

7520.0400 ORGANIZATION.

Subpart 1. **Governor.** Minnesota Statutes, section 12.22, subdivision 3 states:

"The governor shall have authority to establish rules and regulations 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 basis for all employees of local civil defense agencies, provided, however, that the governor shall exercise no authority with respect to the selection, tenure of office, and compensation of any individual employed in accordance with such methods.

The governor may, by rule and regulation, cooperate with the federal government in any manner as may be necessary to qualify for federal aid to carry out the provisions herein expressed. The governor may, by rule and regulation, also cooperate with other political units or subdivisions in establishing and maintaining personnel standards on a merit basis." (Minnesota Statutes, section 12.22, subdivision 3.)

Subp. 2. **Rules to affect employees of jurisdictions with local civil service commissions.** The authority to require methods of relating to the establishment and maintenance of personnel standards on a merit basis shall extend to all employees except as provided in part 7520.0200, subpart 5; and this chapter shall be applicable to such employees until such time as the local jurisdiction adopts and maintains rules affecting classification and compensation, examination and certification of eligibles, and other personnel standards that substantially conform to this chapter and are so certified as conforming by the supervisor.

Subp. 3. **Merit System Council.** The Merit System Council shall be the council appointed by the governor to serve as the council for the Minnesota Merit System. It shall be the duty of the council within the scope of this chapter:

A. to establish general policies for the administration of merit examinations and the hearing of personnel appeals as provided in 12 MCAR S 2.508;

B. to hear such appeals or to appoint an appeal board or to appoint a referee to hear such appeals on its behalf;

C. to consult with the merit system supervisor in formulating procedures for the purpose of insuring conformity with this chapter and the policies of the council;

D. to review the classification and compensation plans and to make recommendations to the commissioner of public safety on their adoption and revision;

E. to make recommendations to the commissioner of public safety about internal personnel policies to insure conformity with this chapter;

F. to promote public understanding of the purposes, policies, and practices of the merit system; and

G. to review and make recommendations to the commissioner of public safety about amendments to the rules of the merit system.

Meetings of the council shall be held as often as necessary and practicable upon call of the chair, of the supervisor, or of the commissioner of public safety. The commissioner of public safety shall have the right to be represented at all meetings of the council, but such representation shall be without voting power. The council shall adopt procedures for the conduct of its activities.

Each member of the council shall be paid \$50 per regular meeting, but no member shall be paid more than \$600 in any one calendar year for regular meetings. Each member of the council shall be paid \$50 per day when serving on an appeal or hearing board. In addition members whose residence is in excess of 50 miles of the place of meeting shall be compensated for travel expenses and, in an instance in which the meeting is scheduled for more than one day or when the hour of the beginning of the meeting, or the close of the meeting, does not allow coming from or returning to the place of residence within a reasonable time, for lodging and meals.

Subp. 4. **Merit system supervisor.** The merit system supervisor shall be the duly appointed supervisor of the Minnesota Merit System. In conformance with parts 7520.0100 to 7520.1100, it shall be the duty of the merit system supervisor:

A. to develop and put into continuous effect policies and procedures for the administration of the merit system program as they relate to the preparation, administration, and scoring of examinations; the preparation, custody, and maintenance of registers of eligibles; the determination of availability of eligibles for appointment; the certification for appointments; and the determination of the adequacy of existing registers;

B. to develop and administer the classification and compensation plans and to consult with the commissioner of public safety and with the council on the adoption and revision of such plans as they relate to the merit system program of recruitment and examination;

C. to maintain personnel records of all persons employed under the merit system program and records of all personnel action;

D. to promote public understanding of the purposes, policies, and practices of the merit system program and to develop and put into effect procedures for carrying out the personnel administration of the rules of the merit system;

E. to appoint staff members, including technicians, clerks, stenographers, and such other permanent or temporary employees as are necessary to carry out the provisions of parts 7520.0100 to 7520.1100. The employees shall be chosen in accordance with the provisions of the Minnesota Department of Management and Budget rules;

F. to review, develop, and propose amendments to existing merit system rules for consideration and recommendation by the Merit System Council and in accordance with the provisions of Minnesota Statutes, chapter 14; and

G. to perform such other duties as are prescribed by parts 7520.0100 to 7520.1100 or by the council.

Statutory Authority: *MS s 12.22*

History: *17 SR 1279; 23 SR 82; L 2008 c 204 s 42; L 2009 c 101 art 2 s 109*

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