

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Merit System

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5 Rules as Adopted

6 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

7 Subpart 1. and 2. [Unchanged.]

8 Subp. 3. Recommended adjustment. The merit system general
 9 adjustment recommended for incumbents is four percent for
 10 employees on the professional, support, clerical, and
 11 maintenance and trades salary schedules.

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

13 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1990.

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

	Minimum	Maximum
17		
18		
19	1762	2515
20	2102	3141
21	2199	3434
22	2352	3674
23	2805	4018
24	1611	2413
25	3073	4570
26	3841	5694
27	2102	3141
28	1762	2632
29		
30	1844	2749
31	1799	2688
32	2102	3282
33	1684	2413
34	2014	2870
35		
36	1611	2413
37	1684	2749
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39	1684	2749
40	1844	2749
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42	1844	2749
43	1611	2413
44	2352	3674
45	2805	4192
46	2805	4192
47	2805	4192
48	2102	3141
49	2805	4192
50	1611	2199
51	1762	2515
52	1611	2199
53	1844	2749

1	Financial Assistance Supervisor II	2199	3282
2	Fiscal Manager	2199	3282
3	Fiscal Officer	1611	2413
4	Fiscal Supervisor I	1611	2515
5	Fiscal Supervisor II	2102	3141
6	Gerontology Counselor	1844	2749
7	Human Services Director III	3357	4990
8	Human Services Supervisor I	2199	3434
9	Human Services Supervisor II	2749	3930
10	Jobs and Training Supervisor	1844	2749
11	Mental Health Program Manager	2352	3674
12	Mental Health Worker	2014	2870
13	Methods & Procedures Analyst	1611	2413
14	Nutrition Project Assistant Director	1611	2413
15	Nutrition Project Director	2102	3141
16	Office Services Supervisor II	1541	2199
17	Planner (Human Services)	2014	2870
18	Psychologist I	1844	2749
19	Psychologist II	2102	3141
20	Psychologist III	2805	3841
21	Public Health Educator	1762	2515
22	Public Health Nurse	1844	2632
23	Public Health Nurse (Team Leader)	1925	2749
24	Registered Dietician	1611	2413
25	Registered Nurse (A.A. Degree,		
26	3 year Diploma, or B.S. Degree)	1762	2515
27	Resident Activity Coordinator	1611	2413
28	Sanitarian	1611	2413
29	Senior Public Health Nurse	2014	2870
30	Senior Staff Development Specialist	2102	3141
31	Social Services Supervisor I	2199	3434
32	Social Services Supervisor II	2413	3758
33	Social Services Supervisor III	2749	3930
34	Staff Development Specialist	1611	2413
35	Student Social		
36	Worker (Intern)	Rate proposed by appointing authority.	
37	Support Services and		
38	Accounting Supervisor	2014	2870
39	Support Services Supervisor	1762	2515
40	Trainee	Rate proposed by appointing authority and	
41		approved by the merit system supervisor	
42		and the commissioner of human services.	
43	Volunteer Services Coordinator	1611	2413
44	Welfare Director I	2632	3930
45	Welfare Director II	2870	4288
46	Welfare Director III	3073	4570
47	Welfare Director IV	3357	4990
48	Welfare Director V	3504	5218
49	Welfare Director VI	4474	6358
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51 Subp. 2. Professional: plan B. The following minimum and
52 maximum salary steps in monthly salary amounts shall be
53 applicable to the specified classes of positions:

54		Minimum	Maximum
55			
56	Accountant	1844	2632
57	Accounting Supervisor	2199	3282
58	Administrative Assistant I	2300	3587
59	Administrative Assistant II	2460	3841
60	Administrative Assistant III	2934	4192
61	Adult Day Care Center Supervisor	1684	2515
62	Assistant Human Services Director	3073	4570
63	Assistant Welfare Director	3841	5694
64	Auditor	2199	3282
65	Chemical Dependency Coordinator	1844	2749
66	Collections and Accounting		
67	Unit Supervisor	1925	2870

1	Collections Services Supervisor II	1881	2805
2	Community Health Services Supervisor	2199	3434
3	Computer Programmer	1762	2515
4	Contract Services Representative	2102	3002
5	County Agency Social Worker		
6	(Licensing Specialist)	1684	2515
7	County Agency Social Worker	1762	2870
8	County Agency Social Worker		
9	(Child Protection Specialist)	1762	2870
10	County Agency Social Worker (MSW)	1925	2870
11	County Agency Social Worker (MSW)		
12	(Child Protection Specialist)	1925	2870
13	Day Care Center Teacher	1684	2515
14	Director of Business Management I	2460	3841
15	Director of Business Management II	2934	4378
16	Director of Financial Assistance	2934	4378
17	Director of Planning	2934	4378
18	Director of Public Health Nursing	2199	3282
19	Director of Social Services	2934	4378
20	Employment Guidance Counselor	1684	2300
21	Family Based Services Supervisor	1844	2632
22	Family Service Coordinator II	1684	2300
23	Financial Assistance Supervisor I	1925	2870
24	Financial Assistance Supervisor II	2300	3434
25	Fiscal Manager	2300	3434
26	Fiscal Officer	1684	2515
27	Fiscal Supervisor I	1684	2632
28	Fiscal Supervisor II	2199	3282
29	Gerontology Counselor	1925	2870
30	Human Services Director III	3357	4990
31	Human Services Supervisor I	2300	3587
32	Human Services Supervisor II	2870	4108
33	Jobs and Training Supervisor	1925	2870
34	Mental Health Program Manager	2460	3841
35	Mental Health Worker	2102	3002
36	Methods & Procedures Analyst	1684	2515
37	Nutrition Project Assistant Director	1684	2515
38	Nutrition Project Director	2199	3282
39	Office Services Supervisor II	1611	2300
40	Planner (Human Services)	2102	3002
41	Psychologist I	1925	2870
42	Psychologist II	2199	3282
43	Psychologist III	2934	4018
44	Public Health Educator	1844	2632
45	Public Health Nurse	1925	2749
46	Public Health Nurse (Team Leader)	2014	2870
47	Registered Dietician	1684	2515
48	Registered Nurse (A.A. Degree,		
49	3 year Diploma, or B.S. Degree)	1844	2632
50	Resident Activity Coordinator	1684	2515
51	Sanitarian	1684	2515
52	Senior Public Health Nurse	2102	3002
53	Senior Staff Development Specialist	2199	3282
54	Social Services Supervisor I	2300	3587
55	Social Services Supervisor II	2515	3930
56	Social Services Supervisor III	2870	4108
57	Staff Development Specialist	1684	2515
58	Student Social		
59	Worker (Intern) Rate proposed by appointing authority.		
60	Support Services and		
61	Accounting Supervisor	2102	3002
62	Support Services Supervisor	1844	2632
63	Trainee		
64	Rate proposed by appointing authority and		
65	approved by the merit system supervisor		
66	and the commissioner of human services.		
66	Volunteer Services Coordinator	1684	2515
67	Welfare Director I	2632	3930
68	Welfare Director II	2870	4288
69	Welfare Director III	3073	4570
70	Welfare Director IV	3357	4990
71	Welfare Director V	3504	5218

1 Welfare Director VI 4474 6358
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3 Subp. 3. Professional: plan C. The following minimum and
 4 maximum salary steps in monthly salary amounts shall be
 5 applicable to the specified classes of positions:

6	Minimum	Maximum
7		
8 Accountant	1925	2749
9 Accounting Supervisor	2300	3434
10 Administrative Assistant I	2413	3758
11 Administrative Assistant II	2570	4018
12 Administrative Assistant III	3073	4378
13 Adult Day Care Center Supervisor	1762	2632
14 Assistant Human Services Director	3073	4570
15 Assistant Welfare Director	3841	5694
16 Auditor	2300	3434
17 Chemical Dependency Coordinator	1925	2870
18 Collections and Accounting Unit		
19 Supervisor	2014	3002
20 Collections Services Supervisor II	1971	2934
21 Community Health Services Supervisor	2300	3587
22 Computer Programmer	1844	2632
23 Contract Services Representative	2199	3141
24 County Agency Social Worker		
25 (Licensing Specialist)	1762	2632
26 County Agency Social Worker	1844	3002
27 County Agency Social Worker		
28 (Child Protection Specialist)	1844	3002
29 County Agency Social Worker (MSW)	2014	3002
30 County Agency Social Worker (MSW)		
31 (Child Protection Specialist)	2014	3002
32 Day Care Center Teacher	1762	2632
33 Director of Business Management I	2570	4018
34 Director of Business Management II	3073	4570
35 Director of Financial Assistance	3073	4570
36 Director of Planning	3073	4570
37 Director of Public Health Nursing	2300	3434
38 Director of Social Services	3073	4570
39 Employment Guidance Counselor	1762	2413
40 Family Based Services Supervisor	1925	2749
41 Family Service Coordinator II	1762	2413
42 Financial Assistance Supervisor I	2014	3002
43 Financial Assistance Supervisor II	2413	3587
44 Fiscal Manager	2413	3587
45 Fiscal Officer	1762	2632
46 Fiscal Supervisor I	1762	2749
47 Fiscal Supervisor II	2300	3434
48 Gerontology Counselor	2014	3002
49 Human Services Director III	3357	4990
50 Human Services Supervisor I	2413	3758
51 Human Services Supervisor II	3002	4288
52 Jobs and Training Supervisor	2014	3002
53 Mental Health Program Manager	2570	4018
54 Mental Health Worker	2199	3141
55 Methods & Procedures Analyst	1762	2632
56 Nutrition Project Assistant Director	1762	2632
57 Nutrition Project Director	2300	3434
58 Office Services Supervisor II	1684	2413
59 Planner (Human Services)	2199	3141
60 Psychologist I	2014	3002
61 Psychologist II	2300	3434
62 Psychologist III	3073	4192
63 Public Health Educator	1925	2749
64 Public Health Nurse	2102	2870
65 Public Health Nurse (Team Leader)	2102	3002
66 Registered Dietician	1762	2632
67 Registered Nurse (A.A. Degree,		

1	3 year Diploma, or B.S. Degree)	2014	2749
2	Resident Activity Coordinator	1762	2632
3	Sanitarian	1762	2632
4	Senior Public Health Nurse	2199	3141
5	Senior Staff Development Specialist	2300	3434
6	Social Services Supervisor I	2413	3758
7	Social Services Supervisor II	2632	4108
8	Social Services Supervisor III	3002	4288
9	Staff Development Specialist	1762	2632
10	Student Social		
11	Worker (Intern) Rate proposed by appointing authority.		
12	Support Services and Accounting		
13	Supervisor	2199	3141
14	Support Services Supervisor	1925	2749
15	Trainee		
16	Rate proposed by appointing authority and		
17	approved by the merit system supervisor		
18	and the commissioner of human services.		
18	Volunteer Services Coordinator	1762	2632
19	Welfare Director I	2632	3930
20	Welfare Director II	2870	4288
21	Welfare Director III	3073	4570
22	Welfare Director IV	3357	4990
23	Welfare Director V	3504	5218
24	Welfare Director VI	4474	6358
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26 Subp. 4. Support personnel: plan A. The following
 27 minimum and maximum salary steps in monthly salary amounts shall
 28 be applicable to the specified classes of positions:

29		Minimum	Maximum
30			
31	Account Clerk	1151	1575
32	Accounting Technician	1204	1721
33	Adult Day Care Center Program Coordinator	1233	1844
34	Case Aide	1233	1844
35	Chemical Dependency Counselor	1505	1971
36	Child Health Aide	987	1351
37	Child Support Officer I	1351	1925
38	Child Support Officer II	1611	2199
39	Collections Officer	1351	1925
40	Collection Services Supervisor I	1684	2300
41	Community Service Aide	987	1351
42	Community Support Technician	1505	1971
43	Computer Operations Specialist	1204	1575
44	Coordinator of Aging	1541	2199
45	Developmental Achievement Center Instructor		
46	Employment Technician	1233	1844
47	Family Based Services Provider	1505	1971
48	Family Service Aide I	1102	1575
49	Family Service Aide II	1204	1721
50	Family Service Coordinator I	1351	1844
51	Family Service/Home Health Aide	1102	1575
52	Financial Assistance Specialist	1541	2199
53	Financial Worker	1233	1844
54	Home Health Aide	1102	1575
55	Home Health Aide Coordinator	1351	1844
56	Housekeeper		
57	Rate proposed by appointing authority and		
58	approved by the merit system supervisor		
59	and the commissioner of human services.		
59	Housing Coordinator	1762	2515
60	Housing Rehabilitation Specialist	1351	1844
61	Licensed Practical Nurse	1351	1844
62	Methods and Procedures Technician	1505	1971
63	Monitoring and Review Specialist	1233	1844
64	Office Services Supervisor I	1351	1844
65	Public Health Aide	987	1351
66	Senior Citizen's Aide	1151	1575
67	Support and Collections Specialist	1611	2199

1 Support Enforcement Aide 1151 1575
 2 Welfare Fraud Investigator 1684 2199
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4 Subp. 5. Support personnel: plan B. The following
 5 minimum and maximum salary steps in monthly salary amounts shall
 6 be applicable to the specified classes of positions:

	Minimum	Maximum
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48 Subp. 6. Support personnel: plan C. The following
 49 minimum and maximum salary steps in monthly salary amounts shall
 50 be applicable to the specified classes of positions:

	Minimum	Maximum
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1	Community Support Technician	1645	2146
2	Computer Operations Specialist	1321	1721
3	Coordinator of Aging	1684	2413
4	Employment Technician	1351	2014
5	Family Based Services Provider	1645	2146
6	Family Service Aide I	1258	1721
7	Family Service Aide II	1321	1881
8	Family Service Coordinator I	1472	2014
9	Family Service/Home Health Aide	1258	1721
10	Financial Assistance Specialist	1684	2413
11	Financial Worker	1351	2014
12	Home Health Aide	1258	1721
13	Home Health Aide Coordinator	1472	2014
14	Housekeeper	Rate proposed by appointing authority and	
15		approved by the merit system supervisor	
16		and the commissioner of human services.	
17	Housing Coordinator	1925	2749
18	Housing Rehabilitation Specialist	1472	2014
19	Licensed Practical Nurse	1472	2014
20	Methods and Procedures Technician	1645	2146
21	Monitoring and Review Specialist	1351	2014
22	Office Services Supervisor I	1472	2014
23	Public Health Aide	1179	1611
24	Senior Citizen's Aide	1258	1721
25	Support and Collections Specialist	1762	2413
26	Support Enforcement Aide	1258	1721
27	Welfare Fraud Investigator	1844	2413
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29 Subp. 7. Clerical: plan A. The following minimum and
 30 maximum salary steps in monthly salary amounts shall be
 31 applicable to the specified classes of positions:

	Minimum	Maximum
32		
33		
34	Administrative Secretary	1215 1738
35	Clerk I	836 1137
36	Clerk II	956 1361
37	Clerk III	1137 1556
38	Clerk-Typist I	917 1245
39	Clerk-Typist II	956 1361
40	Clerk-Typist III	1215 1738
41	Clerk-Steno	956 1361
42	Data Entry Operator	917 1245
43	Information Systems Specialist	956 1361
44	Legal Secretary	1137 1556
45	Switchboard Operator	917 1245
46		

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

	Minimum	Maximum
50		
51		
52	Administrative Secretary	1271 1818
53	Clerk I	956 1245
54	Clerk II	1088 1483
55	Clerk III	1271 1658
56	Clerk-Typist I	1039 1361
57	Clerk-Typist II	1088 1483
58	Clerk-Typist III	1271 1818
59	Clerk-Steno	1088 1483
60	Data Entry Operator	1039 1361
61	Information Systems Specialist	1088 1483
62	Legal Secretary	1271 1658
63	Switchboard Operator	1039 1361

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

	Minimum	Maximum
Administrative Secretary	1331	1899
Clerk I	1039	1361
Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626
Data Entry Operator	1137	1483
Information Systems Specialist	1189	1626
Legal Secretary	1331	1738
Switchboard Operator	1137	1483

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

	Minimum	Maximum
Auto Driver	959	1237
Bus Driver	1023	1369
Janitor	1044	1340
Maintenance Worker	1136	1522

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

	Minimum	Maximum
Auto Driver	1156	1486
Bus Driver	1259	1621
Janitor	1237	1588
Maintenance Worker	1340	1727