

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Merit System

4

5 Rules as Adopted

6 9575.0320 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE
7 MINNESOTA MERIT SYSTEM.

8 Subpart 1. Annual adjustments. The compensation plan
9 provided in part 9575.1500 shall be adjusted annually to reflect
10 changes in the level of salary rates in business and government
11 for similar and competing types of employment and to achieve
12 equitable compensation relationships between classes of
13 positions based on their comparable work value.

14 Subp. 2. [See Repealer.]

15 Subp. 3. Plan amendments. After a review of changes in
16 the level of salary rates and consideration of available
17 information regarding trends in the Twin City Consumer Price
18 Index, the supervisor shall propose amendments to the
19 compensation plan in accordance with Minnesota Statutes, chapter
20 14, the Administrative Procedure Act, and as outlined in part
21 9575.0300. Amendments shall include a proposed general
22 adjustment to all rates of pay in the professional, support,
23 clerical, and maintenance and trades salary schedules and
24 specific comparability adjustments to all rates of pay for
25 certain classes, as necessary, to correct compensation
26 inequities based on comparable work value. The amended
27 compensation plan shall be effective on the following January 1
28 or, for those agencies on a biweekly or four-week payroll
29 period, on the beginning date of the first payroll period after
30 the following January 1.

31 Subp. 3a. Employee salary adjustments. Based on an annual
32 review of adjustments to salary levels by employees with similar
33 and competing types of employment and trends in the Twin City
34 Consumer Price Index, the supervisor shall recommend a general
35 salary adjustment for all employees on the professional,

1 support, clerical, and maintenance and trades salary schedules
 2 whose positions are not covered by the terms and conditions of a
 3 collective bargaining agreement. The recommended general salary
 4 adjustment shall be proposed in accordance with Minnesota
 5 Statutes, chapter 14, the Administrative Procedure Act, in an
 6 amount as provided in part 9575.0350, subpart 3. The adopted
 7 salary adjustment shall be effective on the following January 1
 8 or, for those agencies on a biweekly or four-week payroll
 9 period, on the beginning date of the first payroll period after
 10 the following January 1.

11 Subp. 4. [See Repealer.]

12 Subp. 5. [Unchanged.]

13 Subp. 6. [See Repealer.]

14 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

15 Subpart 1. and 2. [Unchanged.]

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

20 Subp. 4. and 5. [Unchanged.]

21 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1988.

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

	Minimum	Maximum
27 Accountant	1645	2348
28 Accounting Supervisor	1919	2869
29 Administrative Assistant I	2052	3206
30 Administrative Assistant II	2196	3430
31 Administrative Assistant III	2618	3750
32 Adult Day Care Center Supervisor	1881	2680
33 Assistant Human Services Director	2869	4087
34 Assistant Welfare Director	3349	4766
35 Auditor	1919	2869
36 Chemical Dependency Coordinator	1645	2457
37 Collection Services Supervisor II	1721	2566
38 Community-Health Services Supervisor	2003	3134
39 Computer Programmer	1572	2252
40 Day Care Center Teacher	1504	2252
41 Developmental Achievement Center Director	1881	2680
42 Developmental Achievement Center Teacher	1504	2252
43 Director of Business Management I	2052	3064
44 Director of Business Management II	2618	3750
45 Director of Financial Assistance	2618	3750

1	Director of Planning	2618	3750
2	Director of Public Health Nursing I	1919	2869
3	Director of Social Services	2618	3750
4	Employment Guidance Counselor	1439	2052
5	Family Service Coordinator II	1572	2052
6	Financial Assistance Supervisor I	1721	2566
7	Financial Assistance Supervisor II	2052	3064
8	Fiscal Manager	2348	3349
9	Fiscal Officer	1504	2252
10	Fiscal Supervisor I	1504	2252
11	Fiscal Supervisor II	1919	2869
12	Gerontology Counselor	1721	2566
13	Human Services Director III	3134	4457
14	Human Services Supervisor I	2052	3206
15	Human Services Supervisor II	2457	3508
16	Jobs and Training Supervisor	1721	2566
17	Medical Assistance Prepayment		
18	Project Manager	2052	3064
19	Mental Health Program Manager	2196	3271
20	Mental Health Worker	1797	2680
21	Methods & Procedures Analyst	1607	2399
22	Nutrition Project Assistant Director	1504	2252
23	Nutrition Project Director	1919	2869
24	Office Services Supervisor II	1439	2052
25	Planner (Human Services)	1881	2680
26	Psychologist I	1721	2566
27	Psychologist II	2003	2869
28	Psychologist III	2680	3669
29	Public Health Educator	1645	2348
30	Public Health Nurse	1645	2348
31	Public Health Nurse (Team Leader)	1721	2566
32	Registered Nurse (A.A. Degree,		
33	3 year Diploma, or B.S. Degree)	1572	2252
34	Resident Activity Coordinator	1504	2252
35	Sanitarian	1504	2252
36	Senior Public Health Nurse	1881	2680
37	Senior Staff Development Specialist	1919	2869
38	Social Worker (Licensing Specialist)	1504	2252
39	Social Worker	1572	2457
40	Social Worker (Child Protection		
41	Specialist)	1572	2457
42	Social Worker (MSW)	1721	2566
43	Social Worker (Child Protection		
44	Specialist) (MSW)	1721	2566
45	Social Services Supervisor I	2052	3206
46	Social Services Supervisor II	2252	3508
47	Staff Development Specialist	1607	2399
48	Student Social		
49	Worker (Intern) Rate proposed by appointing authority.		
50	Student Social		
51	Worker (SWEP) Rate proposed by appointing authority.		
52	Systems Programmer Analyst	1919	2618
53	Telecommunications Analyst	1919	2739
54	Trainee		
55	Rate proposed by appointing authority and		
56	approved by the merit system supervisor		
57	and the commissioner of human services.		
57	Volunteer Services Coordinator I	1504	2252
58	Welfare Director I	2399	3585
59	Welfare Director II	2680	3835
60	Welfare Director III	2869	4087
61	Welfare Director IV	3134	4457
62	Welfare Director V	4177	5935
63	Work-Experience & Training Specialist	1721	2566
64			

65 Subp. 2. Professional: plan B. The following minimum and
66 maximum salary steps in monthly salary amounts shall be
67 applicable to the specified classes of positions:

	Minimum	Maximum
1		
2		
3	Accountant	1721 2457
4	Accounting Supervisor	2003 2996
5	Administrative Assistant I	2148 3349
6	Administrative Assistant II	2296 3585
7	Administrative Assistant III	2739 3914
8	Adult Day Care Center Supervisor	1962 2803
9	Assistant Human Services Director	2869 4087
10	Assistant Welfare Director	3349 4766
11	Auditor	2003 2996
12	Chemical Dependency Coordinator	1721 2566
13	Collections Services Supervisor II	1797 2680
14	Community-Health Services Supervisor	2097 3271
15	Computer Programmer	1645 2348
16	Day Care Center Teacher	1572 2348
17	Developmental Achievement Center Director	1962 2803
18	Developmental Achievement Center Teacher	1572 2348
19	Director of Business Management I	2148 3206
20	Director of Business Management II	2739 3914
21	Director of Financial Assistance	2739 3914
22	Director of Planning	2739 3914
23	Director of Public Health Nursing I	2003 2996
24	Director of Social Services	2739 3914
25	Employment Guidance Counselor	1504 2148
26	Family Service Coordinator II	1645 2148
27	Financial Assistance Supervisor I	1797 2680
28	Financial Assistance Supervisor II	2148 3206
29	Fiscal Manager	2457 3508
30	Fiscal Officer	1572 2348
31	Fiscal Supervisor I	1572 2348
32	Fiscal Supervisor II	2003 2996
33	Gerontology Counselor	1797 2680
34	Human Services Director III	3134 4457
35	Human Services Supervisor I	2148 3349
36	Human Services Supervisor II	2566 3669
37	Jobs and Training Supervisor	1797 2680
38	Medical Assistance Prepayment	
39	Project Manager	2148 3206
40	Mental Health Program Manager	2296 3430
41	Mental Health Worker	1881 2803
42	Methods & Procedures Analyst	1680 2510
43	Nutrition Project Assistant Director	1572 2348
44	Nutrition Project Director	2003 2996
45	Office Services Supervisor II	1504 2148
46	Planner (Human Services)	1962 2803
47	Psychologist I	1797 2680
48	Psychologist II	2097 2996
49	Psychologist III	2803 3835
50	Public Health Educator	1721 2457
51	Public Health Nurse	1721 2457
52	Public Health Nurse (Team Leader)	1797 2680
53	Registered Nurse (A.A. Degree,	
54	3 year Diploma, or B.S. Degree)	1645 2348
55	Resident Activity Coordinator	1572 2348
56	Sanitarian	1572 2348
57	Senior Public Health Nurse	1962 2803
58	Senior Staff Development Specialist	2003 2996
59	Social Worker (Licensing Specialist)	1572 2348
60	Social Worker	1645 2566
61	Social Worker (Child Protection	
62	Specialist)	1645 2566
63	Social Worker (MSW)	1797 2680
64	Social Worker (Child Protection	
65	Specialist) (MSW)	1797 2680
66	Social Services Supervisor I	2148 3349
67	Social Services Supervisor II	2348 3669
68	Staff Development Specialist	1680 2510
69	Student Social	
70	Worker (Intern) Rate proposed by appointing authority.	
71	Student Social	

1	Worker (SWEP)	Rate proposed by appointing authority.		
2	Systems Programmer Analyst		2003	2739
3	Telecommunications Analyst		2003	2869
4	Trainee	Rate proposed by appointing authority and		
5		approved by the merit system supervisor		
6		and the commissioner of human services.		
7	Volunteer Services Coordinator I		1572	2348
8	Welfare Director I		2399	3585
9	Welfare Director II		2680	3835
10	Welfare Director III		2869	4087
11	Welfare Director IV		3134	4457
12	Welfare Director V		4177	5935
13	Work-Experience & Training Specialist		1797	2680
14				

15 Subp. 3. Professional: plan C. The following minimum and
 16 maximum salary steps in monthly salary amounts shall be
 17 applicable to the specified classes of positions:

18		Minimum	Maximum
19			
20	Accountant	1797	2566
21	Accounting Supervisor	2097	3134
22	Administrative Assistant I	2252	3508
23	Administrative Assistant II	2399	3750
24	Administrative Assistant III	2869	4087
25	Adult Day Care Center Supervisor	2052	2932
26	Assistant Human Services Director	2869	4087
27	Assistant Welfare Director	3349	4766
28	Auditor	2097	3134
29	Chemical Dependency Coordinator	1797	2680
30	Collections Services Supervisor II	1881	2803
31	Community-Health Services Supervisor	2196	3430
32	Computer Programmer	1721	2457
33	Day Care Center Teacher	1645	2457
34	Developmental Achievement Center Director	2052	2932
35	Developmental Achievement Center Teacher	1645	2457
36	Director of Business Management I	2252	3349
37	Director of Business Management II	2869	4087
38	Director of Financial Assistance	2869	4087
39	Director of Planning	2869	4087
40	Director of Public Health Nursing I	2097	3134
41	Director of Social Services	2869	4087
42	Employment Guidance Counselor	1572	2252
43	Family Service Coordinator II	1721	2252
44	Financial Assistance Supervisor I	1881	2803
45	Financial Assistance Supervisor II	2252	3349
46	Fiscal Manager	2566	3669
47	Fiscal Officer	1645	2457
48	Fiscal Supervisor I	1645	2457
49	Fiscal Supervisor II	2097	3134
50	Gerontology Counselor	1881	2803
51	Human Services Director III	3134	4457
52	Human Services Supervisor I	2252	3508
53	Human Services Supervisor II	2680	3835
54	Jobs and Training Supervisor	1881	2803
55	Medical Assistant Prepayment		
56	Project Manager	2252	3349
57	Mental Health Program Manager	2399	3585
58	Mental Health Worker	1962	2932
59	Methods & Procedures Analyst	1756	2618
60	Nutrition Project Assistant Director	1645	2457
61	Nutrition Project Director	2097	3134
62	Office Services Supervisor II	1572	2252
63	Planner (Human Services)	2052	2932
64	Psychologist I	1881	2803
65	Psychologist II	2196	3134
66	Psychologist III	2932	4003
67	Public Health Educator	1797	2566

1	Public Health Nurse	1881	2566
2	Public Health Nurse (Team Leader)	2052	2803
3	Registered Nurse (A.A. Degree,		
4	3 year Diploma, or B.S.Degree)	1797	2457
5	Resident Activity Coordinator	1645	2457
6	Sanitarian	1645	2457
7	Senior Public Health Nurse	2052	2932
8	Senior Staff Development Specialist	2097	3134
9	Social Worker (Licensing Specialist)	1645	2457
10	Social Worker	1721	2680
11	Social Worker (Child Protection		
12	Specialist)	1721	2680
13	Social Worker (MSW)	1881	2803
14	Social Worker (Child Protection		
15	Specialist) (MSW)	1881	2803
16	Social Services Supervisor I	2252	3508
17	Social Services Supervisor II	2457	3835
18	Staff Development Specialist	1756	2618
19	Student Social		
20	Worker (Intern) Rate proposed by appointing authority.		
21	Student Social		
22	Worker (SWEP) Rate proposed by appointing authority.		
23	Systems Programmer Analyst	2097	2869
24	Telecommunications Analyst	2097	2996
25	Trainee		
26	Rate proposed by appointing authority and		
27	approved by the merit system supervisor		
27	and the commissioner of human services.		
28	Volunteer Services Coordinator I	1645	2457
29	Welfare Director I	2399	3585
30	Welfare Director II	2680	3835
31	Welfare Director III	2869	4087
32	Welfare Director IV	3134	4457
33	Welfare Director V	4177	5935
34	Work-Experience & Training Specialist	1881	2803
35			

36 Subp. 4. Support personnel: plan A. The following
 37 minimum and maximum salary steps in monthly salary amounts shall
 38 be applicable to the specified classes of positions:

	Minimum	Maximum
39		
40		
41	Account Clerk	1075 1470
42	Accounting Technician	1124 1607
43	Adult Day Care Center Program Coordinator	1151 1721
44	Case Aide	1151 1721
45	Chemical Dependency Counselor	1405 1840
46	Child Health Aide	921 1261
47	Child Support Officer I	1288 1840
48	Child Support Officer II	1504 2052
49	Collections Officer	1288 1840
50	Collection Services Supervisor I	1607 2196
51	Community Service Aide	883 1261
52	Computer Operations Specialist	1175 1536
53	Coordinator of Aging	1346 2003
54	Developmental Achievement Center Instructor	1261 1721
55	Employment Technician	1151 1721
56	Family Service Aide I	961 1439
57	Family Service Aide II	1101 1572
58	Family Service Coordinator I	1261 1721
59	Family Service/Home Health Aide	961 1439
60	Financial Assistance Specialist	1439 2052
61	Financial Worker	1151 1721
62	Food Stamp Corrective Action Specialist I	1572 2252
63	Food Stamp Corrective Action Specialist II	1721 2457
64	Home Health Aide	961 1439
65	Home Health Aide Coordinator	1261 1721
66	Housekeeper	
67	Rate proposed by appointing authority and	
	approved by the merit system supervisor	

1 and the commissioner of human services.

2	Housing Coordinator	1645	2348
3	Housing Rehabilitation Specialist	1261	1721
4	Licensed Practical Nurse	1261	1721
5	Methods and Procedures Technician	1405	1840
6	Office Services Supervisor I	1261	1721
7	Public Health Aide	883	1261
8	Senior Citizen's Aide	961	1439
9	Support and Collections Specialist	1504	2052
10	Support Enforcement Aide	1075	1470
11	Welfare Fraud Investigator	1607	2097
12			

13 Subp. 5. Support personnel: plan B. The following
 14 minimum and maximum salary steps in monthly salary amounts shall
 15 be applicable to the specified classes of positions:

16		Minimum	Maximum
17			
18	Account Clerk	1124	1536
19	Accounting Technician	1175	1680
20	Adult Day Care Center Program Coordinator	1203	1797
21	Case Aide	1203	1797
22	Chemical Dependency Counselor	1470	1919
23	Child Health Aide	1005	1374
24	Child Support Officer I	1346	1919
25	Child Support Officer II	1572	2148
26	Collections Officer	1346	1919
27	Collection Services Supervisor I	1680	2296
28	Community Service Aide	921	1374
29	Computer Operations Specialist	1233	1607
30	Coordinator of Aging	1405	2097
31	Developmental Achievement Center Instructor	1316	1797
32	Employment Technician	1203	1797
33	Family Service Aide I	1005	1504
34	Family Service Aide II	1151	1645
35	Family Service Coordinator I	1316	1797
36	Family Service/Home Health Aide	1005	1504
37	Financial Assistance Specialist	1504	2148
38	Financial Worker	1203	1797
39	Food Stamp Corrective Action Specialist I	1572	2252
40	Food Stamp Corrective Action Specialist II	1721	2457
41	Home Health Aide	1005	1504
42	Home Health Aide Coordinator	1316	1797
43	Housekeeper	Rate proposed by appointing authority and	
44		approved by the merit system supervisor	
45		and the commissioner of human services.	
46	Housing Coordinator	1721	2457
47	Housing Rehabilitation Specialist	1316	1797
48	Licensed Practical Nurse	1316	1797
49	Methods and Procedures Technician	1470	1919
50	Office Services Supervisor I	1316	1797
51	Public Health Aide	921	1374
52	Senior Citizen's Aide	1005	1504
53	Support and Collections Specialist	1572	2148
54	Support Enforcement Aide	1124	1536
55	Welfare Fraud Investigator	1680	2196
56			

57 Subp. 6. Support personnel: plan C. The following
 58 minimum and maximum salary steps in monthly salary amounts shall
 59 be applicable to the specified classes of positions:

60		Minimum	Maximum
61			
62	Account Clerk	1175	1607
63	Accounting Technician	1233	1756

1	Adult Day Care Center Program Coordinator	1261	1881
2	Case Aide	1261	1881
3	Chemical Dependency Counselor	1536	2003
4	Child Health Aide	1101	1504
5	Child Support Officer I	1405	2003
6	Child Support Officer II	1645	2252
7	Collections Officer	1405	2003
8	Collection Services Supervisor I	1756	2399
9	Community Service Aide	1101	1504
10	Computer Operations Specialist	1288	1680
11	Coordinator of Aging	1470	2196
12	Developmental Achievement Center Instructor	1374	1881
13	Employment Technician	1261	1881
14	Family Service Aide I	1151	1572
15	Family Service Aide II	1203	1721
16	Family Service Coordinator I	1374	1881
17	Family Service/Home Health Aide	1151	1572
18	Financial Assistance Specialist	1572	2252
19	Financial Worker	1261	1881
20	Food Stamp Corrective Action Specialist I	1572	2252
21	Food Stamp Corrective Action Specialist II	1721	2457
22	Home Health Aide	1151	1572
23	Home Health Aide Coordinator	1374	1881
24	Housekeeper	Rate proposed by appointing authority and	
25		approved by the merit system supervisor	
26		and the commissioner of human services.	
27	Housing Coordinator	1797	2566
28	Housing Rehabilitation Specialist	1374	1881
29	Licensed Practical Nurse	1374	1881
30	Methods and Procedures Technician	1536	2003
31	Office Services Supervisor I	1374	1881
32	Public Health Aide	1101	1504
33	Senior Citizen's Aide	1054	1572
34	Support and Collections Specialist	1645	2252
35	Support Enforcement Aide	1175	1607
36	Welfare Fraud Investigator	1756	2296
37			

38 Subp. 7. **Clerical: plan A.** The following minimum and
 39 maximum salary steps in monthly salary amounts shall be
 40 applicable to the specified classes of positions:

	Minimum	Maximum
41		
42		
43	Administrative Secretary	1110 1586
44	Clerk I	781 1061
45	Clerk II	892 1271
46	Clerk III	1061 1452
47	Clerk-Typist I	856 1162
48	Clerk-Typist II	892 1271
49	Clerk-Typist III	1085 1548
50	Clerk-Steno	892 1271
51	Data Entry Operator	856 1162
52	Information Systems Specialist	892 1271
53	Legal Secretary	1061 1452
54	Switchboard Operator	856 1162
55		

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

59 Subp. 8. **Clerical: plan B.** The following minimum and
 60 maximum salary steps in monthly salary amounts shall be
 61 applicable to the specified classes of positions:

	Minimum	Maximum
1		
2		
3	Administrative Secretary	1214 1660
4	Clerk I	892 1162
5	Clerk II	1016 1384
6	Clerk III	1186 1548
7	Clerk-Typist I	970 1271
8	Clerk-Typist II	1016 1384
9	Clerk-Typist III	1214 1660
10	Clerk-Steno	1016 1384
11	Data Entry Operator	970 1271
12	Information Systems Specialist	1016 1384
13	Legal Secretary	1186 1548
14	Switchboard Operator	970 1271
15		

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

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

	Minimum	Maximum
22		
23		
24	Administrative Secretary	1271 1736
25	Clerk I	970 1271
26	Clerk II	1110 1517
27	Clerk III	1243 1622
28	Clerk-Typist I	1061 1384
29	Clerk-Typist II	1110 1517
30	Clerk-Typist III	1271 1736
31	Clerk-Steno	1110 1517
32	Data Entry Operator	1061 1384
33	Information Systems Specialist	1110 1517
34	Legal Secretary	1243 1622
35	Switchboard Operator	1061 1384
36		

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

40 Subp. 10. Maintenance and trades: plan A. The following
 41 minimum and maximum salary steps in monthly salary amounts shall
 42 be applicable to the specified classes of positions. Janitors
 43 who are required to work for a period of at least five hours
 44 after 6 p.m. on a regularly scheduled basis may be paid a shift
 45 differential in the amount of one salary step above their normal
 46 day-work rate.

	Minimum	Maximum
47		
48		
49	Auto Driver	895 1154
50	Bus Driver	955 1278
51	Janitor	975 1250
52		

1 Subp. 11. **Maintenance and trades: plan B.** The following
 2 minimum and maximum salary steps in monthly salary amounts shall
 3 be applicable to the specified classes of positions. Janitors
 4 who are required to work for a period of at least five hours
 5 after 6 p.m. on a regularly scheduled basis may be paid a shift
 6 differential in the amount of one salary step above their normal
 7 day-work rate.

8	Minimum	Maximum
9		
10	1130	1451
11	1176	1514
12	1154	1483
13		

14 **REPEALER.** Minnesota Rules, part 9575.0320, subparts 2, 4,
 15 and 6, are repealed.