

CHAPTER 4670
DEPARTMENT OF HEALTH
MERIT SYSTEM

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4670.0930 INCUMBENTS OF RECLASSIFIED POSITIONS.

[For text of subpart 1, see M R]

Subp. 2 Reclassification. When a position is reclassified because of a change in allocation, the incumbent shall not be deemed eligible to continue in the position unless eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If ineligible to continue in such a position, the incumbent may be transferred, promoted, or demoted, by appropriate action of the appointing authority in accordance with such provisions of parts 4670 0100 to 4670 4240 as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of such a reclassified position arises from the existence of an eligible register established from an examination that the incumbent did not take, the incumbent may be permitted to take the same or equivalent examination from which the existing register was established, without the examination being open for application. At that time, the county will notify other employees that they may also apply and take the examination. The names of successful candidates examined under this part shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and is not transferred, promoted, or demoted, the provisions of this chapter about layoff shall apply. A transfer, promotion, demotion, or layoff in accordance with parts 4670.0100 to 4670 4240 must occur within 60 days of the notification of reclassification of the position.

Statutory Authority: *MS s 144.071*

History: *23 SR 82*

4670.1310 PLAN REQUIREMENTS.

In agencies where there is no exclusive representative or collective bargaining agreement, negotiated adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with items A to H.

[For text of item A, see M R.]

B If the rate of pay of an employee is at or above the new minimum salary adopted for the employee's class, the employee may receive the general merit system adopted adjustment and, if the employee's class was adjusted to a greater extent than the general adopted adjustment, the employee may receive the additional adjustment as provided in part 4670 1200, subpart 3, as long as that additional adjustment does not place the employee's salary over the new maximum adopted salary for the class.

C: If a local public health authority determines the general merit system adopted adjustment is inappropriate for its employees, the authority may grant a different adjustment. The authority shall file with the supervisor the new salary steps by class. The adjustments shall at least place employees at the minimum salary and not over the maximum salary for their classes.

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

Statutory Authority: *MS s 144 071*

History: *23 SR 82*

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is two and three-quarters percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules

Statutory Authority: *MS s 144.071*

History: *23 SR 82*

4670.1700 RECRUITMENT AND APPOINTMENT.

After a conditional job offer has been extended, an applicant may be required by the appointing authority to pass a medical examination. The examination may be required for only job-related reasons

Statutory Authority: *MS s 144 071*

History: *23 SR 82*

4670.1800 APPLICATIONS.

Subpart 1 **Filing applications.** All applications shall be made on forms prescribed by the supervisor and must be filed on or before the closing date specified in the announcement. On such applications the supervisor shall require all pertinent information pertaining to education, experience, and any other information that the supervisor may deem necessary. All applications shall be signed and the truth of all statements contained therein certified by such signature.

In those classes of positions in which there is difficulty in obtaining qualified eligibles, the supervisor may establish a program that will be both positive and continuous. Under such a plan applications may be accepted at any time and examinations held whenever applicants have filed in sufficient numbers to ensure adequate competition.

Subp 2 **Disqualification of applicants.** The supervisor may refuse to examine an applicant, or after examination may disqualify the applicant or remove the applicant's name from a register, or may refuse to certify any eligible person on a register if the applicant.

A. is found to lack any of the preliminary requirements established for the examination for the class of positions,

B. has been convicted of any crime which has a direct relationship to the position sought in accordance with Minnesota Statutes, chapter 364,

C. has been dismissed from the public service or any other position for delinquency or misconduct, or, in lieu of dismissal, has been allowed to resign from employment,

D. has practiced or attempted to practice any deception or fraud in the application, examination, or appointment,

E. has used or attempted to use political pressure or bribery to obtain an advantage in the examination or appointment,

F. has directly or indirectly obtained information about the examinations to which applicants are not entitled,

G. has failed to submit the application for examination correctly or within the prescribed time limits,

H. has taken part in the compilation, administration, or correction of the examination,

I. has otherwise violated provisions of parts 4670.0100 to 4670 4240, or

J. is not available in an area under the jurisdiction of the merit system

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter mailed to the applicant's last known address sufficiently in advance of the examination to allow for an appeal from rejection as provided in part 4670 3510

Statutory Authority: *MS s 144 071*

History: *23 SR 82*

4670.1920 CONDUCT OF EXAMINATIONS.

[For text of subps 1 and 2, see MR]

Subp 3 **Examination modification for applicants with disabilities.** Special examination arrangements shall be made for qualified applicants with disabilities when the usual selection process cannot adequately predict job performance unless the test or selection criteria are shown to be job-related or alternative or equally job-related tests or selection criteria with the same or less adverse impact are not shown to be available Examination facilities and procedures may be modified to accommodate applicants with disabilities to provide for comparable assessment of essential job skills

Statutory Authority: *MS s 144.071*

History: *23 SR 82*

4670.4000 [Repealed, 23 SR 82]

4670.4010 FULL-TIME AND PART-TIME EMPLOYMENT.

Subpart 1. **Prescribed rates.** All rates prescribed by parts 4670 4200 to 4670 4240 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in an agency where there is an exclusive representative or under the provisions of part 4670 1310, item C If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid Such time may be paid on an hourly, working-day, or proportion of a month basis

Subp 2 **Agencies negotiating different salary schedules.** Those agencies with an exclusive representative who negotiate different salary schedules from those shown in parts 4670.4200 to 4670 4240 under the provisions of subpart 1 or those agencies operating under the provisions of part 4670.1310, item C, shall file within ten days after the signing of the contract such schedules with the supervisor

Statutory Authority: *MS s 144.071*

History: *23 SR 82*

4670.4020 [Repealed, 23 SR 82]

4670.4040 [Repealed, 23 SR 82]

4670.4050 [Repealed, 23 SR 82]

4670.4100 APPOINTMENT.

The entrance salary for any new employee, whether an original appointment, provisional appointment, or emergency appointment, shall be at the minimum salary for the class of positions to which the employee is appointed, except when appointments are made above the minimum

An employee who is provisionally employed at a rate of pay higher than the minimum of the range prescribed for the class shall not be reduced in pay at the time of appointment from a register to the class.

Statutory Authority: *MS s 144 071*

History: *23 SR 82*

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, 1998.

Subpart 1. **Plan.**

	Minimum	Maximum
Assistant Director of Environmental Health	2638	4304
Director of Environmental Health	3019	4930
Director of Public Health Nursmg	2523	4304
Public Health Educator	2114	3771
Public Health Nurse	2213	3603

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Registered Nurse (A.A Degree, 3 year Diploma, or B S Degree)	2114	3444
Sanitarian	2020	3444

Statutory Authority: *MS s 144 071*

History: 23 SR 82

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1 Plan.

	Minimum	Maximum
Bookkeeper	1445	2365
Home Health Aide	1382	2159
Home Health Aide Coordinator	1622	2523
Inspector	1622	2523
Licensed Practical Nurse	1622	2523
Public Health Aide	1184	2020

Statutory Authority: *MS s 144 071*

History: 23 SR 82

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1 Plan.

	Minimum	Maximum
Clerk I	1019	1730
Clerk II	1184	2020
Clerk III	1382	2159
Clerk-Typist I	1112	1891
Clerk-Typist II	1184	2020
Clerk-Typist III	1480	2310
Clerk-Steno	1184	2020
Switchboard Operator	1112	1891

Statutory Authority: *MS s 144 071*

History: 23 SR 82

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

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

Subp 2 Shift differential; janitors.

	Minimum	Maximum
Janitor	1184	2020

Statutory Authority: *MS s 144 071*

History: 23 SR 82

4670.4300 [Repealed, 23 SR 82]