

4670.0830 PUBLIC HEALTH MERIT SYSTEM SUPERVISOR.

The public health merit system supervisor shall be the duly appointed supervisor of the Minnesota merit system. In conformance with parts 4670.0100 to 4670.4240, it shall be the duty of the supervisor to:

A. develop and put into effect policies and procedures for the administration of the merit system as they relate to the preparation, administration, and scoring of examinations; the preparation, custody, and maintenance of registers of eligibles; the determination of availability of eligibles for appointment; the certification for appointments; and the determination of the adequacy of existing registers;

B. develop and administer the classification and compensation plans and to consult with the commissioner and the council on the adoption and revision of such plans as they relate to the merit system program of recruitment and examination;

C. maintain personnel records of all persons employed under the merit system and records of all personnel action;

D. promote public understanding of the purposes, policies, and practices of the merit system and to develop and put into effect procedures for carrying out the personnel administration of the rules of the merit system;

E. appoint a staff, including technicians, clerks, stenographers, and such other permanent or temporary employees as are necessary to carry out the provisions of parts 4670.0100 to 4670.4240 (the employees shall be chosen in accordance with the rules of the Minnesota Department of Management and Budget);

F. review, develop, and propose amendments to existing merit system rules for consideration and recommendation by the merit system council and in accordance with Minnesota Statutes, chapter 14; and

G. perform other duties prescribed by parts 4670.0100 to 4670.4240 or by the council.

Statutory Authority: *MS s 144.071*

History: *23 SR 82; L 2008 c 204 s 42; L 2009 c 101 art 2 s 109*

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