

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

9575 0320 ADJUSTMENT OF OFFICIAL
 SALARY SCHEDULE OF THE
 MINNESOTA MERIT SYSTEM
 9575 0350 SALARY ADJUSTMENTS AND
 INCREASES

9575 0670 EMERGENCY APPOINTMENT
 9575 0740 EXTENSION OF PROBATIONARY
 PERIOD
 9575 1500 COMPENSATION PLAN, HUMAN
 SERVICES, 1988

**9575.0320 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE
 MINNESOTA MERIT SYSTEM.**

Subpart 1. Annual adjustments. The compensation plan provided in part 9575.1500 shall be adjusted annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [Repealed, 12 SR 1335]

Subp. 3. Plan amendments. After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City Consumer Price Index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 9575.0300. Amendments shall include a proposed general adjustment to all rates of pay in the professional, support, clerical, and maintenance and trades salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall be effective on the following January 1 or, for those agencies on a biweekly or four week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 3a. Employee salary adjustments. Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City Consumer Price Index, the supervisor shall recommend a general salary adjustment for all employees on the professional, support, clerical, and maintenance and trades salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 9575.0350, subpart 3. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [Repealed, 12 SR 1335]

[For text of subp 5, see M.R. 1987]

Subp. 6. [Repealed, 12 SR 1335]

Statutory Authority: *MS s 256.012*

History: *12 SR 1335*

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R. 1987]

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

[For text of subps 4 and 5, see M.R. 1987]

Statutory Authority: *MS s 256.012*

History: *12 SR 1335*

9575.0670 EMERGENCY APPOINTMENT.

Whenever an emergency exists that requires the immediate services of one or more persons and it is not possible to obtain such persons from appropriate registers, the appointing authority may appoint a person or persons without consideration of other provisions of these rules governing appointment, except as provided in parts 9575.1410 to 9575.1450. Such appointments normally shall be limited to no more than 45 working days during any calendar year for the same person; however, such appointment of the same person can be extended to 67 working days with prior approval by the supervisor.

Statutory Authority: *MS s 256.012*

History: *12 SR 458*

9575.0740 EXTENSION OF PROBATIONARY PERIOD.

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting permanent status or separating the employee from the service, an extension of the probationary period for up to three months may be granted. Initiation of a request to the merit system supervisor for extension must be made at least 15 days before the end of the probationary period and shall specify the reasons why the extension is necessary. A current evaluation of the employee's performance shall accompany the request. A copy of the request for extension and the evaluation shall be provided to the probationary employee by the appointing authority.

The supervisor's decision on the request shall be given to the agency and the employee at least five days in advance of the end of the initial probation period.

Each formal request for extension of the probationary period and the decision on the request shall be reported to the merit system council at its next meeting.

Statutory Authority: *MS s 256.012*

History: *12 SR 458*

9575.0820 [Repealed, 12 SR 458]

9575.0970 [Repealed, 12 SR 458]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1988.

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

	Minimum	Maximum
Accountant	1645	2348
Accounting Supervisor	1919	2869
Administrative Assistant I	2052	3206
Administrative Assistant II	2196	3430
Administrative Assistant III	2618	3750
Adult Day Care Center Supervisor	1881	2680
Assistant Human Services Director	2869	4087
Assistant Welfare Director	3349	4766
Auditor	1919	2869
Chemical Dependency Coordinator	1645	2457
Collection Services Supervisor II	1721	2566

MINNESOTA RULES 1988

393

MERIT SYSTEM 9575.1500

Community Health Services Supervisor	2003	3134
Computer Programmer	1572	2252
Day Care Center Teacher	1504	2252
Developmental Achievement Center Director	1881	2680
Developmental Achievement Center Teacher	1504	2252
Director of Business Management I	2052	3064
Director of Business Management II	2618	3750
Director of Financial Assistance	2618	3750
Director of Planning	2618	3750
Director of Public Health Nursing I	1919	2869
Director of Social Services	2618	3750
Employment Guidance Counselor	1439	2052
Family Service Coordinator II	1572	2052
Financial Assistance Supervisor I	1721	2566
Financial Assistance Supervisor II	2052	3064
Fiscal Manager	2348	3349
Fiscal Officer	1504	2252
Fiscal Supervisor I	1504	2252
Fiscal Supervisor II	1919	2869
Gerontology Counselor	1721	2566
Human Services Director III	3134	4457
Human Services Supervisor I	2052	3206
Human Services Supervisor II	2457	3508
Jobs and Training Supervisor	1721	2566
Medical Assistance Prepayment Project Manager	2052	3064
Mental Health Program Manager	2196	3271
Mental Health Worker	1797	2680
Methods & Procedures Analyst	1607	2399
Nutrition Project Assistant Director	1504	2252
Nutrition Project Director	1919	2869
Office Services Supervisor II	1439	2052
Planner (Human Services)	1881	2680
Psychologist I	1721	2566
Psychologist II	2003	2869
Psychologist III	2680	3669
Public Health Educator	1645	2348
Public Health Nurse	1645	2348
Public Health Nurse (Team Leader)	1721	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1572	2252
Resident Activity Coordinator	1504	2252
Sanitarian	1504	2252
Senior Public Health Nurse	1881	2680
Senior Staff Development Specialist	1919	2869
Social Worker (Licensing Specialist)	1504	2252
Social Worker	1572	2457
Social Worker (Child Protection Specialist)	1572	2457
Social Worker (MSW)	1721	2566
Social Worker (Child Protection Specialist) (MSW)	1721	2566
Social Services Supervisor I	2052	3206
Social Services Supervisor II	2252	3508
Staff Development Specialist	1607	2399
Student Social Worker (Intern)		

Rate proposed by appointing authority.

MINNESOTA RULES 1988

9575.1500 MERIT SYSTEM

394

Student Social

Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	1919	2618
Telecommunications Analyst	1919	2739
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1504	2252
Welfare Director I	2399	3585
Welfare Director II	2680	3835
Welfare Director III	2869	4087
Welfare Director IV	3134	4457
Welfare Director V	4177	5935
Work Experience & Training Specialist	1721	2566

Subp. 2. **Professional: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1721	2457
Accounting Supervisor	2003	2996
Administrative Assistant I	2148	3349
Administrative Assistant II	2296	3585
Administrative Assistant III	2739	3914
Adult Day Care Center Supervisor	1962	2803
Assistant Human Services Director	2869	4087
Assistant Welfare Director	3349	4766
Auditor	2003	2996
Chemical Dependency Coordinator	1721	2566
Collections Services Supervisor II	1797	2680
Community Health Services Supervisor	2097	3271
Computer Programmer	1645	2348
Day Care Center Teacher	1572	2348
Developmental Achievement Center Director	1962	2803
Developmental Achievement Center Teacher	1572	2348
Director of Business Management I	2148	3206
Director of Business Management II	2739	3914
Director of Financial Assistance	2739	3914
Director of Planning	2739	3914
Director of Public Health Nursing I	2003	2996
Director of Social Services	2739	3914
Employment Guidance Counselor	1504	2148
Family Service Coordinator II	1645	2148
Financial Assistance Supervisor I	1797	2680
Financial Assistance Supervisor II	2148	3206
Fiscal Manager	2457	3508
Fiscal Officer	1572	2348
Fiscal Supervisor I	1572	2348
Fiscal Supervisor II	2003	2996
Gerontology Counselor	1797	2680
Human Services Director III	3134	4457
Human Services Supervisor I	2148	3349
Human Services Supervisor II	2566	3669
Jobs and Training Supervisor	1797	2680
Medical Assistance Prepayment Project Manager	2148	3206
Mental Health Program Manager	2296	3430

MINNESOTA RULES 1988

395

MERIT SYSTEM 9575.1500

Mental Health Worker	1881	2803
Methods & Procedures Analyst	1680	2510
Nutrition Project Assistant Director	1572	2348
Nutrition Project Director	2003	2996
Office Services Supervisor II	1504	2148
Planner (Human Services)	1962	2803
Psychologist I	1797	2680
Psychologist II	2097	2996
Psychologist III	2803	3835
Public Health Educator	1721	2457
Public Health Nurse	1721	2457
Public Health Nurse (Team Leader)	1797	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1645	2348
Resident Activity Coordinator	1572	2348
Sanitarian	1572	2348
Senior Public Health Nurse	1962	2803
Senior Staff Development Specialist	2003	2996
Social Worker (Licensing Specialist)	1572	2348
Social Worker	1645	2566
Social Worker (Child Protection Specialist)	1645	2566
Social Worker (MSW)	1797	2680
Social Worker (Child Protection Specialist) (MSW)	1797	2680
Social Services Supervisor I	2148	3349
Social Services Supervisor II	2348	3669
Staff Development Specialist	1680	2510
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	2003	2739
Telecommunications Analyst	2003	2869
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1572	2348
Welfare Director I	2399	3585
Welfare Director II	2680	3835
Welfare Director III	2869	4087
Welfare Director IV	3134	4457
Welfare Director V	4177	5935
Work Experience & Training Specialist	1797	2680

Subp. 3. **Professional: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1797	2566
Accounting Supervisor	2097	3134
Administrative Assistant I	2252	3508
Administrative Assistant II	2399	3750
Administrative Assistant III	2869	4087
Adult Day Care Center Supervisor	2052	2932
Assistant Human Services Director	2869	4087
Assistant Welfare Director	3349	4766

MINNESOTA RULES 1988

9575.1500 MERIT SYSTEM

396

Auditor	2097	3134
Chemical Dependency Coordinator	1797	2680
Collections Services Supervisor II	1881	2803
Community Health Services Supervisor	2196	3430
Computer Programmer	1721	2457
Day Care Center Teacher	1645	2457
Developmental Achievement Center Director	2052	2932
Developmental Achievement Center Teacher	1645	2457
Director of Business Management I	2252	3349
Director of Business Management II	2869	4087
Director of Financial Assistance	2869	4087
Director of Planning	2869	4087
Director of Public Health Nursing I	2097	3134
Director of Social Services	2869	4087
Employment Guidance Counselor	1572	2252
Family Service Coordinator II	1721	2252
Financial Assistance Supervisor I	1881	2803
Financial Assistance Supervisor II	2252	3349
Fiscal Manager	2566	3669
Fiscal Officer	1645	2457
Fiscal Supervisor I	1645	2457
Fiscal Supervisor II	2097	3134
Gerontology Counselor	1881	2803
Human Services Director III	3134	4457
Human Services Supervisor I	2252	3508
Human Services Supervisor II	2680	3835
Jobs and Training Supervisor	1881	2803
Medical Assistant Prepayment Project Manager	2252	3349
Mental Health Program Manager	2399	3585
Mental Health Worker	1962	2932
Methods & Procedures Analyst	1756	2618
Nutrition Project Assistant Director	1645	2457
Nutrition Project Director	2097	3134
Office Services Supervisor II	1572	2252
Planner (Human Services)	2052	2932
Psychologist I	1881	2803
Psychologist II	2196	3134
Psychologist III	2932	4003
Public Health Educator	1797	2566
Public Health Nurse	1881	2566
Public Health Nurse (Team Leader)	2052	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1797	2457
Resident Activity Coordinator	1645	2457
Sanitarian	1645	2457
Senior Public Health Nurse	2052	2932
Senior Staff Development Specialist	2097	3134
Social Worker (Licensing Specialist)	1645	2457
Social Worker	1721	2680
Social Worker (Child Protection Specialist)	1721	2680
Social Worker (MSW)	1881	2803
Social Worker (Child Protection Specialist) (MSW)	1881	2803
Social Services Supervisor I	2252	3508
Social Services Supervisor II	2457	3835

MINNESOTA RULES 1988

397

MERIT SYSTEM 9575.1500

Staff Development Specialist	1756	2618
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	2097	2869
Telecommunications Analyst	2097	2996
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1645	2457
Welfare Director I	2399	3585
Welfare Director II	2680	3835
Welfare Director III	2869	4087
Welfare Director IV	3134	4457
Welfare Director V	4177	5935
Work Experience & Training Specialist	1881	2803

Subp. 4. **Support personnel: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1075	1470
Accounting Technician	1124	1607
Adult Day Care Center Program Coordinator	1151	1721
Case Aide	1151	1721
Chemical Dependency Counselor	1405	1840
Child Health Aide	921	1261
Child Support Officer I	1288	1840
Child Support Officer II	1504	2052
Collections Officer	1288	1840
Collection Services Supervisor I	1607	2196
Community Service Aide	883	1261
Computer Operations Specialist	1175	1536
Coordinator of Aging	1346	2003
Developmental Achievement Center Instructor	1261	1721
Employment Technician	1151	1721
Family Service Aide I	961	1439
Family Service Aide II	1101	1572
Family Service Coordinator I	1261	1721
Family Service/Home Health Aide	961	1439
Financial Assistance Specialist	1439	2052
Financial Worker	1151	1721
Food Stamp Corrective Action Specialist I	1572	2252
Food Stamp Corrective Action Specialist II	1721	2457
Home Health Aide	961	1439
Home Health Aide Coordinator	1261	1721
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1645	2348
Housing Rehabilitation Specialist	1261	1721
Licensed Practical Nurse	1261	1721
Methods and Procedures Technician	1405	1840
Office Services Supervisor I	1261	1721
Public Health Aide	883	1261
Senior Citizen's Aide	961	1439

MINNESOTA RULES 1988

9575.1500 MERIT SYSTEM

398

Support and Collections Specialist	1504	2052
Support Enforcement Aide	1075	1470
Welfare Fraud Investigator	1607	2097

Subp. 5. Support personnel: plan B. The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1124	1536
Accounting Technician	1175	1680
Adult Day Care Center Program Coordinator	1203	1797
Case Aide	1203	1797
Chemical Dependency Counselor	1470	1919
Child Health Aide	1005	1374
Child Support Officer I	1346	1919
Child Support Officer II	1572	2148
Collections Officer	1346	1919
Collection Services Supervisor I	1680	2296
Community Service Aide	921	1374
Computer Operations Specialist	1233	1607
Coordinator of Aging	1405	2097
Developmental Achievement Center Instructor	1316	1797
Employment Technician	1203	1797
Family Service Aide I	1005	1504
Family Service Aide II	1151	1645
Family Service Coordinator I	1316	1797
Family Service/Home Health Aide	1005	1504
Financial Assistance Specialist	1504	2148
Financial Worker	1203	1797
Food Stamp Corrective Action Specialist I	1572	2252
Food Stamp Corrective Action Specialist II	1721	2457
Home Health Aide	1005	1504
Home Health Aide Coordinator	1316	1797
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1721	2457
Housing Rehabilitation Specialist	1316	1797
Licensed Practical Nurse	1316	1797
Methods and Procedures Technician	1470	1919
Office Services Supervisor I	1316	1797
Public Health Aide	921	1374
Senior Citizen's Aide	1005	1504
Support and Collections Specialist	1572	2148
Support Enforcement Aide	1124	1536
Welfare Fraud Investigator	1680	2196

Subp. 6. Support personnel: plan C. The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1175	1607
Accounting Technician	1233	1756
Adult Day Care Center Program Coordinator	1261	1881
Case Aide	1261	1881
Chemical Dependency Counselor	1536	2003
Child Health Aide	1101	1504

MINNESOTA RULES 1988

399

MERIT SYSTEM 9575.1500

Child Support Officer I	1405	2003
Child Support Officer II	1645	2252
Collections Officer	1405	2003
Collection Services Supervisor I	1756	2399
Community Service Aide	1101	1504
Computer Operations Specialist	1288	1680
Coordinator of Aging	1470	2196
Developmental Achievement Center Instructor	1374	1881
Employment Technician	1261	1881
Family Service Aide I	1151	1572
Family Service Aide II	1203	1721
Family Service Coordinator I	1374	1881
Family Service/Home Health Aide	1151	1572
Financial Assistance Specialist	1572	2252
Financial Worker	1261	1881
Food Stamp Corrective Action Specialist I	1572	2252
Food Stamp Corrective Action Specialist II	1721	2457
Home Health Aide	1151	1572
Home Health Aide Coordinator	1374	1881
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1797	2566
Housing Rehabilitation Specialist	1374	1881
Licensed Practical Nurse	1374	1881
Methods and Procedures Technician	1536	2003
Office Services Supervisor I	1374	1881
Public Health Aide	1101	1504
Senior Citizen's Aide	1054	1572
Support and Collections Specialist	1645	2252
Support Enforcement Aide	1175	1607
Welfare Fraud Investigator	1756	2296

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

Minimum Maximum

Administrative Secretary	1110	1586
Clerk I	781	1061
Clerk II	892	1271
Clerk III	1061	1452
Clerk-Typist I	856	1162
Clerk-Typist II	892	1271
Clerk-Typist III	1085	1548
Clerk-Steno	892	1271
Data Entry Operator	856	1162
Information Systems Specialist	892	1271
Legal Secretary	1061	1452
Switchboard Operator	856	1162

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 8. Clerical: plan B. The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

Minimum Maximum

Administrative Secretary	1214	1660
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MINNESOTA RULES 1988

9575.1500 MERIT SYSTEM

400

Clerk I	892	1162
Clerk II	1016	1384
Clerk III	1186	1548
Clerk-Typist I	970	1271
Clerk-Typist II	1016	1384
Clerk-Typist III	1214	1660
Clerk-Steno	1016	1384
Data Entry Operator	970	1271
Information Systems Specialist	1016	1384
Legal Secretary	1186	1548
Switchboard Operator	970	1271

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

Subp. 9. Clerical: plan C. The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1271	1736
Clerk I	970	1271
Clerk II	1110	1517
Clerk III	1243	1622
Clerk-Typist I	1061	1384
Clerk-Typist II	1110	1517
Clerk-Typist III	1271	1736
Clerk-Steno	1110	1517
Data Entry Operator	1061	1384
Information Systems Specialist	1110	1517
Legal Secretary	1243	1622
Switchboard Operator	1061	1384

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer.

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

	Minimum	Maximum
Auto Driver	895	1154
Bus Driver	955	1278
Janitor	975	1250

Subp. 11. Maintenance and trades: plan B. The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day work rate.

	Minimum	Maximum
Auto Driver	1130	1451
Bus Driver	1176	1514
Janitor	1154	1483

Statutory Authority: *MS s 256.012*

History: *12 SR 458; 12 SR 1335*