

**CHAPTER 7520
DEPARTMENT OF PUBLIC SAFETY
MERIT SYSTEM**

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7520.0100 DEFINITIONS.

[For text of subps 1 to 3, see M.R. 1985]

Subp. 3a. **Balanced class.** "Balanced class" means any class in which no more than 80 percent of the members are male and no more than 70 percent of the members are female.

[For text of subps 4 to 7, see M.R. 1985]

Subp. 7a. **Comparability adjustment.** "Comparability adjustment" means a salary range adjustment for a particular classification to correct a compensation inequity based on comparable work value.

Subp. 7b. **Comparable work value.** "Comparable work value" means the value of work measured by the skill, effort, responsibility, and working conditions required in the performance of the work.

[For text of subps 8 to 17, see M.R. 1985]

Subp. 17a. **Equitable compensation relationship.** "Equitable compensation relationship" means that a primary consideration in establishing, recommending, and approving total compensation is comparable work value in relationship to other employee positions within the merit system.

[For text of subps 18 and 19, see M.R. 1985]

Subp. 19a. **Female-dominated class.** "Female-dominated class" means any class in which 70 percent or more of the members are female.

[For text of subps 20 to 26, see M.R. 1985]

Subp. 26a. **Male-dominated class.** "Male-dominated class" means any class in which 80 percent or more of the members are male.

[For text of subps 27 to 50, see M.R. 1985]

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*

7520.0500 CLASSIFICATION PLAN: PREPARATION AND ADOPTION.

Subpart 1. **Procedure.** The governor, through the commissioner of public safety shall formally adopt a comprehensive classification plan for all positions covered by parts 7520.0100 to 7520.1200 which shall be published as part of the public safety merit system manual. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed

and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. The plan must be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. All classifications must be evaluated by use of a formal job evaluation system. Class titles established by the classification plan shall be used in all personnel and financial records of the Department of Public Safety and the local emergency management agency, as well as in all examination procedures.

[For text of subp 2, see M R 1985]

Statutory Authority: *MS s 12 22 subd 3*

History: *10 SR 1507*

7520.0530 CLASSIFICATION PLAN: INCUMBENTS OF RECLASSIFIED POSITIONS.

[For text of subps 1 and 2, see M.R. 1985]

Subp. 3. [Repealed, 10 SR 1507]

Subp. 4. [Repealed, 10 SR 1507]

Subp. 5. [Repealed, 10 SR 1507]

Statutory Authority: *MS s 12 22 subd 3*

7520.0550 CLASSIFICATION PLAN REVISION.

Existing classes may be abolished or changed, or new classes added, in accordance with part 7520.0500. All new or revised classes must be evaluated by use of a formal job evaluation system.

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*

7520.0600 PREPARATION AND ADOPTION OF COMPENSATION PLAN.

Subpart 1. Preparation of plan. In accordance with the Administrative Procedure Act, the governor, through the commissioner of public safety, shall formally adopt and make effective a comprehensive compensation plan including minimum and maximum salary rates as published in parts 7520.1000 and 7520.1100, and recommended intervening steps as published in the public safety merit system manual, as amended through May 29, 1982, for all classes of positions. The plan shall apply to all agencies covered by the merit system, except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or in those instances where the requirements of part 7520.0650, subpart 2, item C have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing salary rates for similar and competing types of employment in business and government, and other relevant factors shall be taken into consideration in developing the ranges. Equitable compensation relationships must be established between female-dominated, male-dominated, and balanced classes of employees in accordance with Minnesota Statutes, sections 471.991 to 471.999. Classes must be evaluated in order to determine comparable work value and to establish equitable compensation relationships between classes of positions.

[For text of subps 2 and 3, see M.R. 1985]

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*

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

[For text of subps 1 to 3, see M.R. 1985]

Subp. 4. **Biennial review of consumer price index.** In every even-numbered year, the supervisor shall conduct a review of the changes in the consumer price index for urban wage earners and clerical workers for Minneapolis-St. Paul, as published by the Bureau of Labor Statistics, new series index (1967=100). Except for those classes for which a different comparability adjustment to the salary range is required as provided for in subpart 6, the supervisor shall recommend a general adjustment to the salary ranges for classes in the professional and clerical salary schedules in an amount equal to 80 percent of the increase between the consumer price index for June of the current year and the consumer price index for June of the preceding year. This amount shall be rounded to the nearest one-tenth of one percent and may not exceed nine percent. The new recommended monthly salary rates shall be rounded to the nearest whole dollar. The same general adjustment recommended by the supervisor to the salary ranges for classes in the professional and clerical salary schedules in an amount equal to 80 percent of the increase between the Consumer Price Index for June of the current year and the Consumer Price Index for June of the preceding year shall also be recommended as a general salary adjustment for all incumbents of positions in the professional and clerical salary schedules. An amended compensation plan resulting from these recommendations shall not be effective until the next succeeding January 1, or for those agencies on a biweekly or four-week payroll period on the beginning date of the first payroll period following the next succeeding January 1.

[For text of subp 5, see M.R. 1985]

Subp. 6. **Comparability adjustments.** The supervisor shall annually adjust the Merit System Compensation Plan, as necessary, to correct compensation inequities based on comparable work value.

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*

7520.0640 ADMINISTRATION OF THE PLAN.

In those agencies without an exclusive representative or if the collective bargaining agreement is silent regarding initial salaries, the entrance salary for any new employee shall normally be at the minimum rate of pay for the class to which the appointment is made. Appointments may be made up to, and including, the third step of the salary range without prior approval of the supervisor. Requests to appoint above the third step of the salary range may be made based on the exceptional qualifications of the candidate or the unavailability of candidates at the lower rate, giving consideration to the salaries of current employees in the same classification. All candidates with similar exceptional qualifications must be offered the same rate of pay which shall be one of the established steps in the agency's adopted salary range for the class to which the appointment is made. Requests, including the reasons for appointment above the third step of the salary range, must be submitted in writing by the appointing authority to the supervisor for prior approval.

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*

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7520.0650 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R. 1985].

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

[For text of subps 4 and 5, see M.R. 1985]

Statutory Authority: MS s 12.22 subd 3

History: 10 SR 1507

7520.0700 SALARY COMPUTATION.

[For text of subps 1 to 7, see M.R. 1985].

Subp. 8. **Overtime compensation.** Except for the provisions of the Federal Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in:

A. an emergency in which the local emergency management authority orders overtime;

B. when overtime is approved in advance by the local emergency management authority or its designee; or

C. as may be otherwise negotiated.

Rates of pay and method of payment for this overtime work shall be in accordance with the Federal Fair Labor Standards Act. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

Statutory Authority: MS s 12.22 subd 3

History: 10 SR 1507

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

Subpart 1. Plan A.

	Minimum	Maximum
Administrative Officer	1581	2164
Assistant		
Emergency Management Director	1383	1972
Communications Officer	1383	1886
Operations Officer	1581	2164
Public Information Officer	1581	2164
Radiological Officer	1383	1886
Safety Services Coordinator	1581	2164

Subp. 2. Plan B.

	Minimum	Maximum
Administrative Officer	1654	2257
Assistant		
Emergency Management Director	1446	2064
Communications Officer	1446	1972
Operations Officer	1654	2257
Public Information Officer	1654	2257
Radiological Officer	1446	1972
Safety Services Coordinator	1654	2257

Subp. 3. Plan C.

	Minimum	Maximum
Administrative Officer	1728	2361

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Assistant	1511	2164
Emergency Management Director	1511	2064
Communications Officer	1728	2361
Operations Officer	1728	2361
Public Information Officer	1511	2064
Radiological Officer	1728	2361
Safety Services Coordinator	1728	2361

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*

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

Subpart 1. Plan A.

	Minimum	Maximum
Clerk I	750	1020
Clerk II	857	1222
Clerk III	1020	1396
Clerk-Typist I	785	1117
Clerk-Typist II	857	1222
Clerk-Typist III	998	1427
Clerk-Steno	893	1222

Subp. 2. Plan B.

	Minimum	Maximum
Clerk I	857	1117
Clerk II	976	1331
Clerk III	1140	1488
Clerk-Typist I	893	1222
Clerk-Typist II	976	1331
Clerk-Typist III	1140	1488
Clerk-Steno	1020	1331

Subp. 3. Plan C.

	Minimum	Maximum
Clerk I	933	1222
Clerk II	1067	1458
Clerk III	1195	1559
Clerk-Typist I	976	1331
Clerk-Typist II	1067	1458
Clerk-Typist III	1195	1559
Clerk-Steno	1117	1458

Statutory Authority: *MS s 12.22 subd 3*

History: *10 SR 1507*