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ADMINISTRATIVE
HEARINGS

1 Human Services Department

2

3 Adopted Permanent Rules Relating to Merit System (Human Services)

4

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 two 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, 1996.

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	2017 3286
20	Accounting Supervisor	2407 4107
21	Administrative Assistant I	2517 4500
22	Administrative Assistant II	2943 4800
23	Administrative Assistant III	3360 5234
24	Adult Day Care Center Supervisor	1928 3286
25	Assistant Welfare Director	4500 6967
26	Business Manager	3286 5124
27	Chemical Dependency Coordinator	2017 3286
28	Collections and Accounting Unit	
29	Supervisor	2112 3598
30	Collection Services Supervisor II	2112 3598
31	Community Health Services Supervisor	2407 4107
32	Computer Programmer	1928 3286
33	Contract Services Representative	2204 3758
34	County Agency Social Worker	
35	(Licensing Specialist)	1928 3286
36	County Agency Social Worker	2017 3598
37	County Agency Social Worker	
38	(Child Protection Specialist)	2017 3598
39	County Agency Social Worker (MSW)	2112 3598
40	County Agency Social Worker (MSW)	
41	(Child Protection Specialist)	2112 3598
42	Day Treatment Supervisor	2307 3758
43	Day Treatment Therapist	2017 3598
44	Director of Business Management I	2943 4800
45	Director of Business Management II	3520 5468
46	Director of Financial Assistance	3520 5468
47	Director of Planning	3520 5468
48	Director of Public Health Nursing	2407 4107
49	Director of Social Services	3520 5468
50	Employment Guidance Counselor	1845 2881
51	Family Based Services Supervisor	2017 3286
52	Family Service Coordinator II	1845 2881
53	Financial Assistance Supervisor I	2112 3598

1	Financial Assistance Supervisor II	2407	4107
2	Financial Assistance Supervisor III	2517	4500
3	Fiscal Manager	2517	4500
4	Fiscal Officer	1845	2881
5	Fiscal Supervisor I	1928	3286
6	Fiscal Supervisor II	2407	4107
7	Gerontology Counselor	2112	3598
8	Human Services Director III	3844	5976
9	Human Services Supervisor I	2517	4500
10	Human Services Supervisor II	3286	5124
11	Managed Care Supervisor	1928	3286
12	Mental Health Program Manager	2943	4800
13	Mental Health Worker	2204	3758
14	Nutrition Project Assistant Director	1928	3286
15	Nutrition Project Director	2407	4107
16	Office Services Supervisor	1845	2881
17	Planner (Human Services)	2204	3758
18	Psychologist I	2112	3598
19	Psychologist II	2407	4107
20	Psychologist III	3213	4800
21	Public Health Educator	2017	3598
22	Public Health Nurse	2112	3438
23	Public Health Nurse (Team Leader)	2204	3598
24	Public Health Nursing Supervisor	2307	3758
25	Recreational Therapist	1845	2881
26	Registered Dietitian	1928	3286
27	Registered Nurse (A.A. Degree,		
28	3 year Diploma, or B.S. Degree)	2017	3286
29	Sanitarian	1928	3286
30	Senior Staff Development Specialist	2407	4107
31	Social Services Supervisor I	2517	4500
32	Social Services Supervisor II	2881	4911
33	Social Services Supervisor III	3286	5124
34	Special Services Supervisor	2307	3758
35	Staff Development Specialist	1928	3286
36	Student Social Worker		
37	(Intern) Rate proposed by appointing authority.		
38	Support Services and		
39	Accounting Supervisor	2204	3758
40	Support Services Supervisor	2017	3286
41	Trainee Rate proposed by appointing authority and		
42	approved by the merit system supervisor		
43	and the commissioner of human services.		
44	Volunteer Services Coordinator	1928	3286
45	Welfare Director I	2943	4800
46	Welfare Director II	3286	5124
47	Welfare Director III	3520	5468
48	Welfare Director IV	3844	5976
49	Welfare Director V	4107	6380
50	Subp. 4. Support personnel. The following minimum and		

51 maximum salary steps in monthly salary amounts shall be

52 applicable to the specified classes of positions:

53		Minimum	Maximum
54			
55	Account Clerk	1319	2060
56	Accounting Technician	1412	2204
57	Adult Day Care Center Program Coordinator	1548	2407
58	Case Aide	1476	2634
59	Chemical Dependency Counselor	1723	2573
60	Child Health Aide	1129	1928
61	Child Support Officer		
62	(Administrative Process)	1845	2881
63	Child Support Officer I	1723	2573
64	Child Support Officer II	1845	2881
65	Collections Officer	1548	2407
66	Collection Services Supervisor I	2017	3286
67	Community Service Aide	1129	1928
68	Community Support Technician	1723	2573

1	Computer Operations Specialist	1319	2060
2	Coordinator of Aging	1845	2881
3	Crisis Center Resource Aide	1412	2204
4	Executive Assistant	1723	2573
5	Family Based Services Provider	1723	2573
6	Family Service Aide I	1319	2060
7	Family Service Aide II	1412	2204
8	Family Service Coordinator I	1548	2407
9	Family Service/Home Health Aide	1319	2060
10	Financial Assistance Specialist	1845	2881
11	Financial Worker	1723	2573
12	Fraud Prevention Specialist	1723	2573
13	Home Health Aide	1319	2060
14	Home Health Aide Coordinator	1548	2407
15	Housekeeper	Rate proposed by appointing authority and	
16		approved by the merit system supervisor	
17		and the commissioner of human services.	
18	Housing Coordinator	2017	3286
19	Housing Rehabilitation Specialist	1548	2407
20	Licensed Practical Nurse	1548	2407
21	Managed Care Advocate	1845	2881
22	Managed Care Enroller	1723	2573
23	Methods and Procedures Technician	1723	2573
24	Monitoring and Review Specialist	1548	2407
25	Public Health Aide	1129	1928
26	Senior Citizen's Aide	1319	2060
27	SILS Program Coordinator	1723	2573
28	Social Services Administrative Aide	1845	2881
29	Support and Collections Specialist	1845	2881
30	Support Enforcement Aide	1319	2060
31	Welfare Fraud Investigator	1845	2881
32	Subp. 7. Clerical. The following minimum and maximum		

33 salary steps in monthly salary amounts shall be applicable to
34 the specified classes of positions:

35		Minimum	Maximum
36			
37	Administrative Secretary	1412	2204
38	Clerk I	972	1650
39	Clerk II	1129	1928
40	Clerk III	1319	2060
41	Clerk-Typist I	1061	1804
42	Clerk-Typist II	1129	1928
43	Clerk-Typist III	1412	2204
44	Clerk-Steno	1129	1928
45	Data Entry Operator	1061	1804
46	Information Systems Specialist	1129	1928
47	Legal Secretary	1319	2060
48	Switchboard Operator	1061	1804

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

56		Minimum	Maximum
57			
58	Automobile/Van Driver	1061	1804
59	Bus Driver	1129	1928
60	Janitor	1129	1928
61	Maintenance Worker	1319	2060