEALED.**

17.9 All acts and parts of acts inconsistent with sections 383C.03 to 383C.059 are hereby
17.10 repealed to the extent necessary to give effect to the provisions of sections 383C.03 to
17.11 383C.059, ~~any provision of Laws 1931, chapter 347, to the contrary notwithstanding.~~

17.12 Sec. 22. **REPEALER.**

17.13 Minnesota Statutes 2016, sections 383C.036; 383C.047; 383C.049; 383C.052; 383C.053;
17.14 and 383C.059, are repealed.

383C.036 CLASSIFICATIONS; EXAMINATIONS.

Subdivision 1. **Classified service.** All regular employees holding positions which are placed in the classified service under the provisions of sections 383C.03 to 383C.059 shall be permanent members of the classified service without examination or working test period if they have been in the employ of the county for five consecutive years or more, immediately previous to December 31, 1943, or when a regular employee has been transferred from the unclassified service to the classified service and has been in the employ of the county for five consecutive years or more, immediately previous to said transfer from the unclassified service to the classified service, and all employees who have been appointed through merit examinations administered under authority of Laws 1941, chapter 476, section 5, and who have not since been separated from the service shall also be permanent members of the classified service without further examination or working test period, except that any employee who has not completed a working test period as provided under the rules of the merit plan, shall be on probation for that period of time of service otherwise necessary to complete the working test period under the merit plan. All other employees shall not be members of such classified service until such time as they shall have been appointed to such position in accordance with the provisions of sections 383C.03 to 383C.059. The civil service director subject to rules and regulations of the county civil service commission shall within two years of the date the board of county commissioners of such county elects to avail itself of the provisions of sections 383C.03 to 383C.059, prepare and offer once to all persons who, on the date the board of county commissioners of such county elects to avail itself of the provisions of sections 383C.03 to 383C.059, are incumbents of positions in the classified service with less than five years of service, a qualifying examination that is designed to test fitness to perform the work of the class to which the position has been allocated. No person holding an office for employment in the classified service previous to December 31, 1943, who is required by sections 383C.03 to 383C.059 to take a qualifying examination shall be laid off, suspended, discharged or reduced in pay or position, except in accordance with the provisions of sections 383C.03 to 383C.059 applicable to members of the classified service having permanent status until they have completed such qualifying examination and shall have been notified of the results thereof. If such incumbents pass such qualifying examination, they shall become permanent members of the classified service. If, however, any of the aforementioned incumbents who are required by sections 383C.03 to 383C.059 to take a qualifying examination shall fail to pass the same, they shall be removed from their positions at or before the expiration of three months following receipt of notice of failure to pass such examination. All persons who shall willfully fail or refuse to take the examination when offered without reasonable excuse, shall be removed from their positions immediately.

Subd. 2. **Education employees.** All regular employees of the county board of education on the effective date of Laws 1961, chapter 329, section 2, holding a position which is placed in the classified service under the provisions of sections 383C.03 to 383C.059 shall be subject to and have the benefit of all provisions of subdivision 1 of this section in like manner as all county employees subject thereto on the effective date of Laws 1941, chapter 423, were subject thereto and had the benefit thereof.

383C.047 CIVIL ACTIONS.

It shall be the duty of the county civil service commission to begin and conduct all civil suits for the proper enforcement of sections 383C.03 to 383C.059 and of the rules of the commission and to defend all civil suits which shall be brought against the commission. The commission shall be represented in such suits by the county attorney or by special counsel provided by the board of county commissioners. Any taxpayer of the county may maintain an action in the district court to recover for the treasury any sums paid contrary to the provisions of sections 383C.03 to 383C.059 or the rules of the county civil service commission from the person or persons authorizing such payment or to enjoin the person or persons from making such payment or to enjoin the civil service director from attaching a certificate to a payroll in violation of the provisions of sections 383C.03 to 383C.059.

383C.049 PROHIBITING OBSTRUCTING PERSONS FROM TAKING TESTS.

No person shall deceive or obstruct any person in respect to the right of test under the provisions of sections 383C.03 to 383C.059 or falsely mark, grade, estimate or report upon the test or standing of any person tested hereunder, or aid in so doing, or furnish to any person, except in answer to inquiries of the civil service commission, any special information for the purpose of either improving or injuring the rating of any such person for appointment or employment. No applicant shall deceive the county civil service commission for the purpose of improving the applicant's chances or prospects

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for appointment. No person shall solicit, orally or by letter, and no public officer or employee shall receive or be in any manner concerned in the receiving or soliciting of any money or valuable thing from any officer or employee holding a position in the classified service for any political party or purpose whatsoever. No person shall use or promise to use personal influence or official authority to secure any appointment or prospect of appointment to any position classified under sections 383C.03 to 383C.059 as a regard or return for personal or partisan political service. No public officer or employee shall by means of threats or coercion induce or attempt to induce any person holding position in the classified service to resign the position or to take a leave of absence from duty or to waive any right under sections 383C.03 to 383C.059. A resignation executed previous to appointment shall be of no effect.

383C.052 ANNUAL REPORT.

The county civil service commission shall investigate and report annually to the board of county commissioners concerning the administrative needs of the service, the personnel and positions in the service, and the compensation provided therefor, the examinations held by the commission, the appointments made, service ratings and removal in the civil service, the operation of the rules of the commission, and recommendations for promoting efficiency and economy in the service, with details of expenditures and progress of work. The board of county commissioners may require a report from said commission at any time respecting any matter within the scope of its duties hereunder.

383C.053 OFFICE IN COUNTY SEAT.

Office accommodations for the county civil service commission shall be provided at the county seat. All compensation, salaries and other expenses of the county civil service commission and employees thereof shall be paid out of the county revenue fund within the amount appropriated by the board of county commissioners, which amount shall not be less than \$10,000 annually except that during the first two years any county elects to avail itself of the provisions of sections 383C.03 to 383C.059, said amount shall be \$15,000 annually, unless a smaller appropriation is requested by the civil service commission.

383C.059 TRANSFER OF EMPLOYEES.

When practicable and with due regard to similarity of standards, rules and regulations, the commission may enter into arrangements with suitable agencies in other local, state or federal jurisdictions, or with any other local nonprofit voluntary nursing agency which has coordinated its services heretofore for any period of time with the St. Louis County Community Health Board as defined in section 145A.02, subdivision 5, for the purpose of exchanging services or effecting transfers of employees or eligibles for appointment to positions under the civil defense department, local social services agency, and the community health board of St. Louis County, and any other board of said county that may be created by law.