

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Merit System

4

5 Rules as Adopted

6 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1989.

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

10		Minimum	Maximum
11			
12	Accountant	1694	2418
13	Accounting Supervisor	1977	2955
14	Administrative Assistant I	2114	3302
15	Administrative Assistant II	2262	3533
16	Administrative Assistant III	2697	3863
17	Adult Day Care Center Supervisor	1549	2320
18	Assistant Human Services Director	2955	4394
19	Assistant Welfare Director	3449	5129
20	Auditor	1977	2955
21	Chemical Dependency Coordinator	1694	2531
22	Collection Services Supervisor II	1730	2585
23	Community Health Services Supervisor	2021	3156
24	Computer Programmer	1619	2320
25	Contract Services Representative	1937	2760
26	County Agency Social Worker		
27	(Licensing Specialist)	1549	2320
28	County Agency Social Worker	1619	2531
29	County Agency Social Worker		
30	(Child Protection Specialist)	1619	2531
31	County Agency Social Worker (MSW)	1773	2643
32	County Agency Social Worker (MSW)		
33	(Child Protection Specialist)	1773	2643
34	Day Care Center Teacher	1549	2320
35	Developmental Achievement Center Director	1937	2760
36	Developmental Achievement Center Teacher	1549	2320
37	Director of Business Management I	2262	3369
38	Director of Business Management II	2697	4031
39	Director of Financial Assistance	2697	4031
40	Director of Planning	2697	4031
41	Director of Public Health Nursing I	1977	2955
42	Director of Social Services	2697	4031
43	Employment Guidance Counselor	1549	2212
44	Family Based Services Supervisor	1694	2418
45	Family Service Coordinator II	1619	2114
46	Financial Assistance Supervisor I	1773	2643
47	Financial Assistance Supervisor II	2114	3156
48	Fiscal Officer	1549	2320
49	Fiscal Supervisor I	1549	2320
50	Fiscal Supervisor II	1977	2955
51	Gerontology Counselor	1773	2643
52	Human Services Director III	3228	4798
53	Human Services Supervisor I	2114	3302
54	Human Services Supervisor II	2585	3693
55	Jobs and Training Supervisor	1773	2643
56	Mental Health Program Manager	2262	3369
57	Mental Health Worker	1851	2760
58	Methods & Procedures Analyst	1619	2418
59	Nutrition Project Assistant Director	1549	2320
60	Nutrition Project Director	1977	2955
61	Office Services Supervisor II	1482	2114

1	Planner (Human Services)	1937	2760
2	Psychologist I	1773	2643
3	Psychologist II	2063	2955
4	Psychologist III	2697	3693
5	Public Health Educator	1694	2418
6	Public Health Nurse	1773	2531
7	Registered Dietician	1549	2320
8	Registered Nurse (A.A. Degree,		
9	3 year Diploma, or B.S. Degree)	1694	2418
10	Resident Activity Coordinator	1549	2320
11	Sanitarian	1549	2320
12	Senior Public Health Nurse	1937	2760
13	Senior Staff Development Specialist	1977	2955
14	Social Services Supervisor I	2114	3302
15	Social Services Supervisor II	2320	3613
16	Social Services Supervisor III	2585	3693
17	Staff Development Specialist	1619	2418
18	Student Social		
19	Worker (Intern) Rate proposed by appointing authority.		
20	Support Services Supervisor	1694	2418
21	Systems Programmer Analyst	1937	2643
22	Telecommunications Analyst	1977	2821
23	Trainee Rate proposed by appointing authority and		
24	approved by the merit system supervisor		
25	and the commissioner of human services.		
26	Volunteer Services Coordinator I	1549	2320
27	Welfare Director I	2531	3779
28	Welfare Director II	2760	4123
29	Welfare Director III	2955	4394
30	Welfare Director IV	3228	4798
31	Welfare Director V	4302	6113
32	Work Experience & Training Specialist	1730	2585
33			

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

	Minimum	Maximum	
37			
38			
39	Accountant	1773 2531	
40	Accounting Supervisor	2063 3086	
41	Administrative Assistant I	2212 3449	
42	Administrative Assistant II	2365 3693	
43	Administrative Assistant III	2821 4031	
44	Adult Day Care Center Supervisor	1619 2418	
45	Assistant Human Services Director	2955 4394	
46	Assistant Welfare Director	3449 5129	
47	Auditor	2063 3086	
48	Chemical Dependency Coordinator	1773 2643	
49	Collections Services Supervisor II	1809 2697	
50	Community Health Services Supervisor	2114 3302	
51	Computer Programmer	1694 2418	
52	Contract Services Representative	2021 2887	
53	County Agency Social Worker		
54	(Licensing Specialist)	1619 2418	
55	County Agency Social Worker	1694 2643	
56	County Agency Social Worker		
57	(Child Protection Specialist)	1694 2643	
58	County Agency Social Worker (MSW)	1851 2760	
59	County Agency Social Worker (MSW)		
60	(Child Protection Specialist)	1851 2760	
61	Day Care Center Teacher	1619 2418	
62	Developmental Achievement Center Director	2021 2887	
63	Developmental Achievement Center Teacher	1619 2418	
64	Director of Business Management I	2365 3533	
65	Director of Business Management II	2821 4210	
66	Director of Financial Assistance	2821 4210	
67	Director of Planning	2821 4210	

1	Director of Public Health Nursing I	2063	3086
2	Director of Social Services	2821	4210
3	Employment Guidance Counselor	1619	2320
4	Family Based Services Supervisor	1773	2531
5	Family Service Coordinator II	1694	2212
6	Financial Assistance Supervisor I	1851	2760
7	Financial Assistance Supervisor II	2212	3302
8	Fiscal Officer	1619	2418
9	Fiscal Supervisor I	1619	2418
10	Fiscal Supervisor II	2063	3086
11	Gerontology Counselor	1851	2760
12	Human Services Director III	3228	4798
13	Human Services Supervisor I	2212	3449
14	Human Services Supervisor II	2697	3863
15	Jobs and Training Supervisor	1851	2760
16	Mental Health Program Manager	2365	3533
17	Mental Health Worker	1937	2887
18	Methods & Procedures Analyst	1694	2531
19	Nutrition Project Assistant Director	1619	2418
20	Nutrition Project Director	2063	3086
21	Office Services Supervisor II	1549	2212
22	Planner (Human Services)	2021	2887
23	Psychologist I	1851	2760
24	Psychologist II	2160	3086
25	Psychologist III	2821	3863
26	Public Health Educator	1773	2531
27	Public Health Nurse	1851	2643
28	Registered Dietician	1619	2418
29	Registered Nurse (A.A. Degree,		
30	3 year Diploma, or B.S. Degree)	1773	2531
31	Resident Activity Coordinator	1619	2418
32	Sanitarian	1619	2418
33	Senior Public Health Nurse	2021	2887
34	Senior Staff Development Specialist	2063	3086
35	Social Services Supervisor I	2212	3449
36	Social Services Supervisor II	2418	3779
37	Social Services Supervisor III	2697	3863
38	Staff Development Specialist	1694	2531
39	Student Social		
40	Worker (Intern) Rate proposed by appointing authority.		
41	Support Services Supervisor	1773	2531
42	Systems Programmer Analyst	2021	2760
43	Telecommunications Analyst	2063	2955
44	Trainee		
45	Rate proposed by appointing authority and		
46	approved by the merit system supervisor		
47	and the commissioner of human services.		
48	Volunteer Services Coordinator I	1619	2418
49	Welfare Director I	2531	3779
50	Welfare Director II	2760	4123
51	Welfare Director III	2955	4394
52	Welfare Director IV	3228	4798
53	Welfare Director V	4302	6113
54	Work Experience & Training Specialist	1809	2697

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

	Minimum	Maximum
58		
59		
60	Accountant	1851 2643
61	Accounting Supervisor	2160 3228
62	Administrative Assistant I	2320 3613
63	Administrative Assistant II	2471 3863
64	Administrative Assistant III	2955 4210
65	Adult Day Care Center Supervisor	1694 2531
66	Assistant Human Services Director	2955 4394
67	Assistant Welfare Director	3449 5129

1	Auditor	2160	3228
2	Chemical Dependency Coordinator	1851	2760
3	Collections Services Supervisor II	1895	2821
4	Community Health Services Supervisor	2212	3449
5	Computer Programmer	1773	2531
6	Contract Services Representative	2114	3020
7	County Agency Social Worker		
8	(Licensing Specialist)	1694	2531
9	County Agency Social Worker	1773	2760
10	County Agency Social Worker		
11	(Child Protection Specialist)	1773	2760
12	County Agency Social Worker (MSW)	1937	2887
13	County Agency Social Worker (MSW)		
14	(Child Protection Specialist)	1937	2887
15	Day Care Center Teacher	1694	2531
16	Developmental Achievement Center Director	2114	3020
17	Developmental Achievement Center Teacher	1694	2531
18	Director of Business Management I	2471	3693
19	Director of Business Management II	2955	4394
20	Director of Financial Assistance	2955	4394
21	Director of Planning	2955	4394
22	Director of Public Health Nursing I	2160	3228
23	Director of Social Services	2955	4394
24	Employment Guidance Counselor	1694	2418
25	Family Based Services Supervisor	1851	2643
26	Family Service Coordinator II	1773	2320
27	Financial Assistance Supervisor I	1937	2887
28	Financial Assistance Supervisor II	2320	3449
29	Fiscal Officer	1694	2531
30	Fiscal Supervisor I	1694	2531
31	Fiscal Supervisor II	2160	3228
32	Gerontology Counselor	1937	2887
33	Human Services Director III	3228	4798
34	Human Services Supervisor I	2320	3613
35	Human Services Supervisor II	2821	4031
36	Jobs and Training Supervisor	1937	2887
37	Mental Health Program Manager	2471	3693
38	Mental Health Worker	2021	3020
39	Methods & Procedures Analyst	1773	2643
40	Nutrition Project Assistant Director	1694	2531
41	Nutrition Project Director	2160	3228
42	Office Services Supervisor II	1619	2320
43	Planner (Human Services)	2114	3020
44	Psychologist I	1937	2887
45	Psychologist II	2262	3228
46	Psychologist III	2955	4031
47	Public Health Educator	1851	2643
48	Public Health Nurse	2021	2760
49	Registered Dietician	1694	2531
50	Registered Nurse (A.A. Degree,		
51	3 year Diploma, or B.S. Degree)	1937	2643
52	Resident Activity Coordinator	1694	2531
53	Sanitarian	1694	2531
54	Senior Public Health Nurse	2114	3020
55	Senior Staff Development Specialist	2160	3228
56	Social Services Supervisor I	2320	3613
57	Social Services Supervisor II	2531	3950
58	Social Services Supervisor III	2821	4031
59	Staff Development Specialist	1773	2643
60	Student Social		
61	Worker (Intern) Rate proposed by appointing authority.		
62	Support Services Supervisor	1851	2643
63	Systems Programmer Analyst	2114	2887
64	Telecommunications Analyst	2160	3086
65	Trainee		
66	Rate proposed by appointing authority and		
67	approved by the merit system supervisor		
68	and the commissioner of human services.		
68	Volunteer Services Coordinator I	1694	2531
69	Welfare Director I	2531	3779
70	Welfare Director II	2760	4123
71	Welfare Director III	2955	4394

1	Welfare Director IV	3228	4798
2	Welfare Director V	4302	6113
3	Work Experience & Training Specialist	1895	2821
4			

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

8		Minimum	Maximum
9			
10	Account Clerk	1107	1514
11	Accounting Technician	1158	1655
12	Adult Day Care Center Program Coordinator	1186	1773
13	Case Aide	1186	1773
14	Chemical Dependency Counselor	1447	1895
15	Child Health Aide	949	1299
16	Child Support Officer I	1299	1851
17	Child Support Officer II	1549	2114
18	Collections Officer	1299	1851
19	Collection Services Supervisor I	1619	2212
20	Community Service Aide	949	1299
21	Computer Operations Specialist	1186	1549
22	Coordinator of Aging	1415	2114
23	Developmental Achievement Center Instructor	1299	1773
24	Employment Technician	1186	1773
25	Family Based Services Provider	1447	1895
26	Family Service Aide I	1014	1514
27	Family Service Aide II	1158	1655
28	Family Service Coordinator I	1299	1773
29	Family Service/Home Health Aide	1014	1514
30	Financial Assistance Specialist	1482	2114
31	Financial Worker	1186	1773
32	Food Stamp Corrective Action Specialist I	1619	2320
33	Food Stamp Corrective Action Specialist II	1773	2531
34	Home Health Aide	1014	1514
35	Home Health Aide Coordinator	1299	1773
36	Housekeeper	Rate proposed by appointing authority and	
37		approved by the merit system supervisor	
38		and the commissioner of human services.	
39	Housing Coordinator	1694	2418
40	Housing Rehabilitation Specialist	1299	1773
41	Licensed Practical Nurse	1299	1773
42	Methods and Procedures Technician	1447	1895
43	Monitoring and Review Specialist	1186	1773
44	Office Services Supervisor I	1299	1773
45	Public Health Aide	949	1299
46	Senior Citizen's Aide	1014	1514
47	Support and Collections Specialist	1549	2114
48	Support Enforcement Aide	1107	1514
49	Welfare Fraud Investigator	1619	2114
50			

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

54		Minimum	Maximum
55			
56	Account Clerk	1158	1582
57	Accounting Technician	1210	1730
58	Adult Day Care Center Program Coordinator	1239	1851
59	Case Aide	1239	1851
60	Chemical Dependency Counselor	1514	1977
61	Child Health Aide	1035	1415
62	Child Support Officer I	1355	1937
63	Child Support Officer II	1619	2212

1	Collections Officer	1355	1937
2	Collection Services Supervisor I	1694	2320
3	Community Service Aide	990	1415
4	Computer Operations Specialist	1239	1619
5	Coordinator of Aging	1549	2212
6	Developmental Achievement Center Instructor	1355	1851
7	Employment Technician	1239	1851
8	Family Based Services Provider	1514	1977
9	Family Service Aide I	1060	1582
10	Family Service Aide II	1210	1730
11	Family Service Coordinator I	1355	1851
12	Family Service/Home Health Aide	1060	1582
13	Financial Assistance Specialist	1549	2212
14	Financial Worker	1239	1851
15	Food Stamp Corrective Action Specialist I	1619	2320
16	Food Stamp Corrective Action Specialist II	1773	2531
17	Home Health Aide	1060	1582
18	Home Health Aide Coordinator	1355	1851
19	Housekeeper	Rate proposed by appointing authority and	
20		approved by the merit system supervisor	
21		and the commissioner of human services.	
22	Housing Coordinator	1773	2531
23	Housing Rehabilitation Specialist	1355	1851
24	Licensed Practical Nurse	1355	1851
25	Methods and Procedures Technician	1514	1977
26	Monitoring and Review Specialist	1239	1851
27	Office Services Supervisor I	1355	1851
28	Public Health Aide	990	1415
29	Senior Citizen's Aide	1060	1582
30	Support and Collections Specialist	1619	2212
31	Support Enforcement Aide	1158	1582
32	Welfare Fraud Investigator	1694	2212
33			

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

37		Minimum	Maximum
38			
39	Account Clerk	1210	1655
40	Accounting Technician	1270	1809
41	Adult Day Care Center Program Coordinator	1299	1937
42	Case Aide	1299	1937
43	Chemical Dependency Counselor	1582	2063
44	Child Health Aide	1134	1549
45	Child Support Officer I	1415	2021
46	Child Support Officer II	1694	2320
47	Collections Officer	1415	2021
48	Collection Services Supervisor I	1773	2418
49	Community Service Aide	1134	1549
50	Computer Operations Specialist	1299	1694
51	Coordinator of Aging	1619	2320
52	Developmental Achievement Center Instructor	1415	1937
53	Employment Technician	1299	1937
54	Family Based Services Provider	1582	2063
55	Family Service Aide I	1210	1655
56	Family Service Aide II	1270	1809
57	Family Service Coordinator I	1415	1937
58	Family Service/Home Health Aide	1210	1655
59	Financial Assistance Specialist	1619	2320
60	Financial Worker	1299	1937
61	Food Stamp Corrective Action Specialist I	1619	2320
62	Food Stamp Corrective Action Specialist II	1773	2531
63	Home Health Aide	1210	1655
64	Home Health Aide Coordinator	1415	1937
65	Housekeeper	Rate proposed by appointing authority and	
66		approved by the merit system supervisor	
67		and the commissioner of human services.	

1	Housing Coordinator	1851	2643
2	Housing Rehabilitation Specialist	1415	1937
3	Licensed Practical Nurse	1415	1937
4	Methods and Procedures Technician	1582	2063
5	Monitoring and Review Specialist	1299	1937
6	Office Services Supervisor I	1415	1937
7	Public Health Aide	1134	1549
8	Senior Citizen's Aide	1107	1655
9	Support and Collections Specialist	1694	2320
10	Support Enforcement Aide	1210	1655
11	Welfare Fraud Investigator	1773	2320
12			

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

	Minimum	Maximum
16		
17		
18	Administrative Secretary	1143 1634
19	Clerk I	804 1093
20	Clerk II	919 1309
21	Clerk III	1093 1496
22	Clerk-Typist I	882 1197
23	Clerk-Typist II	919 1309
24	Clerk-Typist III	1143 1634
25	Clerk-Steno	919 1309
26	Data Entry Operator	882 1197
27	Information Systems Specialist	919 1309
28	Legal Secretary	1093 1496
29	Switchboard Operator	882 1197
30		

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

	Minimum	Maximum
34		
35		
36	Administrative Secretary	1250 1710
37	Clerk I	919 1197
38	Clerk II	1046 1426
39	Clerk III	1222 1594
40	Clerk-Typist I	999 1309
41	Clerk-Typist II	1046 1426
42	Clerk-Typist III	1250 1710
43	Clerk-Steno	1046 1426
44	Data Entry Operator	999 1309
45	Information Systems Specialist	1046 1426
46	Legal Secretary	1222 1594
47	Switchboard Operator	999 1309
48		

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

	Minimum	Maximum
52		
53		
54	Administrative Secretary	1309 1788
55	Clerk I	999 1309
56	Clerk II	1143 1563
57	Clerk III	1280 1671
58	Clerk-Typist I	1093 1426
59	Clerk-Typist II	1143 1563

1	Clerk-Typist III	1309	1788
2	Clerk-Steno	1143	1563
3	Data Entry Operator	1093	1426
4	Information Systems Specialist	1143	1563
5	Legal Secretary	1280	1671
6	Switchboard Operator	1093	1426
7			

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

15		Minimum	Maximum
16			
17	Auto Driver	922	1189
18	Bus Driver	984	1316
19	Janitor	1004	1288
20	Maintenance Worker	1092	1463
21			

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

29		Minimum	Maximum
30			
31	Auto Driver	1138	1463
32	Bus Driver	1211	1559
33	Janitor	1189	1527
34	Maintenance Worker	1288	1661