

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

9575 0350 SALARY ADJUSTMENTS AND
INCREASES

9575 1500 COMPENSATION PLAN, HUMAN
SERVICES, 1996

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 two 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: *20 SR 2592*

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1996.

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	2017	3286
Accounting Supervisor	2407	4107
Administrative Assistant I	2517	4500
Administrative Assistant II	2943	4800
Administrative Assistant III	3360	5234
Adult Day Care Center Supervisor	1928	3286
Assistant Welfare Director	4500	6967
Business Manager	3286	5124
Chemical Dependency Coordinator	2017	3286
Collections and Accounting Unit Supervisor	2112	3598
Collection Services Supervisor II	2112	3598
Community Health Services Supervisor	2407	4107
Computer Programmer	1928	3286
Contract Services Representative	2204	3758
County Agency Social Worker (Licensing Specialist)	1928	3286
County Agency Social Worker	2017	3598
County Agency Social Worker (Child Protection Specialist)	2017	3598
County Agency Social Worker (MSW)	2112	3598
County Agency Social Worker (MSW) (Child Protection Specialist)	2112	3598
Day Treatment Supervisor	2307	3758
Day Treatment Therapist	2017	3598
Director of Business Management I	2943	4800
Director of Business Management II	3520	5468
Director of Financial Assistance	3520	5468
Director of Planning	3520	5468
Director of Public Health Nursing	2407	4107
Director of Social Services	3520	5468
Employment Guidance Counselor	1845	2881
Family Based Services Supervisor	2017	3286

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Family Service Coordinator II	1845	2881
Financial Assistance Supervisor I	2112	3598
Financial Assistance Supervisor II	2407	4107
Financial Assistance Supervisor III	2517	4500
Fiscal Manager	2517	4500
Fiscal Officer	1845	2881
Fiscal Supervisor I	1928	3286
Fiscal Supervisor II	2407	4107
Gerontology Counselor	2112	3598
Human Services Director III	3844	5976
Human Services Supervisor I	2517	4500
Human Services Supervisor II	3286	5124
Managed Care Supervisor	1928	3286
Mental Health Program Manager	2943	4800
Mental Health Worker	2204	3758
Nutrition Project Assistant Director	1928	3286
Nutrition Project Director	2407	4107
Office Services Supervisor	1845	2881
Planner (Human Services)	2204	3758
Psychologist I	2112	3598
Psychologist II	2407	4107
Psychologist III	3213	4800
Public Health Educator	2017	3598
Public Health Nurse	2112	3438
Public Health Nurse (Team Leader)	2204	3598
Public Health Nursing Supervisor	2307	3758
Recreational Therapist	1845	2881
Registered Dietitian	1928	3286
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	2017	3286
Sanitarian	1928	3286
Senior Staff Development Specialist	2407	4107
Social Services Supervisor I	2517	4500
Social Services Supervisor II	2881	4911
Social Services Supervisor III	3286	5124
Special Services Supervisor	2307	3758
Staff Development Specialist	1928	3286
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2204	3758
Support Services Supervisor	2017	3286
Tramee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1928	3286
Welfare Director I	2943	4800
Welfare Director II	3286	5124
Welfare Director III	3520	5468
Welfare Director IV	3844	5976
Welfare Director V	4107	6380

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	1319	2060
Accounting Technician	1412	2204
Adult Day Care Center Program Coordinator	1548	2407
Case Aide	1476	2634
Chemical Dependency Counselor	1723	2573
Child Health Aide	1129	1928
Child Support Officer (Administrative Process)	1845	2881
Child Support Officer I	1723	2573
Child Support Officer II	1845	2881
Collections Officer	1548	2407
Collection Services Supervisor I	2017	3286
Community Service Aide	1129	1928
Community Support Technician	1723	2573
Computer Operations Specialist	1319	2060
Coordinator of Agmg	1845	2881
Crisis Center Resource Aide	1412	2204
Executive Assistant	1723	2573
Family Based Services Provider	1723	2573
Family Service Aide I	1319	2060
Family Service Aide II	1412	2204
Family Service Coordinator I	1548	2407
Family Service/Home Health Aide	1319	2060
Financial Assistance Specialist	1845	2881
Financial Worker	1723	2573
Fraud Prevention Specialist	1723	2573
Home Health Aide	1319	2060
Home Health Aide Coordinator	1548	2407
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	2017	3286
Housing Rehabilitation Specialist	1548	2407
Licensed Practical Nurse	1548	2407
Managed Care Advocate	1845	2881
Managed Care Enroller	1723	2573
Methods and Procedures Technician	1723	2573
Monitoring and Review Specialist	1548	2407
Public Health Aide	1129	1928
Senior Citizen's Aide	1319	2060
SILS Program Coordinator	1723	2573
Social Services Administrative Aide	1845	2881
Support and Collections Specialist	1845	2881
Support Enforcement Aide	1319	2060
Welfare Fraud Investigator	1845	2881

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	1412	2204
Clerk I	972	1650
Clerk II	1129	1928
Clerk III	1319	2060
Clerk-Typist I	1061	1804
Clerk-Typist II	1129	1928
Clerk-Typist III	1412	2204
Clerk-Steno	1129	1928
Data Entry Operator	1061	1804
Information Systems Specialist	1129	1928
Legal Secretary	1319	2060
Switchboard Operator	1061	1804

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	1061	1804
Bus Driver	1129	1928
Janitor	1129	1928
Maintenance Worker	1319	2060

Statutory Authority: *MS s 256.012*

History: *20 SR 2592*