

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Merit System

4

5 Rules as Adopted

6 9575.0670 EMERGENCY APPOINTMENT.

7 Whenever an emergency exists that requires the immediate
8 services of one or more persons and it is not possible to obtain
9 such persons from appropriate registers, the appointing
10 authority may appoint a person or persons without consideration
11 of other provisions of these rules governing appointment, except
12 as provided in parts 9575.1410 to 9575.1450. Such appointments
13 normally shall be limited to no more than 45 working days during
14 any calendar year for the same person; however, such appointment
15 of the same person can be extended to 67 working days with prior
16 approval by the supervisor.

17 9575.0740 EXTENSION OF PROBATIONARY PERIOD.

18 In rare or unusual circumstances or conditions that prevent
19 the making of a full and fair determination as a basis for
20 granting permanent status or separating the employee from the
21 service, an extension of the probationary period for up to three
22 months may be granted. Initiation of a request to the merit
23 system supervisor for extension must be made at least 15 days
24 before the end of the probationary period and shall specify the
25 reasons why the extension is necessary. A current evaluation of
26 the employee's performance shall accompany the request. A copy
27 of the request for extension and the evaluation shall be
28 provided to the probationary employee by the appointing
29 authority.

30 The supervisor's decision on the request shall be given to
31 the agency and the employee at least five days in advance of the
32 end of the initial probation period.

33 Each formal request for extension of the probationary
34 period and the decision on the request shall be reported to the
35 merit system council at its next meeting.

1 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1987.

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

5	Minimum	Maximum
6		
7	Accountant	1597 2280
8	Accounting Supervisor	1863 2785
9	Administrative Assistant I	1992 2975
10	Administrative Assistant II	2132 3176
11	Administrative Assistant III	2542 3641
12	Adult Day Care Center Supervisor	1745 2602
13	Assistant Human Services Director	2785 3968
14	Assistant Welfare Director	3251 4627
15	Auditor	1863 2785
16	Center Coordinator	1671 2491
17	Chemical Dependency Coordinator	1631 2437
18	Collection Services Supervisor II	1745 2602
19	Community-Health Services Supervisor	1945 3043
20	Community-Relations Specialist	1786 2542
21	Computer Programmer	1526 2186
22	Day Care Center Teacher	1460 2186
23	Developmental Achievement Center Director	1826 2602
24	Developmental Achievement Center Teacher	1460 2186
25	Director of Business Management I	2085 2975
26	Director of Business Management II	2542 3641
27	Director of Financial Assistance	2542 3641
28	Director of Planning	2542 3641
29	Director of Public Health Nursing I	1863 2785
30	Director of Social Services	2542 3641
31	Employment Guidance Counselor	1397 1992
32	Family Service Coordinator II	1560 2132
33	Financial Assistance Supervisor I	1705 2542
34	Financial Assistance Supervisor II	1992 2975
35	Fiscal Manager	2280 3251
36	Fiscal Officer	1460 2186
37	Fiscal Supervisor I	1460 2186
38	Fiscal Supervisor II	1863 2785
39	Gerontology Counselor	1705 2542
40	Homemaker Supervisor	1826 2602
41	Human Services Director III	3043 4327
42	Human Services Supervisor I	1992 2975
43	Human Services Supervisor II	2385 3406
44	Jobs and Training Supervisor	1705 2542
45	Medical Assistance Prepayment	
46	Project Manager	1992 2975
47	Mental Health Program Manager	2132 3176
48	Mental Health Worker	1745 2602
49	Methods & Procedures Analyst	1671 2385
50	Nutrition Project Assistant Director	1460 2186
51	Nutrition Project Director	1905 2847
52	Office Services Supervisor II	1397 1992
53	Personnel Officer	1460 2186
54	Personnel Director	2542 3641
55	Planner (Human Services)	1826 2602
56	Psychologist I	1705 2542
57	Psychologist II	1992 2847
58	Psychologist III	2659 3641
59	Public Health Educator	1597 2280
60	Public Health Nurse	1597 2280
61	Public Health Nurse (Team Leader)	1745 2491
62	Registered Nurse (A.A. Degree,	
63	3 year Diploma, or B.S. Degree)	1526 2186
64	Resident Activity Coordinator	1460 2186
65	Sanitarian	1460 2186
66	Senior Public Health Nurse	1745 2602

1	Senior Staff Development Specialist	1945	2785
2	Social Worker (Licensing Specialist)	1460	2186
3	Social Worker	1491	2329
4	Social Worker (Child Protection		
5	Specialist)	1491	2329
6	Social Worker (MSW)	1705	2542
7	Social Worker (Child Protection		
8	Specialist) (MSW)	1705	2542
9	Social Services Supervisor I	1992	2975
10	Social Services Supervisor II	2186	3251
11	Staff Development Specialist	1631	2437
12	Student Social		
13	Worker (Intern) Rate proposed by appointing authority.		
14	Student Social		
15	Worker (SWEP) Rate proposed by appointing authority.		
16	Systems Programmer Analyst	1945	2659
17	Telecommunications Analyst	1863	2659
18	Trainee Rate proposed by appointing authority and		
19	approved by the merit system supervisor		
20	and the commissioner of human services.		
21	Volunteer Services Coordinator I	1460	2186
22	Volunteer Services Coordinator II	1826	2602
23	Welfare Director I	2329	3481
24	Welfare Director II	2602	3723
25	Welfare Director III	2785	3968
26	Welfare Director IV	3043	4327
27	Welfare Director V	4055	5762
28	Work-Experience & Training Specialist	1745	2491

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30 Subp. 2. Professional: plan B. The following minimum and

31 maximum salary steps in monthly salary amounts shall be

32 applicable to the specified classes of positions:

	Minimum	Maximum
33		
34		
35	Accountant	1671 2385
36	Accounting Supervisor	1945 2909
37	Administrative Assistant I	2085 3113
38	Administrative Assistant II	2229 3330
39	Administrative Assistant III	2659 3800
40	Adult Day Care Center Supervisor	1826 2721
41	Assistant Human Services Director	2785 3968
42	Assistant Welfare Director	3251 4627
43	Auditor	1945 2909
44	Center Coordinator	1745 2602
45	Chemical Dependency Coordinator	1705 2542
46	Collections Services Supervisor II	1826 2721
47	Community-Health Services Supervisor	2036 3176
48	Community-Relations Specialist	1863 2659
49	Computer Programmer	1597 2280
50	Day Care Center Teacher	1526 2280
51	Developmental Achievement Center Director	1905 2721
52	Developmental Achievement Center Teacher	1526 2280
53	Director of Business Management I	2186 3113
54	Director of Business Management II	2659 3800
55	Director of Financial Assistance	2659 3800
56	Director of Planning	2659 3800
57	Director of Public Health Nursing I	1945 2909
58	Director of Social Services	2659 3800
59	Employment Guidance Counselor	1460 2085
60	Family Service Coordinator II	1631 2229
61	Financial Assistance Supervisor I	1786 2659
62	Financial Assistance Supervisor II	2085 3113
63	Fiscal Manager	2385 3406
64	Fiscal Officer	1526 2280
65	Fiscal Supervisor I	1526 2280
66	Fiscal Supervisor II	1945 2909
67	Gerontology Counselor	1786 2659
68	Homemaker Supervisor	1905 2721

1	Human Services Director III	3043	4327
2	Human Services Supervisor I	2085	3113
3	Human Services Supervisor II	2491	3562
4	Jobs and Training Supervisor	1786	2659
5	Medical Assistance Prepayment		
6	Project Manager	2085	3113
7	Mental Health Program Manager	2229	3330
8	Mental Health Worker	1826	2721
9	Methods & Procedures Analyst	1745	2491
10	Nutrition Project Assistant Director	1526	2280
11	Nutrition Project Director	1992	2975
12	Office Services Supervisor II	1460	2085
13	Personnel Officer	1526	2280
14	Personnel Director	2659	3800
15	Planner (Human Services)	1905	2721
16	Psychologist I	1786	2659
17	Psychologist II	2085	2975
18	Psychologist III	2785	3800
19	Public Health Educator	1671	2385
20	Public Health Nurse	1671	2385
21	Public Health Nurse (Team Leader)	1826	2602
22	Registered Nurse (A.A. Degree,		
23	3 year Diploma, or B.S. Degree)	1597	2280
24	Resident Activity Coordinator	1526	2280
25	Sanitarian	1526	2280
26	Senior Public Health Nurse	1826	2721
27	Senior Staff Development Specialist	2036	2909
28	Social Worker (Licensing Specialist)	1526	2280
29	Social Worker	1560	2437
30	Social Worker (Child Protection		
31	Specialist)	1560	2437
32	Social Worker (MSW)	1786	2659
33	Social Worker (Child Protection		
34	Specialist) (MSW)	1786	2659
35	Social Services Supervisor I	2085	3113
36	Social Services Supervisor II	2280	3406
37	Staff Development Specialist	1705	2542
38	Student Social		
39	Worker (Intern) Rate proposed by appointing authority.		
40	Student Social		
41	Worker (SWEP) Rate proposed by appointing authority.		
42	Systems Programmer Analyst	2036	2785
43	Telecommunications Analyst	1945	2785
44	Trainee		
45	Rate proposed by appointing authority and		
46	approved by the merit system supervisor		
47	and the commissioner of human services.		
47	Volunteer Services Coordinator I	1526	2280
48	Volunteer Services Coordinator II	1905	2721
49	Welfare Director I	2329	3481
50	Welfare Director II	2602	3723
51	Welfare Director III	2785	3968
52	Welfare Director IV	3043	4327
53	Welfare Director V	4055	5762
54	Work-Experience & Training Specialist	1826	2602

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56 Subp. 3. Professional: plan C. The following minimum and

57 maximum salary steps in monthly salary amounts shall be

58 applicable to the specified classes of positions:

59		Minimum	Maximum
60			
61	Accountant	1745	2491
62	Accounting Supervisor	2036	3043
63	Administrative Assistant I	2186	3251
64	Administrative Assistant II	2329	3481
65	Administrative Assistant III	2785	3968
66	Adult Day Care Center Supervisor	1905	2847
67	Assistant Human Services Director	2785	3968
68	Assistant Welfare Director	3251	4627

1	Auditor	2036	3043
2	Center Coordinator	1826	2721
3	Chemical Dependency Coordinator	1786	2659
4	Collections Services Supervisor II	1905	2847
5	Community-Health Services Supervisor	2132	3330
6	Community-Relations Specialist	1945	2785
7	Computer Programmer	1671	2385
8	Day Care Center Teacher	1597	2385
9	Developmental Achievement Center Director	1992	2847
10	Developmental Achievement Center Teacher	1597	2385
11	Director of Business Management I	2280	3251
12	Director of Business Management II	2785	3968
13	Director of Financial Assistance	2785	3968
14	Director of Planning	2785	3968
15	Director of Public Health Nursing I	2132	3043
16	Director of Social Services	2785	3968
17	Employment Guidance Counselor	1526	2186
18	Family Service Coordinator II	1705	2329
19	Financial Assistance Supervisor I	1863	2785
20	Financial Assistance Supervisor II	2186	3251
21	Fiscal Manager	2491	3562
22	Fiscal Officer	1597	2385
23	Fiscal Supervisor I	1597	2385
24	Fiscal Supervisor II	2036	3043
25	Gerontology Counselor	1863	2785
26	Homemaker Supervisor	1992	2847
27	Human Services Director III	3043	4327
28	Human Services Supervisor I	2186	3251
29	Human Services Supervisor II	2602	3723
30	Jobs and Training Supervisor	1863	2785
31	Mental Health Program Manager	2329	3481
32	Mental Health Worker	1905	2847
33	Methods & Procedures Analyst	1826	2602
34	Nutrition Project Assistant Director	1597	2385
35	Nutrition Project Director	2085	3113
36	Office Services Supervisor II	1526	2186
37	Personnel Officer	1597	2385
38	Personnel Director	2785	3968
39	Planner (Human Services)	1992	2847
40	Psychologist I	1863	2785
41	Psychologist II	2186	3113
42	Psychologist III	2909	3968
43	Public Health Educator	1745	2491
44	Public Health Nurse	1826	2491
45	Public Health Nurse (Team Leader)	2036	2785
46	Registered Nurse (A.A. Degree,		
47	3 year Diploma, or B.S.Degree)	1745	2385
48	Resident Activity Coordinator	1597	2385
49	Sanitarian	1597	2385
50	Senior Public Health Nurse	1992	2847
51	Senior Staff Development Specialist	2132	3043
52	Social Worker (Licensing Specialist)	1597	2385
53	Social Worker	1631	2542
54	Social Worker (Child Protection		
55	Specialist)	1631	2542
56	Social Worker (MSW)	1863	2785
57	Social Worker (Child Protection		
58	Specialist) (MSW)	1863	2785
59	Social Services Supervisor I	2186	3251
60	Social Services Supervisor II	2385	3562
61	Staff Development Specialist	1786	2659
62	Student Social		
63	Worker (Intern)	Rate proposed by appointing authority.	
64	Student Social		
65	Worker (SWEP)	Rate proposed by appointing authority.	
66	Systems Programmer Analyst	2132	2909
67	Telecommunications Analyst	2036	2909
68	Trainee	Rate proposed by appointing authority and	
69		approved by the merit system supervisor	
70		and the commissioner of human services.	
71	Volunteer Services Coordinator I	1597	2385

1	Volunteer Services Coordinator II	1992	2847
2	Welfare Director I	2329	3481
3	Welfare Director II	2602	3723
4	Welfare Director III	2785	3968
5	Welfare Director IV	3043	4327
6	Welfare Director V	4055	5762
7	Work-Experience & Training Specialist	1905	2721

8

9 Subp. 4. Support personnel: plan A. The following

10 minimum and maximum salary steps in monthly salary amounts shall

11 be applicable to the specified classes of positions:

12		Minimum	Maximum
13			
14	Account Clerk	1044	1427
15	Accounting Technician	1091	1560
16	Adult Day Care Center Program Coordinator	1117	1671
17	Case Aide	1117	1671
18	Chemical Dependency Counselor	1364	1786
19	Child Health Aide	933	1278
20	Child Support Officer I	1278	1826
21	Child Support Officer II	1460	1992
22	Collections Officer	1278	1826
23	Collection Services Supervisor I	1597	2186
24	Community Service Aide	839	1250
25	Computer Operations Specialist	1197	1560
26	Coordinator of Aging	1278	1905
27	Developmental Achievement Center Instructor	1117	1671
28	Employment Technician	1117	1671
29	Family Service Aide I	912	1364
30	Family Service Aide II	1044	1560
31	Family Service Coordinator I	1224	1671
32	Family Service/Home Health Aide	912	1364
33	Financial Assistance Specialist	1397	1992
34	Financial Worker	1117	1671
35	Food Stamp Corrective Action Specialist I	1526	2186
36	Food Stamp Corrective Action Specialist II	1671	2385
37	Home Health Aide	912	1364
38	Home Health Aide Coordinator	1224	1671
39	Housekeeper	Rate proposed by appointing authority and	
40		approved by the merit system supervisor	
41		and the commissioner of human services.	
42	Housing Coordinator	1597	2280
43	Housing Rehabilitation Specialist	1250	1786
44	Licensed Practical Nurse	1197	1631
45	Methods and Procedures Technician	1364	1786
46	Office Services Supervisor I	1224	1671
47	Public Health Aide	839	1250
48	Senior Citizen's Aide	912	1364
49	Support Enforcement Aide	1044	1427
50	Welfare Fraud Investigator	1597	2085

51

52 Subp. 5. Support personnel: plan B. The following

53 minimum and maximum salary steps in monthly salary amounts shall

54 be applicable to the specified classes of positions:

55		Minimum	Maximum
56			
57	Account Clerk	1091	1491
58	Accounting Technician	1141	1631
59	Adult Day Care Center Program Coordinator	1168	1745
60	Case Aide	1168	1745
61	Chemical Dependency Counselor	1427	1863
62	Child Health Aide	976	1334
63	Child Support Officer I	1334	1905
64	Child Support Officer II	1526	2085

1	Collections Officer	1334	1905
2	Collection Services Supervisor I	1671	2280
3	Community Service Aide	876	1307
4	Computer Operations Specialist	1250	1631
5	Coordinator of Aging	1334	1992
6	Developmental Achievement Center Instructor	1168	1745
7	Employment Technician	1168	1745
8	Family Service Aide I	955	1427
9	Family Service Aide II	1091	1631
10	Family Service Coordinator I	1278	1745
11	Family Service/Home Health Aide	955	1427
12	Financial Assistance Specialist	1460	2085
13	Financial Worker	1168	1745
14	Food Stamp Corrective Action Specialist I	1526	2186
15	Food Stamp Corrective Action Specialist II	1671	2385
16	Home Health Aide	955	1427
17	Home Health Aide Coordinator	1278	1745
18	Housekeeper	Rate proposed by appointing authority and	
19		approved by the merit system supervisor	
20		and the commissioner of human services.	
21	Housing Coordinator	1671	2385
22	Housing Rehabilitation Specialist	1307	1863
23	Licensed Practical Nurse	1250	1705
24	Methods and Procedures Technician	1427	1863
25	Office Services Supervisor I	1278	1745
26	Public Health Aide	876	1307
27	Senior Citizen's Aide	955	1427
28	Support Enforcement Aide	1091	1491
29	Welfare Fraud Investigator	1671	2186

30

31 Subp. 6. Support personnel: plan C. The following

32 minimum and maximum salary steps in monthly salary amounts shall

33 be applicable to the specified classes of positions:

34		Minimum	Maximum
35			
36	Account Clerk	1141	1560
37	Accounting Technician	1197	1705
38	Adult Day Care Center Program Coordinator	1224	1826
39	Case Aide	1224	1826
40	Chemical Dependency Counselor	1491	1945
41	Child Health Aide	1069	1460
42	Child Support Officer I	1397	1992
43	Child Support Officer II	1597	2186
44	Collections Officer	1397	1992
45	Collection Services Supervisor I	1745	2385
46	Community Service Aide	912	1364
47	Computer Operations Specialist	1307	1705
48	Coordinator of Aging	1397	2085
49	Developmental Achievement Center Instructor	1224	1826
50	Employment Technician	1224	1826
51	Family Service Aide I	999	1491
52	Family Service Aide II	1141	1705
53	Family Service Coordinator I	1334	1826
54	Family Service/Home Health Aide	999	1491
55	Financial Assistance Specialist	1526	2186
56	Financial Worker	1224	1826
57	Food Stamp Corrective Action Specialist I	1526	2186
58	Food Stamp Corrective Action Specialist II	1671	2385
59	Home Health Aide	999	1491
60	Home Health Aide Coordinator	1334	1826
61	Housekeeper	Rate proposed by appointing authority and	
62		approved by the merit system supervisor	
63		and the commissioner of human services.	
64	Housing Coordinator	1745	2491
65	Housing Rehabilitation Specialist	1364	1945
66	Licensed Practical Nurse	1307	1786
67	Methods and Procedures Technician	1491	1945
68	Office Services Supervisor I	1334	1826

1	Public Health Aide	912	1364
2	Senior Citizen's Aide	999	1491
3	Support Enforcement Aide	1141	1560
4	Welfare Fraud Investigator	1745	2280

5
6 Subp. 7. Clerical: plan A. The following minimum and
7 maximum salary steps in monthly salary amounts shall be
8 applicable to the specified classes of positions:

9		Minimum	Maximum
10			
11	Administrative Secretary	1078	1473
12	Clerk I	758	1030
13	Clerk II	866	1234
14	Clerk III	1030	1410
15	Clerk-Typist I	831	1128
16	Clerk-Typist II	866	1234
17	Clerk-Typist III	1030	1473
18	Clerk-Steno	902	1234
19	Data Entry Operator	831	1128
20	Information Systems Specialist	902	1234
21	Legal Secretary	1030	1410
22	Switchboard Operator	831	1128

23
24 Employees in the class of Clerk-Typist I who are assigned
25 on a full-time basis to transcribing machine operation may be
26 paid within the county range for Clerk-Stenographer.

27 Subp. 8. Clerical: plan B. The following minimum and
28 maximum salary steps in monthly salary amounts shall be
29 applicable to the specified classes of positions:

30		Minimum	Maximum
31			
32	Administrative Secretary	1207	1648
33	Clerk I	866	1128
34	Clerk II	986	1344
35	Clerk III	1151	1503
36	Clerk-Typist I	942	1234
37	Clerk-Typist II	986	1344
38	Clerk-Typist III	1151	1575
39	Clerk-Steno	1030	1344
40	Data Entry Operator	942	1234
41	Information Systems Specialist	1030	1344
42	Legal Secretary	1151	1503
43	Switchboard Operator	942	1234

44
45 Employees in the class of Clerk-Typist I who are assigned
46 on a full-time basis to transcribing machine operation may be
47 paid within the county range for Clerk-Stenographer.

48 Subp. 9. Clerical: plan C. The following minimum and
49 maximum salary steps in monthly salary amounts shall be
50 applicable to the specified classes of positions:

51		Minimum	Maximum
52			
53	Administrative Secretary	1263	1721
54	Clerk I	942	1234
55	Clerk II	1088	1473
56	Clerk III	1207	1575

1	Clerk-Typist I	1030	1344
2	Clerk-Typist II	1088	1473
3	Clerk-Typist III	1207	1648
4	Clerk-Steno	1128	1473
5	Data Entry Operator	1030	1344
6	Information Systems Specialist	1128	1473
7	Legal Secretary	1207	1575
8	Switchboard Operator	1030	1344

9
10 Employees in the class of Clerk-Typist I who are assigned
11 on a full-time basis to transcribing machine operation may be
12 paid within the county range for Clerk-Stenographer.

13 Subp. 10. and 11. [Unchanged.]

14

15 REPEALER. Minnesota Rules, parts 9575.0820 and 9575.0970,
16 are repealed.