

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 14, see M.R.]

8 Subp. 14a. **Discrimination.** "Discrimination" means unequal
9 treatment, intentional or unintentional, that is based on the
10 following protected characteristics: race, color, creed, sex,
11 age, marital status, national origin, disability, reliance on
12 public assistance, religion, political affiliation, membership
13 or activity in a local commission, or sexual orientation.

14 [For text of subps 15 to 18, see M.R.]

15 Subp. 18a. **Equal employment opportunity.** "Equal
16 employment opportunity" means the policy of basing all personnel
17 activities solely on individual merit of applicants and
18 employees in relation to job requirements, and without regard to
19 race, color, creed, sex, age, marital status, national origin,
20 disability, reliance on public assistance, religion, political
21 affiliation, membership or activity in a local commission, or
22 sexual orientation.

23 [For text of subps 18b to 49, see M.R.]

24 9575.0090 PROHIBITION AGAINST DISCRIMINATION.

25 Subpart 1. **In general.** No person shall be discriminated
26 for or against in recruitment, examination, appointment, tenure,
27 compensation, classification, or promotion or in conditions,
28 facilities, or privileges of employment because of race, color,
29 political affiliation, creed, religion, national origin,
30 disability, age, marital status, status with regard to public
31 assistance, sex, membership or activity in a local commission,
32 or sexual orientation. Any person aggrieved by a violation of
33 these prohibitions may file a complaint under Minnesota
34 Statutes, chapter 363, or may file a discrimination complaint
35 under the county agency's internal complaint process.

1 Subp. 2a. **Affirmative action plan.** Each county agency
2 shall have an affirmative action plan for employees covered by
3 parts 9575.0010 to 9575.1580. The plan must contain:

4 A. a policy defining and prohibiting discriminatory
5 harassment, including sexual harassment;

6 B. an internal discrimination complaint policy and
7 procedure that includes notification of the Department of Human
8 Services Office for Equal Opportunity, Affirmative Action and
9 Civil Rights of complaints that are brought and their
10 resolution;

11 C. provision for appointment of a person to provide
12 liaison between the county agency and the Department of Human
13 Services Office for Equal Opportunity, Affirmative Action and
14 Civil Rights and to have responsibility for implementation of
15 the local agency's plan;

16 D. provision for participation by the county agency
17 in an affirmative action committee;

18 E. provision for notification of the Department of
19 Human Services Office for Equal Opportunity, Affirmative Action
20 and Civil Rights of periodic hiring goals established by the
21 county agency, for expanded certification purposes; and

22 F. provision for compliance with Title I of the
23 Americans with Disabilities Act of 1990, which prohibits
24 discrimination against disabled employees or job applicants.

25 These requirements may be incorporated as part of a
26 county-wide affirmative action plan or provided as an addendum
27 to the plan.

28 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

29 [For text of subps 1 and 2, see M.R.]

30 Subp. 3. **Recommended adjustment.** The merit system general
31 adjustment recommended for incumbents is zero percent for
32 employees on the professional, support, clerical, and
33 maintenance and trades salary schedules.

34 [For text of subps 4 and 5, see M.R.]

35 9575.0730 DURATION OF PROBATIONARY PERIOD.

1 The probationary period shall consist of the equivalent of
 2 the first six full months of compensated service following the
 3 date of the appointment action requiring a probationary period,
 4 except as provided in part 9575.0740. Intermittent employees
 5 shall serve a probationary period of six full months, not to
 6 exceed two calendar years. Unpaid leave of ten or fewer
 7 workdays during the probationary period does not affect the
 8 duration of the probationary period.

9 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1994.

10 Subpart 1. Professional. The following minimum and
 11 maximum salary steps in monthly salary amounts shall be
 12 applicable to the specified classes of positions:

	Minimum	Maximum
13		
14		
15	Accountant	1920 3128
16	Accounting Supervisor	2291 3909
17	Administrative Assistant I	2396 4283
18	Administrative Assistant II	2801 4569
19	Administrative Assistant III	3198 4982
20	Adust Day Care Center Supervisor	1835 3128
21	Assistant Welfare Director	4283 6631
22	Business Manager	3128 4877
23	Chemical Dependency Coordinator	1920 3128
24	Collections and Accounting Unit	
25	Supervisor	2010 3425
26	Collection Services Supervisor II	2010 3425
27	Community Health Services Supervisor	2291 3909
28	Computer Programmer	1835 3128
29	Contract Services Representative	2098 3577
30	County Agency Social Worker	
31	(Licensing Specialist)	1835 3128
32	County Agency Social Worker	1920 3425
33	County Agency Social Worker	
34	(Child Protection Specialist)	1920 3425
35	County Agency Social Worker (MSW)	2010 3425
36	County Agency Social Worker (MSW)	
37	(Child Protection Specialist)	2010 3425
38	Day Treatment Supervisor	2196 3577
39	Day Treatment Therapist	1920 3425
40	Director of Business Management I	2801 4569
41	Director of Business Management II	3350 5205
42	Director of Financial Assistance	3350 5205
43	Director of Planning	3350 5205
44	Director of Public Health Nursing	2291 3909
45	Director of Social Services	3350 5205
46	Employment Guidance Counselor	1756 2742
47	Family Based Services Supervisor	1920 3128
48	Family Service Coordinator II	1756 2742
49	Financial Assistance Supervisor I	2010 3425
50	Financial Assistance Supervisor II	2291 3909
51	Financial Assistance Supervisor III	2396 4283
52	Fiscal Manager	2396 4283
53	Fiscal Officer	1756 2742
54	Fiscal Supervisor I	1835 3128
55	Fiscal Supervisor II	2291 3909
56	Gerontology Counselor	2010 3425
57	Human Services Director III	3659 5688
58	Human Services Supervisor I	2396 4283

1	Human Services Supervisor II	3128	4877
2	Mental Health Program Manager	2801	4569
3	Mental Health Worker	2098	3577
4	Nutrition Project Assistant Director	1835	3128
5	Nutrition Project Director	2291	3909
6	Office Services Supervisor	1756	2742
7	Planner (Human Services)	2098	3577
8	Psychologist I	2010	3425
9	Psychologist II	2291	3909
10	Psychologist III	3058	4569
11	Public Health Educator	1920	3425
12	Public Health Nurse	2010	3272
13	Public Health Nurse (Team Leader)	2098	3425
14	Public Health Nursing Supervisor	2196	3577
15	Recreational Therapist	1756	2742
16	Registered Dietician	1835	3128
17	Registered Nurse (A.A. Degree,		
18	3 year Diploma, or B.S. Degree)	1920	3128
19	Sanitarian	1835	3128
20	Senior Staff Development Specialist	2291	3909
21	Social Services Supervisor I	2396	4283
22	Social Services Supervisor II	2742	4674
23	Social Services Supervisor III	3128	4877
24	Staff Development Specialist	1835	3128
25	Student Social Worker		
26	(Intern) Rate proposed by appointing authority.		
27	Support Services and		
28	Accounting Supervisor	2098	3577
29	Support Services Supervisor	1920	3128
30	Trainee Rate proposed by appointing authority and		
31	approved by the merit system supervisor		
32	and the commissioner of human services.		
33	Volunteer Services Coordinator	1835	3128
34	Welfare Director I	2801	4569
35	Welfare Director II	3128	4877
36	Welfare Director III	3350	5205
37	Welfare Director IV	3659	5688
38	Welfare Director V	3909	6073

39
40 Subp. 4. Support personnel. The following minimum and
41 maximum salary steps in monthly salary amounts shall be
42 applicable to the specified classes of positions:

	Minimum	Maximum
43		
44		
45	Account Clerk	1255 1961
46	Accounting Technician	1344 2098
47	Adult Day Care Center Program Coordinator	1473 2291
48	Case Aide	1344 2291
49	Chemical Dependency Counselor	1640 2449
50	Child Health Aide	1075 1835
51	Child Support Officer	
52	(Administrative Process)	1756 2742
53	Child Support Officer I	1640 2449
54	Child Support Officer II	1756 2742
55	Collections Officer	1473 2291
56	Collection Services Supervisor I	1920 3128
57	Community Service Aide	1075 1835
58	Community Support Technician	1640 2449
59	Computer Operations Specialist	1255 1961
60	Coordinator of Aging	1756 2742
61	Crisis Center Resource Aide	1344 2098
62	Executive Assistant	1640 2449
63	Family Based Services Provider	1640 2449
64	Family Service Aide I	1255 1961
65	Family Service Aide II	1344 2098
66	Family Service Coordinator I	1473 2291
67	Family Service/Home Health Aide	1255 1961
68	Financial Assistance Specialist	1756 2742

1	Financial Worker	1473	2449
2	Fraud Prevention Specialist	1640	2449
3	Home Health Aide	1255	1961
4	Home Health Aide Coordinator	1473	2291
5	Housekeeper	Rate proposed by appointing authority and	
6		approved by the merit system supervisor	
7		and the commissioner of human services.	
8	Housing Coordinator	1920	3128
9	Housing Rehabilitation Specialist	1473	2291
10	Licensed Practical Nurse	1473	2291
11	Methods and Procedures Technician	1640	2449
12	Monitoring and Review Specialist	1473	2291
13	Public Health Aide	1075	1835
14	Senior Citizen's Aide	1255	1961
15	SILS Program Coordinator	1640	2449
16	Social Services Administrative Aide	1756	2742
17	Support and Collections Specialist	1756	2742
18	Support Enforcement Aide	1255	1961
19	Welfare Fraud Investigator	1756	2742

20 Subp. 7. Clerical. The following minimum and maximum
 21 salary steps in monthly salary amounts shall be applicable to
 22 the specified classes of positions:

23		Minimum	Maximum
24			
25	Administrative Secretary	1344	2098
26	Clerk I	925	1571
27	Clerk II	1075	1835
28	Clerk III	1255	1961
29	Clerk-Typist I	1010	1717
30	Clerk-Typist II	1075	1835
31	Clerk-Typist III	1344	2098
32	Clerk-Steno	1075	1835
33	Data Entry Operator	1010	1717
34	Information Systems Specialist	1075	1835
35	Legal Secretary	1255	1961
36	Switchboard Operator	1010	1717
37	Subp. 10. Maintenance and trades. The following minimum		

38 and maximum salary steps in monthly salary amounts shall be
 39 applicable to the specified classes of positions. Janitors who
 40 are required to work for a period of at least five hours after 6
 41 p.m. on a regularly scheduled basis may be paid a shift
 42 differential in the amount of one salary step above their normal
 43 day-work rate.

44		Minimum	Maximum
45			
46	Automobile/Van Driver	1010	1717
47	Bus Driver	1075	1835
48	Janitor	1075	1835
49	Maintenance Worker	1255	1961