

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

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9575.0010 DEFINITIONS.

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

Subp. 1a. Affirmative action. “Affirmative action” means a management program designed to ensure equal employment opportunity and correct past discrimination by identifying and removing barriers throughout a personnel system. Affirmative action includes special efforts to eliminate underuse of disabled persons, minorities, and women through recruitment, hiring, and advancement of these groups.

[For text of subps 2 to 13, see M.R.]

Subp. 13a. Disability. “Disability” means a condition or characteristic that renders a person a disabled person. A disabled person is a person who:

- A. has a physical, sensory, or mental impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

[For text of subp 14, see M.R.]

Subp. 14a. Discrimination. “Discrimination” means unequal treatment, intentional or unintentional, that is based on the following protected characteristics: race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, or political affiliation.

[For text of subp 15, see M.R.]

Subp. 15a. Disparity. “Disparity” means the employment of fewer disabled persons, minorities, or women in the agency’s work force than could reasonably be expected, based on their availability in the relevant labor area.

[For text of subps 16 to 18, see M.R.]

Subp. 18a. Equal employment opportunity. “Equal employment opportunity” means the policy of basing all personnel activities solely on individual merit of applicants and employees in relation to job requirements, and without regard to race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, or political affiliation.

Subp. 18b. Equitable compensation relationship. “Equitable compensation relationship” means that a primary consideration in establishing, recommending, and approving total compensation is comparable work value in relationship to other employee positions within the merit system.

[For text of subps 19 to 20a, see M.R.]

Subp. 21. General adjustment. “General adjustment” means an annual merit

system recommended salary adjustment based on a review of adjustments to salaries by employers with similar and competing types of employment and trends in the Twin Cities consumer price index. The general adjustment applies to 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.

[For text of subps 22 to 34, see M.R.]

Subp. 34a. **Protected groups.** "Protected groups" means females, disabled persons, and members of the following minorities: Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan native.

[For text of subps 35 to 49, see M.R.]

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.0020 OBJECTIVES OF COUNTY WELFARE MERIT SYSTEM.

It is the aim of the Department of Human Services of the state of Minnesota, through the establishment of the county welfare merit system, to provide appointing authorities with an effective system of personnel administration based on merit principles. Specific objectives are:

[For text of items A to C, see M.R.]

D. equitable pay scales for the various classes established on the basis of equal pay for work of equal value; and

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

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.0090 PROHIBITION AGAINST DISCRIMINATION.

Subpart 1. **In general.** No person shall be discriminated for or against in recruitment, examination, appointment, tenure, compensation, classification, or promotion or in conditions, facilities, or privileges of employment because of race, color, political affiliation, creed, religion, national origin, disability when such disability does not interfere with the completion of assigned duties, age, marital status, status with regard to public assistance, or sex. Any person aggrieved by a violation of these prohibitions may file a complaint under the provisions of Minnesota Statutes, chapter 363, or may file a discrimination complaint under the county agency's internal complaint process.

Subp. 2. **[Repealed, 14 SR 1008]**

Subp. 2a. **Affirmative action plan.** Each county agency shall have an affirmative action plan for employees covered by parts 9575.0010 to 9575.1580. The plan must contain:

A. a policy defining and prohibiting discriminatory harassment, including sexual harassment;

B. an internal discrimination complaint policy and procedure that includes notification of the Department of Human Services Affirmative Action Office of complaints that are brought and their resolution;

C. provision for appointment of a person to provide liaison between the county agency and the Department of Human Services Affirmative Action Office and to have responsibility for implementation of the local agency's plan; and

D. provision for participation by the county agency in an affirmative action committee and notification of the Department of Human Services Affir-

native Action Office of periodic hiring goals established by the county agency, for expanded certification purposes.

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

Subp. 3. [Repealed, 14 SR 1008]

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

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

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

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

Statutory Authority: *MS s 256.012*

History: *14 SR 1806*

9575.0380 WORK OUT OF CLASS.

If an employee is expressly assigned in writing to perform all the duties of a position allocated to a higher classification that is temporarily unoccupied for reasons other than vacation or sick leave and that work exceeds 15 consecutive work days in duration, the employee so assigned shall be paid for all hours of the assignment at least at the minimum rate of pay of the salary range for the higher class or may be granted a one-step salary increase within the assigned employee's salary range. If the assignment is to a position in a classification at an equal or lower level, the employee shall be paid for all hours of the assignment at the employee's current rate of pay. A work out of class assignment is limited to no more than six months. An appointing authority may submit a written request to extend a work out of class assignment for up to an additional six months, specifying the reason why the extension is necessary. A request to extend a work out of class assignment must be initiated at least 15 days before the end of the initial six-month assignment. Approval of such assignments by the supervisor is required and must be received by the supervisor within five calendar days of the assignment. Upon completion of the work out of class assignment, the employee's salary shall be reduced to its previous level. This decrease is not subject to part 9575.0370 or part 9575.1180.

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.0530 EXAMINATION RETESTING.

Applicants may apply to retake a competitive or promotional examination that is open for application on a continuous basis but may not retake an examination within 60 days of the previous test date and more than three times in a calendar year.

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.0620 CERTIFICATION METHODS.

[For text of subps 1 to 4, see M.R.]

Subp. 5. **Too few names on a certification.** When the number of different names available for filling any vacancy by original appointment, promotion, or

reinstatement is fewer than seven on all competitive and promotional registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the supervisor deems appropriate.

[For text of subp 6, see M.R.]

Subp. 7. Expanded certification. When the supervisor determines that a disparity exists between an agency's work force and its approved affirmative action plan, the supervisor shall ensure to the extent possible that available eligibles who are members of the protected group as defined in part 9575.0010, subpart 34a, for which the disparity exists are certified for appointment. When fewer than three protected group eligibles for which a disparity exists would be certified under subparts 1 and 2, the supervisor shall certify additional protected group eligibles for which a disparity exists to bring the number of eligibles certified to a total of three names from each protected group. Eligibles to be certified shall be determined by examination score.

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.0720 PROBATION REQUIRED.

A person employed by an appointing authority in any of the following ways shall serve a probationary period:

A. appointment from an eligible register other than the layoff list;

B. reinstatement of a former probationary employee or of a former permanent employee in an agency other than the last employing agency;

C. transfer of an employee between counties except when specifically waived, in writing to the merit system supervisor, by the new employing county prior to the date on which the transfer of a permanent employee becomes effective; or

D. transfer or reinstatement to a position on the basis of eligibility from a comparable position in a similar merit system jurisdiction.

An appointing authority may effect a probationary period in an employment action in which such period is not required as specified above by writing this condition of appointment on the appointment report submitted to the merit system. In no case, however, may a probationary period be required of a permanent employee who is appointed from the layoff list.

Statutory Authority: *MS s 256.012*

History: *14 SR 1008*

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1990.

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	1762	2515
Accounting Supervisor	2102	3141
Administrative Assistant I	2199	3434
Administrative Assistant II	2352	3674
Administrative Assistant III	2805	4018
Adult Day Care Center Supervisor	1611	2413
Assistant Human Services Director	3073	4570
Assistant Welfare Director	3841	5694
Auditor	2102	3141
Chemical Dependency Coordinator	1762	2632

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Collections and Accounting Unit		
Supervisor	1844	2749
Collection Services Supervisor II	1799	2688
Community Health Services Supervisor	2102	3282
Computer Programmer	1684	2413
Contract Services Representative	2014	2870
County Agency Social Worker (Licensing Specialist)	1611	2413
County Agency Social Worker	1684	2749
County Agency Social Worker (Child Protection Specialist)	1684	2749
County Agency Social Worker (MSW)	1844	2749
County Agency Social Worker (MSW) (Child Protection Specialist)	1844	2749
Day Care Center Teacher	1611	2413
Director of Business Management I	2352	3674
Director of Business Management II	2805	4192
Director of Financial Assistance	2805	4192
Director of Planning	2805	4192
Director of Public Health Nursing	2102	3141
Director of Social Services	2805	4192
Employment Guidance Counselor	1611	2199
Family Based Services Supervisor	1762	2515
Family Service Coordinator II	1611	2199
Financial Assistance Supervisor I	1844	2749
Financial Assistance Supervisor II	2199	3282
Fiscal Manager	2199	3282
Fiscal Officer	1611	2413
Fiscal Supervisor I	1611	2515
Fiscal Supervisor II	2102	3141
Gerontology Counselor	1844	2749
Human Services Director III	3357	4990
Human Services Supervisor I	2199	3434
Human Services Supervisor II	2749	3930
Jobs and Training Supervisor	1844	2749
Mental Health Program Manager	2352	3674
Mental Health Worker	2014	2870
Methods & Procedures Analyst	1611	2413
Nutrition Project Assistant Director	1611	2413
Nutrition Project Director	2102	3141
Office Services Supervisor II	1541	2199
Planner (Human Services)	2014	2870
Psychologist I	1844	2749
Psychologist II	2102	3141
Psychologist III	2805	3841
Public Health Educator	1762	2515
Public Health Nurse	1844	2632
Public Health Nurse (Team Leader)	1925	2749
Registered Dietician	1611	2413
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1762	2515
Resident Activity Coordinator	1611	2413
Sanitarian	1611	2413
Senior Public Health Nurse	2014	2870
Senior Staff Development Specialist	2102	3141
Social Services Supervisor I	2199	3434
Social Services Supervisor II	2413	3758

Social Services Supervisor III	2749	3930
Staff Development Specialist	1611	2413
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2014	2870
Support Services Supervisor Trainee	1762	2515
	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1611	2413
Welfare Director I	2632	3930
Welfare Director II	2870	4288
Welfare Director III	3073	4570
Welfare Director IV	3357	4990
Welfare Director V	3504	5218
Welfare Director VI	4474	6358

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	1844	2632
Accounting Supervisor	2199	3282
Administrative Assistant I	2300	3587
Administrative Assistant II	2460	3841
Administrative Assistant III	2934	4192
Adult Day Care Center Supervisor	1684	2515
Assistant Human Services Director	3073	4570
Assistant Welfare Director	3841	5694
Auditor	2199	3282
Chemical Dependency Coordinator	1844	2749
Collections and Accounting Unit Supervisor	1925	2870
Collections Services Supervisor II	1881	2805
Community Health Services Supervisor	2199	3434
Computer Programmer	1762	2515
Contract Services Representative	2102	3002
County Agency Social Worker (Licensing Specialist)	1684	2515
County Agency Social Worker	1762	2870
County Agency Social Worker (Child Protection Specialist)	1762	2870
County Agency Social Worker (MSW)	1925	2870
County Agency Social Worker (MSW) (Child Protection Specialist)	1925	2870
Day Care Center Teacher	1684	2515
Director of Business Management I	2460	3841
Director of Business Management II	2934	4378
Director of Financial Assistance	2934	4378
Director of Planning	2934	4378
Director of Public Health Nursing	2199	3282
Director of Social Services	2934	4378
Employment Guidance Counselor	1684	2300
Family Based Services Supervisor	1844	2632
Family Service Coordinator II	1684	2300
Financial Assistance Supervisor I	1925	2870

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Financial Assistance Supervisor II	2300	3434
Fiscal Manager	2300	3434
Fiscal Officer	1684	2515
Fiscal Supervisor I	1684	2632
Fiscal Supervisor II	2199	3282
Gerontology Counselor	1925	2870
Human Services Director III	3357	4990
Human Services Supervisor I	2300	3587
Human Services Supervisor II	2870	4108
Jobs and Training Supervisor	1925	2870
Mental Health Program Manager	2460	3841
Mental Health Worker	2102	3002
Methods & Procedures Analyst	1684	2515
Nutrition Project Assistant Director	1684	2515
Nutrition Project Director	2199	3282
Office Services Supervisor II	1611	2300
Planner (Human Services)	2102	3002
Psychologist I	1925	2870
Psychologist II	2199	3282
Psychologist III	2934	4018
Public Health Educator	1844	2632
Public Health Nurse	1925	2749
Public Health Nurse (Team Leader)	2014	2870
Registered Dietician	1684	2515
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1844	2632
Resident Activity Coordinator	1684	2515
Sanitarian	1684	2515
Senior Public Health Nurse	2102	3002
Senior Staff Development Specialist	2199	3282
Social Services Supervisor I	2300	3587
Social Services Supervisor II	2515	3930
Social Services Supervisor III	2870	4108
Staff Development Specialist	1684	2515
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2102	3002
Support Services Supervisor	1844	2632
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1684	2515
Welfare Director I	2632	3930
Welfare Director II	2870	4288
Welfare Director III	3073	4570
Welfare Director IV	3357	4990
Welfare Director V	3504	5218
Welfare Director VI	4474	6358

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	1925	2749
Accounting Supervisor	2300	3434
Administrative Assistant I	2413	3758

Administrative Assistant II	2570	4018
Administrative Assistant III	3073	4378
Adult Day Care Center Supervisor	1762	2632
Assistant Human Services Director	3073	4570
Assistant Welfare Director	3841	5694
Auditor	2300	3434
Chemical Dependency Coordinator	1925	2870
Collections and Accounting Unit Supervisor	2014	3002
Collections Services Supervisor II	1971	2934
Community Health Services Supervisor	2300	3587
Computer Programmer	1844	2632
Contract Services Representative	2199	3141
County Agency Social Worker (Licensing Specialist)	1762	2632
County Agency Social Worker	1844	3002
County Agency Social Worker (Child Protection Specialist)	1844	3002
County Agency Social Worker (MSW)	2014	3002
County Agency Social Worker (MSW) (Child Protection Specialist)	2014	3002
Day Care Center Teacher	1762	2632
Director of Business Management I	2570	4018
Director of Business Management II	3073	4570
Director of Financial Assistance	3073	4570
Director of Planning	3073	4570
Director of Public Health Nursing	2300	3434
Director of Social Services	3073	4570
Employment Guidance Counselor	1762	2413
Family Based Services Supervisor	1925	2749
Family Service Coordinator II	1762	2413
Financial Assistance Supervisor I	2014	3002
Financial Assistance Supervisor II	2413	3587
Fiscal Manager	2413	3587
Fiscal Officer	1762	2632
Fiscal Supervisor I	1762	2749
Fiscal Supervisor II	2300	3434
Gerontology Counselor	2014	3002
Human Services Director III	3357	4990
Human Services Supervisor I	2413	3758
Human Services Supervisor II	3002	4288
Jobs and Training Supervisor	2014	3002
Mental Health Program Manager	2570	4018
Mental Health Worker	2199	3141
Methods & Procedures Analyst	1762	2632
Nutrition Project Assistant Director	1762	2632
Nutrition Project Director	2300	3434
Office Services Supervisor II	1684	2413
Planner (Human Services)	2199	3141
Psychologist I	2014	3002
Psychologist II	2300	3434
Psychologist III	3073	4192
Public Health Educator	1925	2749
Public Health Nurse	2102	2870
Public Health Nurse (Team Leader)	2102	3002
Registered Dietician	1762	2632
Registered Nurse (A.A. Degree,		

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3 year Diploma, or B.S. Degree)	2014	2749
Resident Activity Coordinator	1762	2632
Sanitarian	1762	2632
Senior Public Health Nurse	2199	3141
Senior Staff Development Specialist	2300	3434
Social Services Supervisor I	2413	3758
Social Services Supervisor II	2632	4108
Social Services Supervisor III	3002	4288
Staff Development Specialist	1762	2632
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2199	3141
Support Services Supervisor	1925	2749
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1762	2632
Welfare Director I	2632	3930
Welfare Director II	2870	4288
Welfare Director III	3073	4570
Welfare Director IV	3357	4990
Welfare Director V	3504	5218
Welfare Director VI	4474	6358

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	1151	1575
Accounting Technician	1204	1721
Adult Day Care Center Program Coordinator	1233	1844
Case Aide	1233	1844
Chemical Dependency Counselor	1505	1971
Child Health Aide	987	1351
Child Support Officer I	1351	1925
Child Support Officer II	1611	2199
Collections Officer	1351	1925
Collection Services Supervisor I	1684	2300
Community Service Aide	987	1351
Community Support Technician	1505	1971
Computer Operations Specialist	1204	1575
Coordinator of Aging	1541	2199
Developmental Achievement Center Instructor		
Employment Technician	1233	1844
Family Based Services Provider	1505	1971
Family Service Aide I	1102	1575
Family Service Aide II	1204	1721
Family Service Coordinator I	1351	1844
Family Service/Home Health Aide	1102	1575
Financial Assistance Specialist	1541	2199
Financial Worker	1233	1844
Home Health Aide	1102	1575
Home Health Aide Coordinator	1351	1844
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	

Housing Coordinator	1762	2515
Housing Rehabilitation Specialist	1351	1844
Licensed Practical Nurse	1351	1844
Methods and Procedures Technician	1505	1971
Monitoring and Review Specialist	1233	1844
Office Services Supervisor I	1351	1844
Public Health Aide	987	1351
Senior Citizen's Aide	1151	1575
Support and Collections Specialist	1611	2199
Support Enforcement Aide	1151	1575
Welfare Fraud Investigator	1684	2199

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	1204	1645
Accounting Technician	1258	1799
Adult Day Care Center Program Coordinator	1289	1925
Case Aide	1289	1925
Chemical Dependency Counselor	1575	2056
Child Health Aide	1076	1472
Child Support Officer I	1409	2014
Child Support Officer II	1684	2300
Collections Officer	1409	2014
Collection Services Supervisor I	1762	2413
Community Service Aide	1076	1472
Community Support Technician	1575	2056
Computer Operations Specialist	1258	1645
Coordinator of Aging	1611	2300
Employment Technician	1289	1925
Family Based Services Provider	1575	2056
Family Service Aide I	1151	1645
Family Service Aide II	1258	1799
Family Service Coordinator I	1409	1925
Family Service/Home Health Aide	1151	1645
Financial Assistance Specialist	1611	2300
Financial Worker	1289	1925
Home Health Aide	1151	1645
Home Health Aide Coordinator	1409	1925
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1844	2632
Housing Rehabilitation Specialist	1409	1925
Licensed Practical Nurse	1409	1925
Methods and Procedures Technician	1575	2056
Monitoring and Review Specialist	1289	1925
Office Services Supervisor I	1409	1925
Public Health Aide	1076	1472
Senior Citizen's Aide	1204	1645
Support and Collections Specialist	1684	2300
Support Enforcement Aide	1204	1645
Welfare Fraud Investigator	1762	2300

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	1258	1721
Accounting Technician	1321	1881
Adult Day Care Center Program Coordinator	1351	2014
Case Aide	1351	2014
Chemical Dependency Counselor	1645	2146
Child Health Aide	1179	1611
Child Support Officer I	1472	2102
Child Support Officer II	1762	2413
Collections Officer	1472	2102
Collection Services Supervisor I	1844	2515
Community Service Aide	1179	1611
Community Support Technician	1645	2146
Computer Operations Specialist	1321	1721
Coordinator of Aging	1684	2413
Employment Technician	1351	2014
Family Based Services Provider	1645	2146
Family Service Aide I	1258	1721
Family Service Aide II	1321	1881
Family Service Coordinator I	1472	2014
Family Service/Home Health Aide	1258	1721
Financial Assistance Specialist	1684	2413
Financial Worker	1351	2014
Home Health Aide	1258	1721
Home Health Aide Coordinator	1472	2014
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1925	2749
Housing Rehabilitation Specialist	1472	2014
Licensed Practical Nurse	1472	2014
Methods and Procedures Technician	1645	2146
Monitoring and Review Specialist	1351	2014
Office Services Supervisor I	1472	2014
Public Health Aide	1179	1611
Senior Citizen's Aide	1258	1721
Support and Collections Specialist	1762	2413
Support Enforcement Aide	1258	1721
Welfare Fraud Investigator	1844	2413

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	1215	1738
Clerk I	836	1137
Clerk II	956	1361
Clerk III	1137	1556
Clerk-Typist I	917	1245
Clerk-Typist II	956	1361
Clerk-Typist III	1215	1738
Clerk-Steno	956	1361
Data Entry Operator	917	1245
Information Systems Specialist	956	1361
Legal Secretary	1137	1556
Switchboard Operator	917	1245

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	1271	1818
Clerk I	956	1245
Clerk II	1088	1483
Clerk III	1271	1658
Clerk-Typist I	1039	1361
Clerk-Typist II	1088	1483
Clerk-Typist III	1271	1818
Clerk-Steno	1088	1483
Data Entry Operator	1039	1361
Information Systems Specialist	1088	1483
Legal Secretary	1271	1658
Switchboard Operator	1039	1361

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	1331	1899
Clerk I	1039	1361
Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626
Data Entry Operator	1137	1483
Information Systems Specialist	1189	1626
Legal Secretary	1331	1738
Switchboard Operator	1137	1483

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	959	1237
Bus Driver	1023	1369
Janitor	1044	1340
Maintenance Worker	1136	1522

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	1156	1486
Bus Driver	1259	1621
Janitor	1237	1588
Maintenance Worker	1340	1727

Statutory Authority: *MS s 256.012*

History: *14 SR 1806*