

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Merit System

4

5 Rules as Adopted

6 9575.0010 DEFINITIONS.

7 [For text of subps 1 to 46, see M.R.]

8 Subp. 47. **Transfer.** "Transfer" means the movement of a
9 probationary or permanent employee from a position in one class
10 to another position in the same class in the same or different
11 county agency or to a position in a different class in the same
12 or different county agency that has a salary range within one
13 step of the former class and similar comparable work value and
14 that meets the requirements of part 9575.0850.

15 [For text of subps 48 and 49, see M.R.]

16 9575.0300 PREPARATION AND ADOPTION.

17 Subpart 1. **Preparation of plan.** In accordance with the
18 Administrative Procedure Act, the commissioner shall formally
19 adopt and make effective a comprehensive compensation plan
20 including minimum and maximum salary rates as published in part
21 9575.1500, and recommended intervening steps as published in the
22 Human Services Merit System Manual, as amended through May 29,
23 1982, for all classes of positions. The plan shall apply to all
24 agencies covered by the merit system except as otherwise
25 negotiated for employees in a bargaining unit in agencies where
26 there is an exclusive representative or in those instances where
27 the requirements of part 9575.0350, subpart 2, item C have been
28 satisfied. The plan shall include salary ranges for the various
29 classes, with the salary of each class consistent with the
30 functions outlined in the class specifications. Minimum,
31 intervening, and maximum rates of pay for each class shall be
32 established to provide for salary advancement without change in
33 duty, in recognition of meritorious service. The advice and
34 suggestions of appointing authorities, prevailing salary rates
35 for similar and competing types of employment in business and

1 government, and other relevant factors shall be taken into
 2 consideration in developing the salary schedules. Equitable
 3 compensation relationships shall be established between
 4 female-dominated classes, male-dominated classes, and balanced
 5 classes of employees in accordance with Minnesota Statutes,
 6 sections 471.991 to 471.999. Classes shall be evaluated in
 7 order to determine comparable work value and to establish
 8 equitable compensation relationships between classes of
 9 positions.

10 [For text of subp 2, see M.R.]

11 Subp. 3. **Salary plans and salary rates.** The comprehensive
 12 compensation plan adopted by the commissioner shall provide for
 13 a single salary schedule for each occupational grouping of
 14 classes including professional, support, clerical and
 15 maintenance, and trades classes. The plan shall be established
 16 as provided in subpart 1 with minimum and maximum salaries for
 17 each class as provided in part 9575.1500. The plan shall be the
 18 official plan for all appointing authorities until amended.

19 9575.0310 SELECTION OF SALARY RANGES BY APPOINTING AUTHORITY.

20 Subpart 1. [See Repealer.]

21 Subp. 2. **Selection of rates.** Within the minimum and
 22 maximum salaries for classes on the salary schedules for each
 23 occupational grouping of classes, appointing authorities shall
 24 designate, by resolution, the minimum, intervening and maximum
 25 salary rates to be paid for each class of positions used by the
 26 appointing authority. The supervisor shall be promptly notified
 27 of the rates selected by each appointing authority.

28 Subp. 3. **Plan amendments.** The appointing authority may
 29 amend, by resolution, the minimum, intervening, and maximum
 30 salary rates to be paid for any class of positions used by the
 31 appointing authority. The supervisor shall be promptly notified
 32 of the official action taken by the appointing authority to
 33 amend its plan.

34 Subp. 4. **Incumbents.** Salary rates for incumbents of
 35 positions shall be established in accordance with the provisions

1 of part 9575.0350, subparts 2 and 3 on the basis of the
2 comprehensive compensation plan provided in part 9575.0300,
3 subpart 3.

4 Subp. 5. **Nonrepresented employees.** In agencies with an
5 exclusive representative, the appointing authority may pay
6 confidential, supervisory, and other personnel not covered by an
7 exclusive representative who are in the same class as employees
8 who have an exclusive representative, the same rate of pay and
9 salary range as negotiated for the class under part 9575.0330,
10 subpart 1. In no case would this rule allow the appointing
11 authority to reduce the rate of pay of confidential,
12 supervisory, or other excluded employees.

13 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

14 [For text of subpart 1, see M.R.]

15 Subp. 2. **Plan requirements.** In agencies where there is no
16 exclusive representative or collective bargaining agreement,
17 negotiated adjustments in the rates of pay of incumbents of
18 positions, in order to conform to a newly adopted or currently
19 effective compensation plan, shall be in accordance with the
20 following provisions:

21 A. If the rate of pay of an employee is below the
22 minimum of the range prescribed for the employee's
23 classification on the merit system compensation plan, the rate
24 shall be adjusted to that minimum.

25 [For text of item B, see M.R.]

26 C. In those situations where the appointing authority
27 has determined that the general merit system adopted adjustment
28 is inappropriate for its employees, it may grant a different
29 adjustment; however, the authority must file with the supervisor
30 the new salary steps by class and a salary conversion table as
31 provided for in part 9575.1510. These adjustments shall at
32 least place employees at the minimum salary and not over the
33 maximum salary for their class.

34 [For text of items D to F, see M.R.]

35 G. Employees at or above the maximum salary rate for

1 their class may be granted a salary adjustment only in the
2 amount adopted by the merit system for all employees whose
3 positions are not covered by the terms and conditions of a
4 collective bargaining agreement. If an appointing authority
5 wishes to grant a larger general adjustment to its employees
6 than that adopted by the merit system, the appointing authority,
7 by prior resolution, may grant that employee the annual
8 equivalent of the difference between the merit system adopted
9 adjustment for all employees and the agency adopted adjustment
10 for its employees in the form of a single lump sum payment or
11 lump sum salary payments commencing on the effective date of the
12 general adjustment. The employee's base salary rate shall be
13 equal to the employee's salary before the agency adjustment plus
14 the merit system adopted adjustment.

15 [For text of item H, see M.R.]

16 [For text of subps 3 to 5, see M.R.]

17 9575.0380 WORK OUT OF CLASS.

18 If an employee is expressly assigned in writing to perform
19 all the duties of a position allocated to a higher
20 classification that is temporarily unoccupied for reasons other
21 than vacation or sick leave and that work exceeds 15 consecutive
22 work days in duration, the employee so assigned shall be paid
23 for all hours of the assignment at least at the minimum rate of
24 pay of the salary range for the higher class or may be granted a
25 salary increase within the assigned employee's salary range. If
26 the assignment is to a position in a classification at an equal
27 or lower level, the employee shall be paid for all hours of the
28 assignment at the employee's current rate of pay. A work out of
29 class assignment is limited to no more than six months. An
30 appointing authority may submit a written request to extend a
31 work out of class assignment for up to an additional six months,
32 specifying the reason why the extension is necessary. A request
33 to extend a work out of class assignment must be initiated at
34 least 15 days before the end of the initial six-month
35 assignment. Approval of such assignments by the supervisor is

1 required and must be received by the supervisor within five
2 calendar days of the assignment. Upon completion of the work
3 out of class assignment, the employee's salary shall be reduced
4 to its previous level. This decrease is not subject to part
5 9575.0370 or part 9575.1180.

6 9575.0850 TRANSFERS.

7 [For text of subpart 1, see M.R.]

8 Subp. 2. **Same position in different counties.** Transfer of
9 a probationary or permanent employee from a position on one
10 county welfare staff to a position of the same class on another
11 county welfare staff may be made with the approval of the
12 appointing authorities concerned and the supervisor, subject to
13 the provisions of parts 9575.0720 and 9575.0760. All such
14 transfers must be reported to the supervisor.

15 Subp. 3. **Between different positions.** With the approval
16 of the merit system supervisor, a permanent employee may
17 transfer from a position in one class in a county agency to a
18 position in a different class in the same or different county
19 agency that has a salary range within one step of the former
20 class and similar comparable work value. If the work behaviors
21 and examination content areas of the two classes are not similar
22 and if the employee has met the minimum qualifications of
23 education and experience for the class to which transfer is
24 proposed, the supervisor may require the employee to take and
25 pass, on an advisory basis, the examination for the class to
26 which transfer is proposed before approving the transfer.

27 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1990.

28 Subpart 1. **Professional.** The following minimum and
29 maximum salary steps in monthly salary amounts shall be
30 applicable to the specified classes of positions:

	Minimum	Maximum
31		
32		
33 Accountant	1762	2749
34 Accounting Supervisor	2102	3434
35 Administrative Assistant I	2199	3758
36 Administrative Assistant II	2352	4018
37 Administrative Assistant III	2805	4378
38 Adult Day Care Center Supervisor	1611	2632
39 Assistant Human Services Director	3073	4570

1	Assistant Welfare Director	3841	5694
2	Auditor	2102	3434
3	Chemical Dependency Coordinator	1762	2870
4	Collections and Accounting Unit		
5	Supervisor	1844	3002
6	Collection Services Supervisor II	1844	3002
7	Community Health Services Supervisor	2102	3587
8	Computer Programmer	1684	2632
9	Contract Services Representative	2014	3141
10	County Agency Social Worker		
11	(Licensing Specialist)	1611	2632
12	County Agency Social Worker	1684	3002
13	County Agency Social Worker		
14	(Child Protection Specialist)	1684	3002
15	County Agency Social Worker (MSW)	1844	3002
16	County Agency Social Worker (MSW)		
17	(Child Protection Specialist)	1844	3002
18	Day Care Center Teacher	1611	2632
19	Director of Business Management I	2352	4018
20	Director of Business Management II	2805	4570
21	Director of Financial Assistance	2805	4570
22	Director of Planning	2805	4570
23	Director of Public Health Nursing	2102	3434
24	Director of Social Services	2805	4570
25	Employment Guidance Counselor	1611	2413
26	Family Based Services Supervisor	1762	2749
27	Family Service Coordinator II	1611	2413
28	Financial Assistance Supervisor I	1844	3002
29	Financial Assistance Supervisor II	2102	3434
30	Financial Assistance Supervisor III	2199	3587
31	Fiscal Manager	2199	3587
32	Fiscal Officer	1611	2632
33	Fiscal Supervisor I	1611	2749
34	Fiscal Supervisor II	2102	3434
35	Gerontology Counselor	1844	3002
36	Human Services Director III	3357	4990
37	Human Services Supervisor I	2199	3758
38	Human Services Supervisor II	2749	4288
39	Jobs and Training Supervisor	1844	3002
40	Mental Health Program Manager	2352	4018
41	Mental Health Worker	2014	3141
42	Methods & Procedures Analyst	1611	2632
43	Nutrition Project Assistant Director	1611	2632
44	Nutrition Project Director	2102	3434
45	Office Services Supervisor II	1541	2413
46	Planner (Human Services)	2014	3141
47	Psychologist I	1844	3002
48	Psychologist II	2102	3434
49	Psychologist III	2805	4192
50	Public Health Educator	1762	2749
51	Public Health Nurse	1844	2870
52	Public Health Nurse (Team Leader)	1925	3002
53	Registered Dietician	1611	2632
54	Registered Nurse (A.A. Degree,		
55	3 year Diploma, or B.S. Degree)	1762	2749
56	Resident Activity Coordinator	1611	2632
57	Sanitarian	1611	2632
58	Senior Public Health Nurse	2014	3141
59	Senior Staff Development Specialist	2102	3434
60	Social Services Supervisor I	2199	3758
61	Social Services Supervisor II	2413	4108
62	Social Services Supervisor III	2749	4288
63	Staff Development Specialist	1611	2632
64	Student Social		
65	Worker (Intern) Rate proposed by appointing authority.		
66	Support Services and		
67	Accounting Supervisor	2014	3141
68	Support Services Supervisor	1762	2749
69	Trainee Rate proposed by appointing authority and		
70	approved by the merit system supervisor		
71	and the commissioner of human services.		

1	Volunteer Services Coordinator	1611	2632
2	Welfare Director I	2632	3930
3	Welfare Director II	2870	4288
4	Welfare Director III	3073	4570
5	Welfare Director IV	3357	4990
6	Welfare Director V	3504	5218
7	Welfare Director VI	4474	6358

8
9 Subp. 2. and 3. [See Repealer.]

10 Subp. 4. **Support personnel.** The following minimum and
11 maximum salary steps in monthly salary amounts shall be
12 applicable to the specified classes of positions:

13		Minimum	Maximum
14			
15	Account Clerk	1151	1721
16	Accounting Technician	1204	1881
17	Adult Day Care Center Program Coordinator	1233	2014
18	Case Aide	1233	2014
19	Chemical Dependency Counselor	1505	2146
20	Child Health Aide	987	1611
21	Child Support Officer	1611	2413
22	(Administrative Process)		
23	Child Support Officer I	1380	2146
24	Child Support Officer II	1611	2413
25	Collections Officer	1351	2102
26	Collection Services Supervisor I	1762	2870
27	Community Service Aide	987	1611
28	Community Support Technician	1505	2146
29	Computer Operations Specialist	1204	1721
30	Coordinator of Aging	1541	2413
31	Crisis Center Resource Aide	1204	1881
32	Employment Technician	1233	2014
33	Family Based Services Provider	1505	2146
34	Family Service Aide I	1102	1721
35	Family Service Aide II	1204	1881
36	Family Service Coordinator I	1351	2014
37	Family Service/Home Health Aide	1102	1721
38	Financial Assistance Specialist	1541	2413
39	Financial Worker	1233	2014
40	Home Health Aide	1102	1721
41	Home Health Aide Coordinator	1351	2014
42	Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
43			
44			
45	Housing Coordinator	1762	2749
46	Housing Rehabilitation Specialist	1351	2014
47	Licensed Practical Nurse	1351	2014
48	Methods and Procedures Technician	1505	2146
49	Monitoring and Review Specialist	1233	2014
50	Office Services Supervisor I	1351	2014
51	Public Health Aide	987	1611
52	Senior Citizen's Aide	1151	1721
53	Support and Collections Specialist	1611	2413
54	Support Enforcement Aide	1151	1721
55	Welfare Fraud Investigator	1684	2413

56
57 Subp. 5. and 6. [See Repealer.]

58 Subp. 7. **Clerical.** The following minimum and maximum
59 salary steps in monthly salary amounts shall be applicable to
60 the specified classes of positions:

61		Minimum	Maximum
62			
63	Administrative Secretary	1215	1899

1	Clerk I	836	1361
2	Clerk II	956	1626
3	Clerk III	1137	1778
4	Clerk-Typist I	917	1483
5	Clerk-Typist II	956	1626
6	Clerk-Typist III	1215	1899
7	Clerk-Steno	956	1626
8	Data Entry Operator	917	1483
9	Information Systems Specialist	956	1626
10	Legal Secretary	1137	1778
11	Switchboard Operator	917	1483

12
13 Subp. 8. and 9. [See Repealer.]

14 Subp. 10. **Maintenance and trades.** The following minimum
15 and maximum salary steps in monthly salary amounts shall be
16 applicable to the specified classes of positions. Janitors who
17 are required to work for a period of at least five hours after 6
18 p.m. on a regularly scheduled basis may be paid a shift
19 differential in the amount of one salary step above their normal
20 day-work rate.

	Minimum	Maximum
21		
22		
23	Auto Driver	959 1522
24	Bus Driver	1023 1621
25	Janitor	1044 1588
26	Maintenance Worker	1136 1727

27
28 Subp. 11. [See Repealer.]

29
30 **REPEALER.** Minnesota Rules, parts 9575.0310, subpart 1;
31 9575.1500, subparts 2, 3, 5, 6, 8, 9, and 11 are repealed.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
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