

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

<p>9575 0350 SALARY ADJUSTMENTS AND INCREASES</p> <p>9575 0400 PHYSICAL EXAMINATIONS</p> <p>9575 0410 APPLICATIONS</p> <p>9575 0420 DISQUALIFICATION OF APPLICANTS</p> <p>9575 0470 CONDUCT OF EXAMINATIONS</p> <p>9575 1360 PAYMENT FOR FULL-TIME AND PART-TIME EMPLOYMENT</p>	<p>9575 1410 SALARY FOR APPOINTMENTS</p> <p>9575 1500 COMPENSATION PLAN, HUMAN SERVICES, 1998</p> <p>9575 1580 INCUMBENTS OF RECLASSIFIED POSITIONS</p>
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9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subpart 1, see M R]

Subp 2 **Plan requirements.** In agencies where there is no exclusive representative or collective bargaining agreement, negotiated adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions

[For text of item A, see M R]

B If the rate of pay of an employee is at or above the new minimum salary adopted for their class, the employee may receive the general merit system adopted adjustment, and if the employee's class was adjusted to a greater extent than the general adopted adjustment, the employee may receive the additional adjustment as provided in part 9575 0320, subpart 3 as long as the additional adjustment does not place the employee's salary over the new maximum adopted salary for the class

C. In those situations where the appointing authority has determined that the general merit system adopted adjustment is inappropriate for its employees, it may grant a different adjustment, however, the authority must file with the supervisor the new salary steps by class. These adjustments shall at least place employees at the minimum salary and not over the maximum salary for their class

[For text of items D to H, see M R]

Subp 3 **Recommended adjustment.** The merit system general adjustment recommended for incumbents is 2-3/4 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules

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

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.0400 PHYSICAL EXAMINATIONS.

After a conditional job offer has been extended, an applicant may be required by the appointing authority to pass a medical examination. The examination may be required for job-related reasons only

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.0410 APPLICATIONS.

Subpart 1 **Forms and filing.** All applications shall be made on forms prescribed by the supervisor and must be filed on or before the closing date specified in the announcement. On such applications the supervisor shall require all pertinent information pertaining to education, experience, and any other information that the supervisor may deem necessary. All applications shall be signed and the truth of all statements contained therein certified by such signature

[For text of subp 2, see M R]

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.0420 DISQUALIFICATION OF APPLICANTS.

The supervisor may refuse to examine an applicant, or after examination, may disqualify the applicant or remove the applicant from a register, or may refuse to certify any eligible person on a register if the applicant

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

B has been convicted of any crime which has a direct relationship to the position sought in accordance with Minnesota Statutes, chapter 364,

C has been dismissed from the public service or any other position for delinquency or misconduct, or, in lieu of dismissal, has been allowed to resign from employment,

D has practiced or attempted to practice any deception or fraud in the applicant's application, examination, or appointment,

E has used or attempted to use political pressure or bribery to obtain an advantage in the examination or appointment,

F has directly or indirectly obtained information about the examinations to which applicants are not entitled,

G has failed to submit the application for examination correctly or within the prescribed time limits,

H has taken part in the compilation, administration, or correction of the examination,

I has otherwise violated provisions of these rules, or

J is not available in an area under the jurisdiction of the merit system.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter mailed to the applicant's last known address sufficiently in advance of the examination to allow for an appeal from rejection as provided in parts 9575 1150 to 9575 1200

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.0470 CONDUCT OF EXAMINATIONS.

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

Subp 3 **Examination modification for applicants with disabilities.** Special examination arrangements must be made for qualified applicants with disabilities if the usual selection process cannot adequately predict job performance unless (1) the test or other selection criteria are shown to be job related, or (2) alternative or equally job-related tests or selection criteria with the same or less adverse impact are not shown to be available. Examination facilities or procedures may be modified to accommodate applicants with disabilities to provide for comparable assessment of essential job skills.

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.1350 [Repealed, 23 SR 82]

9575.1360 PAYMENT FOR FULL-TIME AND PART-TIME EMPLOYMENT.

Subpart 1 **Standard rates.** All rates prescribed in part 9575 1500 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of part 9575 0350, subpart 2, item C. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working day, or proportion of a month basis.

Subp 2 **Agencies with exclusive representatives.** Those agencies with an exclusive representative who negotiate different salary schedules from those shown in part 9575 1500 under the provisions of subpart 1 or those agencies operating under the provisions of part 9575 0350, subpart 2, item C shall file within ten days after the signing of the contract such schedules with the supervisor.

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.1370 [Repealed, 23 SR 82]

9575.1390 [Repealed, 23 SR 82]

9575.1400 [Repealed, 23 SR 82]

9575.1410 SALARY FOR APPOINTMENTS.

Subpart 1 **Entrance salary.** The entrance salary for the original appointment, provisional appointment, or emergency appointment of a new employee shall be at the minimum salary for the class of positions to which appointed, except when appointments are made above the minimum

[For text of subp 2, see M R]

Statutory Authority: *MS s 256 012*

History: *23 SR 82*

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1998.

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	2114	3444
Accounting Supervisor	2523	4304
Administrative Assistant I	2638	4716
Administrative Assistant II	3084	5031
Administrative Assistant III	3521	5486
Adult Day Care Center Supervisor	2020	3444
Assistant Welfare Director	4716	7301
Business Manager	3444	5370
Chemical Dependency Coordinator	2114	3444
Collections and Accounting Unit Supervisor	2213	3771
Collection Services Supervisor II	2213	3771
Community Health Services Supervisor	2523	4304
Computer Programmer	2020	3444
Contract Services Representative	2310	3939
County Agency Social Worker (Licensing Specialist)	2020	3444
County Agency Social Worker	2114	3771
County Agency Social Worker (Child Protection Specialist)	2114	3771
County Agency Social Worker (MSW)	2213	3771
County Agency Social Worker (MSW) (Child Protection Specialist)	2213	3771
Day Treatment Supervisor	2418	3939
Day Treatment Therapist	2114	3771
Director of Business Management I	3084	5031
Director of Business Management II	3689	5731
Director of Financial Assistance	3689	5731
Director of Planning	3689	5731
Director of Public Health Nursmg	2523	4304
Director of Social Services	3689	5731
Employment Guidance Counselor	1933	3019
Family Based Services Supervisor	2114	3444
Family Service Coordinator II	1933	3019
Financial Assistance Supervisor I	2213	3771
Financial Assistance Supervisor II	2523	4304
Financial Assistance Supervisor III	2638	4716

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Fiscal Manager	2638	4716
Fiscal Officer	1933	3019
Fiscal Supervisor I	2020	3444
Fiscal Supervisor II	2523	4304
Gerontology Counselor	2213	3771
Human Services Director III	4029	6263
Human Services Supervisor I	2638	4716
Human Services Supervisor II	3444	5370
Information Technology Specialist	2020	3444
Managed Care Supervisor	2020	3444
Mental Health Program Manager	3084	5031
Mental Health Worker	2310	3939
Nutrition Project Assistant Director	2020	3444
Nutrition Project Director	2523	4304
Office Services Supervisor	1933	3019
Planner (Human Services)	2310	3939
Psychologist I	2213	3771
Psychologist II	2523	4304
Psychologist III	3367	5031
Public Health Educator	2114	3771
Public Health Nurse	2213	3603
Public Health Nurse (Team Leader)	2310	3771
Public Health Nursing Supervisor	2418	3939
Recreational Therapist	1933	3019
Registered Dietitian	2020	3444
Registered Nurse (A A Degree, 3 year Diploma, or B S Degree)	2114	3444
Sanitarian	2020	3444
Senior Staff Development Specialist	2523	4304
Social Services Supervisor I	2638	4716
Social Services Supervisor II	3019	5146
Social Services Supervisor, III	3444	5370
Special Services Supervisor	2418	3939
Staff Development Specialist	2020	3444
Student Social Worker (Intern)	Rate proposed by appointing authority	
Support Services and Accounting Supervisor	2310	3939
Support Services Supervisor	2114	3444
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Volunteer Services Coordinator	2020	3444
Welfare Director I	3084	5031
Welfare Director II	3444	5370
Welfare Director III	3689	5731
Welfare Director IV	4029	6263
Welfare Director V	4304	6687

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	1382	2159
Accounting Technician	1480	2310

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Adult Day Care Center Program Coordinator	1622	2523
Case Aide	1806	2697
Chemical Dependency Counselor	1933	3019
Child Health Aide	1184	2020
Child Support Officer	1933	3019
Collections Officer	1806	2697
Collection Services Supervisor I	2114	3444
Community Service Aide	1184	2020
Community Support Technician	1806	2697
Computer Operations Specialist	1382	2159
Coordmator of Aging	1933	3019
Crisis Center Resource Aide	1480	2310
Executive Assistant	1806	2697
Family Based Services Provider	1806	2697
Family Service Aide I	1382	2159
Family Service Aide II	1480	2310
Family Service Coordinator I	1622	2523
Family Service/Home Health Aide	1382	2159
Fmancial Assistance Specialist	1933	3019
Financial Worker	1806	2697
Fraud Prevention Specialist	1933	3019
Home Health Aide	1382	2159
Home Health Aide Coordinator	1622	2523
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Housing Coordmator	2114	3444
Housing Rehabilitation Specialist	1622	2523
Licensed Practical Nurse	1622	2523
Managed Care Advocate	1933	3019
Managed Care Enroller	1806	2697
Methods and Procedures Technician	1806	2697
Monitoring and Review Specialist	1622	2523
Public Health Aide	1184	2020
Semor Citizen's Aide	1382	2159
SILS Program Coordmator	1806	2697
Social Services Administrative Aide	1933	3019
Support and Collections Specialist	2020	3159
Support Enforcement Aide	1480	2310
Transit Coordinator	1382	2159
Welfare Fraud Investigator	1933	3019

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	1480	2310
Clerk I	1019	1730
Clerk II	1184	2020
Clerk III	1382	2159
Clerk-Typist I	1112	1891
Clerk-Typist II	1184	2020
Clerk-Typist III	1480	2310
Clerk-Steno	1184	2020
Data Entry Operator	1112	1891

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Information Systems Specialist	1184	2020
Legal Secretary	1382	2159
Switchboard Operator	1112	1891

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	1112	1891
Bus Driver	1184	2020
Janitor	1184	2020
Maintenance Worker	1382	2159

Statutory Authority: *MS s 256.012*

History: *23 SR 82*

9575.1510 [Repealed, 23 SR 82]

9575.1580 INCUMBENTS OF RECLASSIFIED POSITIONS.

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

Subp. 2. **Eligibility.** When a position is reclassified resulting from a change in allocation the incumbent shall not be eligible to continue in the position except as provided in subpart 3 or unless eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If ineligible to continue in such a position, the incumbent may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with the applicable provisions of this chapter. If ineligibility of a permanent or probationary incumbent of a reclassified position arises from the existence of an eligible register established from an examination that the incumbent did not take, the incumbent may be permitted to take the same or equivalent examination from which the existing register was established without the examination being open for application. At that time, the county shall notify other employees that they may also apply and take the examination. The names of successful candidates examined under this part shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and is not transferred, promoted, or demoted, the provisions of this chapter about layoff shall apply. Any transfer, promotion, demotion, or layoff in accordance with those provisions must occur within 60 days of the notification of reclassification of the position.

[For text of subp 3, see M R.]

Statutory Authority: *MS s 256.012*

History: *23 SR 82*