

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

9575 0010 DEFINITIONS
 9575 0090 PROHIBITION AGAINST
 DISCRIMINATION
 9575 0350 SALARY ADJUSTMENTS AND
 INCREASES

9575 0730 DURATION OF PROBATIONARY
 PERIOD
 9575 1500 COMPENSATION PLAN, HUMAN
 SERVICES, 1994

9575.0010 DEFINITIONS.

[For text of subps 1 to 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, political affiliation, membership or activity in a local commission, or sexual orientation

[For text of subps 15 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, political affiliation, membership or activity in a local commission, or sexual orientation

[For text of subps 18b to 49, see M R.]

Statutory Authority: *MS s 256 012*

History: *18 SR 2277*

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, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Any person aggrieved by a violation of these prohibitions may file a complaint under Minnesota Statutes, chapter 363, or may file a discrimination complaint under the county agency's internal complaint process

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 Office for Equal Opportunity, Affirmative Action and Civil Rights 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 Office for Equal Opportunity, Affirmative Action and Civil Rights and to have responsibility for implementation of the local agency's plan,

D provision for participation by the county agency in an affirmative action committee;

E 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 county agency, for expanded certification purposes, and

F 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 county-wide affirmative action plan or provided as an addendum to the plan

Statutory Authority: *MS s 256 012*

History: *18 SR 2277*

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 zero 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: *18 SR 2277*

9575.0730 DURATION OF PROBATIONARY PERIOD.

The probationary period shall consist of the equivalent of the first six full months of compensated service following the date of the appointment action requiring a probationary period, except as provided in part 9575 0740 Intermittent employees shall serve a probationary period of six full months, not to exceed two calendar years Unpaid leave of ten or fewer workdays during the probationary period does not affect the duration of the probationary period

Statutory Authority: *MS s 256 012*

History: *18 SR 2277*

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1994.

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

	Minimum	Maximum
Accountant	1920	3128
Accounting Supervisor	2291	3909
Administrative Assistant I	2396	4283
Administrative Assistant II	2801	4569
Administrative Assistant III	3198	4982
Adult Day Care Center Supervisor	1835	3128
Assistant Welfare Director	4283	6631
Business Manager	3128	4877
Chemical Dependency Coordinator	1920	3128
Collections and Accounting Unit Supervisor	2010	3425
Collection Services Supervisor II	2010	3425
Community Health Services Supervisor	2291	3909
Computer Programmer	1835	3128
Contract Services Representative	2098	3577
County Agency Social Worker (Licensing Specialist)	1835	3128
County Agency Social Worker	1920	3425
County Agency Social Worker (Child Protection Specialist)	1920	3425
County Agency Social Worker (MSW)	2010	3425
County Agency Social Worker (MSW) (Child Protection Specialist)	2010	3425
Day Treatment Supervisor	2196	3577
Day Treatment Therapist	1920	3425
Director of Business Management I	2801	4569
Director of Business Management II	3350	5205
Director of Financial Assistance	3350	5205
Director of Planning	3350	5205

MINNESOTA RULES 1994

187

MERIT SYSTEM 9575.1500

Director of Public Health Nursing	2291	3909
Director of Social Services	3350	5205
Employment Guidance Counselor	1756	2742
Family Based Services Supervisor	1920	3128
Family Service Coordinator II	1756	2742
Financial Assistance Supervisor I	2010	3425
Financial Assistance Supervisor II	2291	3909
Financial Assistance Supervisor III	2396	4283
Fiscal Manager	2396	4283
Fiscal Officer	1756	2742
Fiscal Supervisor I	1835	3128
Fiscal Supervisor II	2291	3909
Gerontology Counselor	2010	3425
Human Services Director III	3659	5688
Human Services Supervisor I	2396	4283
Human Services Supervisor II	3128	4877
Mental Health Program Manager	2801	4569
Mental Health Worker	2098	3577
Nutrition Project Assistant Director	1835	3128
Nutrition Project Director	2291	3909
Office Services Supervisor	1756	2742
Planner (Human Services)	2098	3577
Psychologist I	2010	3425
Psychologist II	2291	3909
Psychologist III	3058	4569
Public Health Educator	1920	3425
Public Health Nurse	2010	3272
Public Health Nurse (Team Leader)	2098	3425
Public Health Nursing Supervisor	2196	3577
Recreational Therapist	1756	2742
Registered Dietician	1835	3128
Registered Nurse (A A Degree, 3 year Diploma, or B S Degree)	1920	3128
Sanitarian	1835	3128
Senior Staff Development Specialist	2291	3909
Social Services Supervisor I	2396	4283
Social Services Supervisor II	2742	4674
Social Services Supervisor III	3128	4877
Staff Development Specialist	1835	3128
Student Social Worker (Intern)	Rate proposed by appointing authority	
Support Services and Accounting Supervisor	2098	3577
Support Services Supervisor	1920	3128
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Volunteer Services Coordinator	1835	3128
Welfare Director I	2801	4569
Welfare Director II	3128	4877
Welfare Director III	3350	5205
Welfare Director IV	3659	5688
Welfare Director V	3909	6073

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

	Minimum	Maximum
Account Clerk	1255	1961
Accounting Technician	1344	2098

MINNESOTA RULES 1994

9575.1500 MERIT SYSTEM

188

Adult Day Care Center Program Coordinator	1473	2291
Case Aide	1344	2291
Chemical Dependency Counselor	1640	2449
Child Health Aide	1075	1835
Child Support Officer (Administrative Process)	1756	2742
Child Support Officer I	1640	2449
Child Support Officer II	1756	2742
Collections Officer	1473	2291
Collection Services Supervisor I	1920	3128
Community Service Aide	1075	1835
Community Support Technician	1640	2449
Computer Operations Specialist	1255	1961
Coordinator of Aging	1756	2742
Crisis Center Resource Aide	1344	2098
Executive Assistant	1640	2449
Family Based Services Provider	1640	2449
Family Service Aide I	1255	1961
Family Service Aide II	1344	2098
Family Service Coordinator I	1473	2291
Family Service/Home Health Aide	1255	1961
Financial Assistance Specialist	1756	2742
Financial Worker	1473	2449
Fraud Prevention Specialist	1640	2449
Home Health Aide	1255	1961
Home Health Aide Coordinator	1473	2291
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1920	3128
Housing Rehabilitation Specialist	1473	2291
Licensed Practical Nurse	1473	2291
Methods and Procedures Technician	1640	2449
Monitoring and Review Specialist	1473	2291
Public Health Aide	1075	1835
Senior Citizen's Aide	1255	1961
SILS Program Coordinator	1640	2449
Social Services Administrative Aide	1756	2742
Support and Collections Specialist	1756	2742
Support Enforcement Aide	1255	1961
Welfare Fraud Investigator	1756	2742

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

	Minimum	Maximum
Administrative Secretary	1344	2098
Clerk I	925	1571
Clerk II	1075	1835
Clerk III	1255	1961
Clerk-Typist I	1010	1717
Clerk-Typist II	1075	1835
Clerk-Typist III	1344	2098
Clerk-Steno	1075	1835
Data Entry Operator	1010	1717
Information Systems Specialist	1075	1835
Legal Secretary	1255	1961
Switchboard Operator	1010	1717

MINNESOTA RULES 1994

189

MERIT SYSTEM 9575.1500

Subp 10 **Maintenance and trades.** 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
Automobile/Van Driver	1010	1717
Bus Driver	1075	1835
Janitor	1075	1835
Maintenance Worker	1255	1961

Statutory Authority: *MS s 256 012*

History: *18 SR 2277*