

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

9575 0090	PROHIBITION AGAINST DISCRIMINATION	9575 0680	TEMPORARY APPOINTMENT
9575 0350	SALARY ADJUSTMENTS AND INCREASES	9575 1500	COMPENSATION PLAN, HUMAN SERVICES,
9575 0550	ESTABLISHMENT OF REGISTERS		2001
9575 0650	APPOINTMENT FROM REGISTERS		

9575.0090 PROHIBITION AGAINST DISCRIMINATION.

[For text of subpart 1, see MR]

Subp 2a. **Affirmative action plan.** Each county agency shall have an affirmative action plan for employees covered by parts 9575.0010 to 9575.1580. The plan must contain

[For text of items A to C, see MR]

D. provision for notification of the Department of Human Services Office for Equal Opportunity, Affirmative Action and Civil Rights of periodic hiring goals established by the county agency, for expanded certification purposes; and

E. provision for compliance with Title I of the Americans with Disabilities Act of 1990, which prohibits discrimination against disabled employees or job applicants

These requirements may be incorporated as part of a countywide affirmative action plan or provided as an addendum to the plan.

Statutory Authority: *MS s 256.012*

History: *26 SR 811*

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see MR]

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

[For text of subps 4 and 5, see MR]

Statutory Authority: *MS s 256.012*

History: *26 SR 811*

9575.0550 ESTABLISHMENT OF REGISTERS.

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

Subp 2 **Types of registers.** Eligible registers resulting from examinations shall be of two kinds: open-competitive registers, from which original appointment shall be made, and promotional registers, from which promotions shall be made. Other registers or lists of persons eligible for appointment may be established in accordance with other provisions of these rules

[For text of subp 3, see MR]

Subp 4 [Repealed, 26 SR 811]

[For text of subps 5 to 8, see MR]

Statutory Authority: *MS s 256.012*

History: *26 SR 811*

9575.0650 APPOINTMENT FROM REGISTERS.

[For text of subps 1 and 2, see MR]

Subp. 3 [Repealed, 26 SR 811]

Statutory Authority: *MS s 256.012*

History: *26 SR 811*

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9575.0680 TEMPORARY APPOINTMENT.

[For text of subps 1 to 5, see MR]

Subp 6 **Trainee appointments.** An appointing authority may appoint a trainee to fill a classified position. A trainee appointment shall be for the period of training, which shall not exceed three years in duration. Trainees so appointed shall be advanced to the classification for which they are in training upon the satisfactory completion of the training program and shall then serve a probationary period in the regular classification. Trainees who advance to the classification for which they are in training must meet the minimum qualifications of education and experience before a probationary appointment can be made. A trainee appointment may be terminated at any time by the appointing authority.

Statutory Authority: *MS s 256 012*

History: *26 SR 811*

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 2001.

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	2305	3927
Accounting Supervisor	2750	4916
Administrative Assistant I	2876	5374
Administrative Assistant II	3362	5726
Administrative Assistant III	3838	6247
Assistant to Executive Director	2750	4916
Assistant Welfare Director	5141	8297
Business Manager	3754	6111
Chemical Dependency Coordinator	2413	4293
Collections and Accounting Unit Supervisor	2413	4293
Collection Services Supervisor I	2305	3927
Collection Services Supervisor II	2413	4293
Community Health Services Supervisor	3009	5374
Contract Services Representative	2518	4491
County Agency Social Worker	2305	4293
County Agency Social Worker (Child Protection Specialist)	2305	4293
County Agency Social Worker (Masters Level)	2413	4293
County Agency Social Worker (Masters Level) (Child Protection Specialist)	2413	4293
Director of Business Management I	3362	5726
Director of Business Management II	4021	6529
Director of Financial Assistance	4021	6529
Director of Planning	4021	6529
Director of Public Health Nursing	3009	5374
Director of Social Services	4021	6529
Employment Guidance Counselor	2108	3444
Family Service Coordinator II	2108	3444
Family Support Coordinator	2305	4293
Financial Assistance Supervisor I	2518	4491
Financial Assistance Supervisor II	2750	4916
Financial Assistance Supervisor III	2876	5374
Fiscal Manager	2876	5374

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Fiscal Officer	2202	3754
Fiscal Supervisor I	2413	4293
Fiscal Supervisor II	2750	4916
Human Services Associate Manager	3754	6111
Information Technology Specialist	2202	3927
Information Technology Specialist, Sr	2305	4293
Management Information Supervisor	2750	5141
Mental Health Program Manager	3362	5726
Mental Health Worker	2518	4491
Office Services Supervisor	2108	3444
Planner (Human Services)	2518	4491
Psychologist I	2413	4293
Psychologist II	2750	4916
Psychologist III	3670	5726
Public Health Educator	2305	4293
Public Health Nurse	2636	4491
Public Health Nurse (Team Leader)	2750	4692
Public Health Nursing Supervisor	2876	4916
Registered Dietitian	2202	3927
Registered Nurse (A A. Degree, 3 year Diploma, or B.S Degree)	2518	4293
Sanitarian	2202	3754
Senior Manager (Admin. Support Services)	4392	7131
Senior Staff Development Specialist	2750	4916
Social Services Supervisor I	2876	5374
Social Services Supervisor II	3291	5854
Social Services Supervisor III	3754	6111
Social Work Team Leader	2636	4491
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2518	4491
Support Services Supervisor	2305	3927
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Volunteer Services Coordinator	2202	3927
Welfare Director I	3362	5726
Welfare Director II	3754	6111
Welfare Director III	4021	6529
Welfare Director IV	4392	7131
Welfare Director V	4692	7959

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
Accounting Technician	1613	2636
Case Aide	1968	3078
Chemical Dependency Counselor	2108	3444
Child Health Aide	1290	2305
Child Support Officer	2108	3444
Collections Officer	1968	3078
Community Service Aide	1290	2305
Community Support Technician	1968	3078

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Coordinator of Aging	2108	3444
Crisis Center Resource Aide	1613	2636
Energy Assistance Program Specialist	1506	2461
Executive Assistant	1968	3078
Family Based Services Provider	1968	3078
Family Service Aide I	1506	2461
Family Service Aide II	1613	2636
Family Service Coordinator I	1768	2876
Financial Assistance Specialist	2108	3444
Financial Worker	1968	3078
Fraud Prevention Specialist	2108	3444
Home Health Aide	1506	2461
Home Health Aide Coordinator	1768	2876
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Housing Coordinator	2305	3927
Information Systems Specialist	1506	2461
Information Systems Specialist, Sr.	1968	3078
Licensed Practical Nurse	1768	2876
Managed Care Advocate	2108	3444
Managed Care Enroller	1968	3078
Public Health Aide	1290	2305
Senior Citizen's Aide	1506	2461
SILS Program Coordinator	1968	3078
Social Services Administrative Aide	2108	3444
Support and Collections Specialist	2202	3596
Support Enforcement Aide	1613	2636
Transit Coordinator	1768	2876
Welfare Fraud Investigator	2108	3444
WIC Certifier	1768	2876

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	1613	2636
Office Support Aide	1110	1968
Office Support Specialist	1317	2354
Office Support Specialist, Sr	1613	2636

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	1212	2152
Bus Driver	1290	2305
Janitor	1290	2305
Maintenance Worker	1506	2305

Statutory Authority: *MS s 256 012*

History: *26 SR 811*