

CHAPTER 4670
DEPARTMENT OF HEALTH
LOCAL PUBLIC HEALTH AGENCIES;
MERIT SYSTEM

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4670.0610 AFFIRMATIVE ACTION PLAN.

Each local agency shall have an affirmative action plan for employees covered by parts 4670.0100 to 4670 4240 The plan must contain

[For text of items A to C, see MR]

D provision for notification of the Department of Human Services Office for Equal Opportunity, Affirmative Action and Civil Rights of periodic hiring goals established by the local agency, for expanded certification purposes; and

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

These requirements may be incorporated as part of a countywide affirmative action plan or provided as an addendum to the plan.

Statutory Authority: *MS s 144 071*

History: *26 SR 811*

4670.1320 RECOMMENDED ADJUSTMENTS.

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

Statutory Authority: *MS s 144 071*

History: *26 SR 811*

4670.2000 REGISTERS.

Subpart 1. **Establishment of registers.** After such examination the supervisor shall prepare and maintain registers of persons who attain passing scores in the examination. The names of eligible persons shall be placed on registers in the order of their final rating, beginning with the highest, except as modified by veterans' preference If two or more persons have final ratings that are identical, their names shall be arranged on the register in the order in which their applications for examination were accepted. Remaining tie scores shall be broken by arranging names in alphabetical order

Eligible registers resulting from examinations shall be of two kinds open competitive registers, from which original appointments shall be made; and promotional registers, from which promotions shall be made Other registers or lists of persons eligible for appointment may be established in accordance with other provisions of parts 4670.0100 to 4670 4240.

Promotional registers shall consist of the names of permanent and probationary employees who attain passing scores in the examination for promotion to a class of positions

Registers shall normally be established on a statewide basis. Nevertheless, the supervisor may offer examinations on a county or area basis or may establish a county or area subregister of a statewide register Eligibility for placement on a county or area

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subregister shall be determined by legal residence in the county or area or, in the case of a promotional register, by employment with the local public health agency

Layoff lists shall be established by county and shall include the names of permanent and probationary employees who have been laid off from employment because of lack of funds or lack of work in accordance with the provisions of parts 4670 0100 to 4670 4240 Names shall be placed on this list in reverse order of layoff

The supervisor may establish a reemployment list of the names of former permanent and probationary employees who are eligible under the rules for reinstatement to a class of positions and who apply for placement on this list Names shall be placed on this list in the manner determined by the supervisor All persons on such list are equally eligible for appointment, and no rank or position shall be assigned.

The supervisor may establish a transfer list of the names of current permanent employees who are eligible under the rules to transfer to a class of positions and who apply for placement on this list Names shall be placed on this list in the manner determined by the supervisor. All persons on this list are equally eligible for appointment, and no rank or position shall be established

[For text of subps 2 to 4, see MR]

Statutory Authority: *MS s 144 071*

History: *26 SR 811*

4670.2500 APPOINTMENT FROM REGISTERS.

The employment of any person from a certification from an open competitive register shall be deemed to be an original appointment. In selecting persons from among those certified by the supervisor for original appointment, the appointing authority may examine their applications, interview them, and check references or perform other background investigations Final selection and the action taken on each candidate shall be reported to the supervisor in the manner prescribed by the supervisor

Promotional appointments shall be made in the same manner as original appointments as specified in this part, except that the person appointed is selected from a certification from a promotional register.

Statutory Authority: *MS s 144 071*

History: *26 SR 811*

4670.2530 TEMPORARY APPOINTMENT.

[For text of subps 1 to 5, see MR]

Subp 6. **Trainee appointments.** An appointing authority may appoint a trainee to fill a classified position A trainee appointment must be for the period of training, which must not exceed three years in duration Trainees so appointed must be advanced to the classification for which they are in training upon the satisfactory completion of the training program and must then serve a probationary period in the regular classification Trainees who advance to the classification for which they are in training must meet the minimum qualifications of education and experience before a probationary appointment can be made A trainee appointment may be terminated at any time by the appointing authority

Statutory Authority: *MS s 144 071*

History: *26 SR 811*

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LOCAL PUBLIC HEALTH AGENCIES; MERIT SYSTEM 4670.4230

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, 2001.

Subpart 1 Plan.

	Minimum	Maximum
Assistant Director of Environmental Health	2876	4916
Director of Environmental Health	3291	5610
Director of Public Health Nursing	3009	5374
Public Health Educator	2305	4293
Public Health Nurse	2636	4491
Registered Nurse (A A Degree, 3 year Diploma, or B.S Degree)	2518	4293
Sanitarian	2202	3754

Statutory Authority: *MS s 144.071*

History: *26 SR 811*

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. Plan.

	Minimum	Maximum
Accounting Technician	1613	2636
Home Health Aide	1506	2461
Home Health Aide Coordinator	1768	2876
Inspector	1768	2876
Licensed Practical Nurse	1768	2876
Public Health Aide	1290	2305

Statutory Authority: *MS s 144.071*

History: *26 SR 811*

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1 Plan.

	Minimum	Maximum
Office Support Aide	1110	1968
Office Support Specialist	1317	2354
Office Support Specialist, Sr	1613	2636

Statutory Authority: *MS s 144.071*

History: *26 SR 811*