

1 Human Services Department

2

3 Adopted Permanent Rules Relating to Merit System Rules

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5 Rules as Adopted

6 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

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

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

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

13 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1995.

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

	Minimum	Maximum
17		
18		
19 Accountant	1978	3222
20 Accounting Supervisor	2360	4026
21 Administrative Assistant I	2468	4411
22 Administrative Assistant II	2885	4706
23 Administrative Assistant III	3294	5131
24 Adult Day Care Center Supervisor	1890	3222
25 Assistant Welfare Director	4411	6830
26 Business Manager	3222	5023
27 Chemical Dependency Coordinator	1978	3222
28 Collections and Accounting Unit		
29 Supervisor	2070	3528
30 Collection Services Supervisor II	2070	3528
31 Community Health Services Supervisor	2360	4026
32 Computer Programmer	1890	3222
33 Contract Services Representative	2161	3684
34 County Agency Social Worker		
35 (Licensing Specialist)	1890	3222
36 County Agency Social Worker	1978	3528
37 County Agency Social Worker		
38 (Child Protection Specialist)	1978	3528
39 County Agency Social Worker (MSW)	2070	3528
40 County Agency Social Worker (MSW)		
41 (Child Protection Specialist)	2070	3528
42 Day Treatment Supervisor	2262	3684
43 Day Treatment Therapist	1978	3528
44 Director of Business Management I	2885	4706
45 Director of Business Management II	3451	5361
46 Director of Financial Assistance	3451	5361
47 Director of Planning	3451	5361
48 Director of Public Health Nursing	2360	4026
49 Director of Social Services	3451	5361
50 Employment Guidance Counselor	1809	2824
51 Family Based Services Supervisor	1978	3222
52 Family Service Coordinator II	1809	2824
53 Financial Assistance Supervisor I	2070	3528

1	Financial Assistance Supervisor II	2360	4026
2	Financial Assistance Supervisor III	2468	4411
3	Fiscal Manager	2468	4411
4	Fiscal Officer	1809	2824
5	Fiscal Supervisor I	1890	3222
6	Fiscal Supervisor II	2360	4026
7	Gerontology Counselor	2070	3528
8	Human Services Director III	3769	5859
9	Human Services Supervisor I	2468	4411
10	Human Services Supervisor II	3222	5023
11	Mental Health Program Manager	2885	4706
12	Mental Health Worker	2161	3684
13	Nutrition Project Assistant Director	1890	3222
14	Nutrition Project Director	2360	4026
15	Office Services Supervisor	1809	2824
16	Planner (Human Services)	2161	3684
17	Psychologist I	2070	3528
18	Psychologist II	2360	4026
19	Psychologist III	3150	4706
20	Public Health Educator	1978	3528
21	Public Health Nurse	2070	3370
22	Public Health Nurse (Team Leader)	2161	3528
23	Public Health Nursing Supervisor	2262	3684
24	Recreational Therapist	1809	2824
25	Registered Dietician	1890	3222
26	Registered Nurse (A.A. Degree,		
27	3 year Diploma, or B.S. Degree)	1978	3222
28	Sanitarian	1890	3222
29	Senior Staff Development Specialist	2360	4026
30	Social Services Supervisor I	2468	4411
31	Social Services Supervisor II	2824	4814
32	Social Services Supervisor III	3222	5023
33	Special Services Supervisor	2262	3684
34	Staff Development Specialist	1890	3222
35	Student Social Worker		
36	(Intern) Rate proposed by appointing authority.		
37	Support Services and		
38	Accounting Supervisor	2161	3684
39	Support Services Supervisor	1978	3222
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	1890	3222
44	Welfare Director I	2885	4706
45	Welfare Director II	3222	5023
46	Welfare Director III	3451	5361
47	Welfare Director IV	3769	5859
48	Welfare Director V	4026	6255
49	Subp. 4. Support personnel. The following minimum and		

50 maximum salary steps in monthly salary amounts shall be

51 applicable to the specified classes of positions:

52		Minimum	Maximum
53			
54	Account Clerk	1293	2020
55	Accounting Technician	1384	2161
56	Adult Day Care Center Program Coordinator	1517	2360
57	Case Aide	1384	2360
58	Chemical Dependency Counselor	1689	2522
59	Child Health Aide	1107	1890
60	Child Support Officer		
61	(Administrative Process)	1809	2824
62	Child Support Officer I	1689	2522
63	Child Support Officer II	1809	2824
64	Collections Officer	1517	2360
65	Collection Services Supervisor I	1978	3222
66	Community Service Aide	1107	1890
67	Community Support Technician	1689	2522
68	Computer Operations Specialist	1293	2020

1	Coordinator of Aging	1809	2824
2	Crisis Center Resource Aide	1384	2161
3	Executive Assistant	1689	2522
4	Family Based Services Provider	1689	2522
5	Family Service Aide I	1293	2020
6	Family Service Aide II	1384	2161
7	Family Service Coordinator I	1517	2360
8	Family Service/Home Health Aide	1293	2020
9	Financial Assistance Specialist	1809	2824
10	Financial Worker	1581	2522
11	Fraud Prevention Specialist	1689	2522
12	Home Health Aide	1293	2020
13	Home Health Aide Coordinator	1517	2360
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	1978	3222
18	Housing Rehabilitation Specialist	1517	2360
19	Licensed Practical Nurse	1517	2360
20	Methods and Procedures Technician	1689	2522
21	Monitoring and Review Specialist	1517	2360
22	Public Health Aide	1107	1890
23	Senior Citizen's Aide	1293	2020
24	SILS Program Coordinator	1689	2522
25	Social Services Administrative Aide	1809	2824
26	Support and Collections Specialist	1809	2824
27	Support Enforcement Aide	1293	2020
28	Welfare Fraud Investigator	1809	2824
29	Subp. 7. Clerical. The following minimum and maximum		

30 salary steps in monthly salary amounts shall be applicable to  
 31 the specified classes of positions:

	Minimum	Maximum
32		
33		
34	Administrative Secretary	1384 2161
35	Clerk I	953 1618
36	Clerk II	1107 1890
37	Clerk III	1293 2020
38	Clerk-Typist I	1040 1769
39	Clerk-Typist II	1107 1890
40	Clerk-Typist III	1384 2161
41	Clerk-Steno	1107 1890
42	Data Entry Operator	1040 1769
43	Information Systems Specialist	1107 1890
44	Legal Secretary	1293 2020
45	Switchboard Operator	1040 1769

46 Subp. 10. Maintenance and trades. The following minimum  
 47 and maximum salary steps in monthly salary amounts shall be  
 48 applicable to the specified classes of positions. Janitors who  
 49 are required to work for a period of at least five hours after 6  
 50 p.m. on a regularly scheduled basis may be paid a shift  
 51 differential in the amount of one salary step above their normal  
 52 day-work rate.

	Minimum	Maximum
53		
54		
55	Automobile/Van Driver	1040 1769
56	Bus Driver	1107 1890
57	Janitor	1107 1890
58	Maintenance Worker	1293 2020