

Civil Service Commission Minutes

March 29, 2016

Ramkota Hotel, Pierre, SD

Members present:

Barb Christianson
Bob Grandpre
Greg Ingemunson
Dawn Morris
Dan Mosteller

Others present:

Erin Flynn
Ellen Zeller

Chairman Christianson called the meeting to order at 8:30 a.m.

Kettie Rindelaub v. Department of Human Services

The meeting started with Rindelaub v. DHS. It was an adversary hearing to determine whether or not the Civil Service protections in South Dakota statute applied to Rindelaub at the time of her termination from DHS.

Both sides presented testimony before the Commission moved to executive session at 11:37 a.m. to deliberate. Returning from executive session at noon, Commissioner Mosteller moved that the Commission rule Rindelaub was not a status employee eligible for Civil Service protections. Commissioner Ingemunson seconded the motion, and it passed 5-0.

Approval of Minutes

Commissioner Morris moved that the minutes of the February 17-18, 2016 meeting be approved. Commissioner Mosteller seconded the motion. All members present voted in favor.

Classification & Compensation Agenda

Ellen Zeller presented the Classification and Compensation Agenda. The class titles to be revised were Laboratory Certification Advisor and Regional Terrestrial Resources Supervisor. The Commission members discussed the changes, and Commissioner Morris moved to approve the recommended changes. Commissioner Ingemunson seconded the motion. All members present voted in favor.

Commissioner Mosteller moved that the meeting be adjourned. Commissioner Grandpre seconded the motion, and it was voted 5-0 to adjourn at 12:05 p.m.

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Mental Health Aide

Class Code: 70332

Pay Grade: GD

A. Purpose:

Performs personal care services by completing patient care assignments, providing an atmosphere conducive to treatment, and listening to and helping psychiatric and chemically dependent patients deal with their problems in an effort to meet the patients' physical and emotional needs.

B. Distinguishing Feature:

The Mental Health Aide performs personal care services and provides care to adolescents, chemically dependent patients, acute patients, chronic patients, and geriatric/psychiatric patients; completes patient care assignments; provides an atmosphere conducive to treatment; documents and reports observations of patient behavior; reports when vital signs are not within normal limits; and decides when to initiate emergency codes.

The Mental Health Assistant provides assistance in unit management, which includes overseeing completion of patient care assignments, monitors Mental Health Aides' compliance with policies and procedures, in addition to performing basic nursing care skills. The Mental Health Technician develops, conducts, and monitors education, training, counseling, leisure, and/or recreation programs prescribed by a treatment team; assists in implementing, assessing, revising, and documenting treatment plans; and provides feedback concerning patients responses, problems, and progress.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs personal care services and utilizes listening skills to meet physical and emotional needs of psychiatric patients.
 - a. Observes patients for choking, seizures, fluid output, and temperature change or skin irritation and reports unusual symptoms to medical personnel.
 - b. Assists patients with personal care to include bathing, shaving, nail care, shampoos, dressing, toileting, and related hygiene needs.
 - c. Applies soothing skin lotion and massage as needed.
 - d. Escorts patients to recreation activities, workshops, classes, lab, meals, library, field trips, medical appointments, bank, downtown, etc.
 - e. Takes and records patients' temperature, blood pressure, respiration, pulse rates, and obtains urine specimens.
 - f. Distributes and feeds patients meals and snacks.
 - g. Completes patient care assignments.
 - h. Repositions bed-ridden patients.
 - i. Participates in and supervises patients' educational, group, leisure, and recreational activities.
 - j. Assist with range of motion, exercise, and walking patients.
2. Maintains a safe environment on the unit by performing housekeeping tasks and unit duties to provide an atmosphere conducive to treatment.
 - a. Changes or assists patients in changing bedding.
 - b. Distributes clean laundry.
 - c. Changes soiled clothing of patients.

- d. Stocks closets and patients' personal care boxes.
 - e. Assists in cleaning the unit area.
 - f. Teaches patients proper hygiene, housekeeping skills and basic cooking skills.
3. Maintains patients' records to provide a legal, permanent, and accurate account of the patients' treatment and response to treatment.
 - a. Completes reports and records patients' behaviors, changes in conditions, and special incidents.
 - b. Files forms and reports in patients' charts.
 - c. Receives and gives shift report, when directed.
 - d. Attends patient treatment team meetings to provide input on patients' progress.
 4. Communicates patient or unit related data by reporting observations of potential problem situations to provide the supervisor with information necessary for treatment and program planning.
 5. Performs therapeutic interaction with patients to assist the patients in dealing with their problems and to resolve conflicts among patients.
 - a. Conducts one-to-one supportive sessions with patients.
 - b. Motivates patients to participate in and assists with unit activities.
 - c. Serves as a positive role model to patients.
 6. Searches for patients who are unaccounted for to prevent them from hurting themselves or others.
 - a. Copes with upset, unmanageable patients.
 - b. Initiates emergency codes and measures.
 - c. Assists with restraining or secluding patients in emergency situations as directed by a Registered Nurse.
 - d. Orders patient care and office supplies.
 - e. Counts and records controlled substance supply as assigned.
 7. Performs other work as assigned.

D. Reporting Relationships:

May provide work direction to new Mental Health Aides to provide training, as assigned.

E. Challenges and Problems:

Challenges include dealing with patients' widely diversified, unpredictable, explosive, verbal and physical abusive behaviors; restraining and secluding patients in emergency situations as directed by a Registered Nurse; lifting patients who are heavy and unable to assist with moving or repositioning themselves; having to clean patients who lack bladder and/or bowl control; and caring for and feeding resistive patients.

Typical problems include learning the behavior problems of each patient on their unit and how to manage each patient individually; trying to motivate patients with low self-esteem, lacking in social skills, confused, unable to deal with and accept reality, and/or manipulative behavior; patients with drug or alcohol dependency; and dealing with a range of patients from adolescents to geriatric patients.

F. Decision-making Authority:

Decisions include the positioning of patients in beds and wheelchairs; when a patient needs personal hygiene; when intervention or assistance is needed because a patient is being abusive; and in what order to perform such personal care activities such as bathing, feeding, and dressing; whether vital signs are within normal limits; what to do to help a patient relax who can't sleep; when to initiate emergency codes; determining what patient behaviors should be charted and/or reported; determining whether or not patient needs assistance or guidance with personal care or other activities; whether to intervene with patients' behavior; whether to summon staff for assistance; and determining how to approach a patient.

Decisions referred are determining treatment for patients who are ill or injured; dealing with unusual or difficult behavior problems; decisions regarding medication or treatments; decisions regarding restraint or seclusion; whether or not to admit, transfer, or discharge a patient; and communications with patients' relatives or legal counsel.

G. Contact with Others:

Daily contact with patients to provide personal care services; and nurses, physicians, therapists, and teachers to receive instructions on patient care techniques and assignments and to provide observations on patient behavior. Occasional contact with patients' friends and relatives when they are visiting.

H. Working Conditions:

The incumbent works with psychiatric and chemical dependency patients who may be unpredictable, unmanageable, and verbally and physically abusive both to other patients and employees (biting, scratching, hitting, kicking, hair pulling, pinching, spitting, and swearing). Physical assaults by patients are not unusual. Incumbents must be able to lift heavy patients, many of whom are unable to assist with being moved or repositioned and must be moved from chairs to beds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic physical and psychological needs of the mentally ill and chemically dependent;
- patient safety procedures;
- patient rights.

Ability to:

- accurately observe, recognize, report, and record physical symptoms and significant behavioral characteristics of patients;
- carry out individual program plans for treatment of patients;
- relate to and work constructively with patients;
- detect significant or unusual patient behavior;
- verbalize the needs of patients;
- provide personal care services to patients;
- follow oral and written instructions and established policies and procedures;
- listen and be empathetic with patients;
- assist in lifting and moving of patients;
- deal with aggressive behavior;
- communicate information clearly and concisely;
- lift and move patients.

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Mental Health Assistant

Class Code: 70333

Pay Grade: GE

A. Purpose:

Monitors and provides direct patient care by maintaining an atmosphere conducive to treatment, listening to and helping psychiatric and chemically dependent patients deal with their problems and assisting with unit management duties to meet the physical and emotional needs of psychiatric patients.

B. Distinguishing Feature:

Mental Health Assistants is distinguished from the Mental Health Aide by being responsible for providing assistance in unit management which include overseeing completion of patient-care assignments, monitoring Mental Health Aides' compliance with policies and procedures, in addition to performing basic nursing care skills and providing care to adolescents, chemically dependent patients, acute patients, chronic patients, and geriatric/psychiatric patients, completing patient care assignments, providing an atmosphere conducive to treatment, documenting and reporting observations of patient behavior, reporting vital signs not within normal limits, and deciding when to initiate emergency codes and measures. Mental Health Assistants distribute work to and monitor work of Mental Health Aides. Higher level medical personnel dispense medication, determine necessity for further medical or psychiatric treatment and supervise subordinate personnel by interviewing and hiring personnel and conducting performance appraisals.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides unit management by overseeing and assisting aides in completion of patient care and unit duty assignments to provide appropriate, competent, and consistent patient care.
2. Monitors and assesses compliance of Mental Health Aide staff with policies and procedures and reports infractions to nurses to promote an orderly, safe work environment conducive to treatment.
3. Performs basic nursing, listening, and intervention skills to meet physical and emotional needs of psychiatric patients.
 - a. Provides personal care of patients including bathing, shaving, nail care, shampoos, dressing, toileting, and other related hygiene needs.
 - b. Takes and records patient's temperature, blood pressure, respiration and pulse rates, and obtains urine samples.
 - c. Observes, records, and reports changes in patient's condition or behavior.
 - d. Escorts patients to recreation activities, workshops, classes, lab, meals, library, field trips, medical appointments, bank, and downtown.
 - e. Maintains close observation of suicidal or run-away patients.
 - f. Assists with restraint or seclusion of patients to prevent injury to patient or others.
 - g. Intervenes in escalating patient behavior and assists in resolving patient conflicts.
 - h. Distributes meal trays and snacks and provides necessary assistance to patients in eating.

- i. Teaches patients proper cleanliness, grooming, housekeeping skills and basic cooking skills.
4. Communicates patient or unit-related data to provide the supervisor with information necessary for treatment or program planning.
5. Performs therapeutic interaction with patients by motivating patients to participate in unit activities, positive role modeling, conducting one-on-one supportive sessions with patients to assist the patient in dealing with their problems and to resolve conflicts among patients.
6. Performs other work as assigned.

D. Reporting Relationships:

This position provides work direction to Mental Health Aides.

E. Challenges and Problems:

Challenges include responsibility for work direction of direct patient care provided by Mental Health Aides in an effort to maintain an appropriate level of care, to ensure that appropriate procedures are used, policies are followed, and open communication is maintained for consistency in patient care on each shift. Other challenges include managing units alone at night; orientation and training of newly hired Mental Health Aides to the unit and patients; dealing with patients' widely diversified, unpredictable, explosive, verbal and physical abusive behaviors; restraining and secluding patients without injuring themselves or others; lifting patients who are heavy and unable to assist with moving or repositioning themselves; and providing personal care for and feed resistive patients.

Typical problems include learning the special needs of each patient on their unit, their behavior problems and how to manage each patient individually; trying to motivate patients with low self-esteem, lack of social skills, confusion, inability to deal with and accept reality, manipulative behavior, chemical dependency; and dealing with a range of patients from adolescents to geriatric patients.

F. Decision-making Authority:

Decisions include distribution of patient care and unit duty assignments to Mental Health Aides; assessment of Mental Health Aides' compliance to unit policies and procedures, reporting infractions to nurse; positioning of patients in beds and wheel chairs; when a patient needs personal hygiene; when intervention or assistance is needed because a patient is losing control; in what order to perform such direct-care activities such as bathing, feeding, and dressing; whether vital signs are within normal limits; what to do to help a patient relax who cannot sleep; when to initiate emergency codes and measures; determine what patient behaviors should be charted and/or reported; determine whether or not a patient needs assistance or guidance with personal care or other activities; whether to intervene with patient's behavior; and determining how to approach a patient.

Decisions referred include determining treatment for patients who are ill or injured; dealing with unusual or difficult behavioral problems; medication or treatment decisions; whether or not to restrain or seclude a patient; whether or not to continue seclusion; when to admit, transfer, or discharge a patient; communications with patients' relatives, social workers, and legal counsel; and determining whether employee actions are a problem and how to deal with them.

G. Contact with Others:

Daily contact with patients to provide direct care; nurses, physicians, therapists, and teachers to receive instructions on patient-care techniques and assignments and to provide observations on patient behavior. Occasional contact with friends and relatives of the patient when they are visiting.

H. Working Conditions:

The incumbent works with psychiatric and chemical dependency patients who may be unpredictable, unmanageable, and verbally and physically abusive both toward other patients and employees (biting, scratching, hitting, kicking, hair pulling, pinching, spitting, and swearing). Physical assaults by patients are not unusual. Incumbents must be able to lift heavy patients, many of whom are unable to assist with being moved or repositioned and must be moved from chairs to beds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- unit routine and the physical and psychological needs of the mentally ill;
- patient safety procedures;
- standard treatment programs for the mentally ill;
- procedures for documenting patient behavior and progress;
- patient's rights;
- effective methods of assigning and monitoring subordinates' work and providing training.

Ability to:

- provide work direction;
- follow oral and written instructions and procedures;
- carry out individual program plans for treatment of patients;
- accurately observe, recognize, report, and record physical symptoms and significant behavioral characteristics of patients;
- verbalize the needs of patients;
- be empathetic and supportive with patients;
- assist in lifting and moving patients;
- deal with aggressive behavior;
- lift and move patients;
- communicate information clearly and concisely.

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Mental Health Technician

Class Code: 70341

Pay Grade: GF

A. Purpose:

Provides personal care services for physical and psychosocial needs of patients in an institution for the physically and mentally handicapped and/or mentally ill; including therapy, individual and group education, training, leisure, and/or recreation sessions; and charting and reporting patient data for physically and mentally handicapped and mentally ill patients in an institution to provide necessary care and services to enable patients to maintain or improve their present level of functioning and well-being.

B. Distinguishing Feature:

Mental Health Technician develops, conducts, and monitors education, training, counseling, leisure, and/or recreation programs prescribed by a treatment team; assists in implementing, assessing, revising, and documenting treatment plans; and provides feedback concerning patients responses, problems, and progress.

Mental Health Assistant provides assistance in unit management, which includes overseeing completion of patient care assignments, monitoring Mental Health Aides' compliance with policies and procedures, in addition to performing basic nursing care skills.

Mental Health Aide performs personal care services and provides care to adolescents, chemically dependent patients, acute patients, chronic patients, and geriatric/psychiatric patients; completes patient care assignments; provides an atmosphere conducive to treatment; documents and reports observations of patient behavior; reports when vital signs are not within normal limits; and decides when to initiate emergency codes and measures.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops, organizes, schedules, and assists with therapy sessions and conducts individual and group therapy, education, training, leisure, and/or recreation sessions to deal constructively with patients' emotional, psychological, and behavioral problems.
 - a. Manages and maintains a schedule that may include all disciplines involved in programming.
 - b. Monitors and evaluates effectiveness of programming activities by gathering patient input and direct observation of individual and group sessions.
 - c. Creates forms for documenting programming activities.
 - d. Works with other disciplines in facilitating their programming activities.
 - e. Develops and maintains group curriculum for individual and group sessions.
 - f. Researches and develops ideas for new programming activities.
 - g. Seeks, encourages, and works with unit staff to use their education and talents to develop and lead individual and group sessions in areas of special interest.
2. Maintains and updates patients' progress records and prepares behavioral and assessment summary reports to provide accurate current information on patients' problems and progress on the unit and in specific therapy and programming activities.
 - a. Provides and implements an initial treatment plan for each patient within 72 hours of being admitted.

- b. Meets with the patients to identify treatment needs and orient patients to unit programming groups and activities.
 - c. Provides alternative plans for patients who are deemed inappropriate for typical groups offered.
 - d. Notifies the unit's night shift of the patients' group and activity schedules.
3. Confers with nurses, psychiatrists, psychologists, therapeutic recreation specialists, social workers, and other staff and patients' families to provide current direct observation reports and information updates concerning patients' behavior and progress and to obtain pertinent data for revision or implementation of effective treatment plans for patients.
 4. Participates in meetings to provide input regarding the development and revision of patients' treatment plans to ensure most effective methods are employed to provide best treatment available to patients.
 - a. Provides case management duties to assist patients in achieving treatment plan goals.
 - b. Assists in meeting patient needs for clothing, money, family contacts, and etc.
 5. Monitors and modifies education, training, counseling, leisure, and/or recreation sessions as required to achieve desired changes in patients' behaviors and attitudes.
 - a. Assigns who will lead and/or co-lead groups.
 - b. Notifies unit staff of patients leaving the unit and/or the need to have staff present while presenting the group.
 - c. Takes attendance of those present, noting refusal, excused absences, and responses.
 6. Manages, schedules, and monitors programming activities and therapy and staff's duties to ensure that patients' personal care and emotional and psychosocial needs are met in a competent and efficient manner.
 7. Works with patients to develop skills or to provide improved personal care and hygiene.
 - a. Assists nursing staff with all aspects of direct patient care.
 - b. Follows patients' treatment plans and documents accordingly.
 - c. Responds to codes at the facility.
 - d. Escorts patients to various groups and appointments.
 - e. Identifies potential behavior and/or health concerns.
 - f. Maintains a safe and therapeutic patient environment.
 8. Performs other work as assigned.

D. Reporting Relationships:

Typically the incumbent does not supervise, but the incumbent will provide work direction to Mental Health Aides and Assistants.

E. Challenges and Problems:

Challenges include developing individual and group education, therapy, training, leisure, and/or recreation sessions that are effective in helping patients recover from their mental illness; effectively coordinating and conducting individual and group therapy sessions; individualize teaching and therapy methods to meet patient needs; accurately observe, assess, evaluate, and record patient behavior and data; utilize appropriate methods in dealing with patients' maladaptive or aggressive behaviors; teaching patients necessary skills to function in the environment; dealing with medical reactions; controlling potentially explosive patient situations; generating motivation and acceptance of responsibility in patients; providing emotional support;

maintaining a positive and objective attitude; and acting as a role model and advocate for the patient.

F. Decision-making Authority:

Decisions include determining education, training, leisure, and/or recreation equipment and materials used, scheduling training or counseling sessions, implementing care and treatment plans of patients, recording information determined pertinent to patient care, ensuring patient care duties are completed on shift, recommending revisions in care plan and new patient goals, dismissal of a disruptive patient from group, patients' appropriateness for specific groups, and what information to gather and how to expand groups from that information.

Decisions referred include approving any changes in treatment plans, treatment or counseling methods, determining need for and length of individual or group therapy or counseling, any disciplinary actions, and purchasing equipment and supplies.

G. Contact with Others:

Daily contact with patients to provide training, counseling, individual and group education, leisure, and/or recreation and personal care services; psychologists, psychiatrists, social workers, and therapeutic recreation specialists, doctors, nurses, and therapists to determine best methods for dealing with patients and to provide updated information on patients' behavior; and with mental health aides and assistants to monitor patient care duties and share patient information. Occasional contact with patients' families to obtain information valuable to patient care and to provide feedback on patients' condition.

H. Working Conditions:

The incumbent deals directly with mentally and physically disabled and mentally ill patients to provide education, training, counseling, leisure, and/or recreation sessions as well as personal care services. Heavy lifting is required in moving or repositioning patients. Verbal and physical abuse from violent patients is typical.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic theories and techniques used in psychosocial counseling and treatment programs for the mentally ill and mentally handicapped;
- hospital care routines and practices;
- patient's rights;
- policies and procedures for preventing injuries to patients, self, and others;
- the physical and psychosocial needs of hospitalized patients;
- charting, record keeping, and basic report writing;
- effective techniques of directing, monitoring, and training personnel.

Ability to:

- schedule, coordinate, and conduct planned treatment programs;
- apply methods and procedures which will safeguard the life and health of patients and others;
- interpret and follow established treatment plans, procedures, and policies;
- establish and maintain effective working relationships with patients, families, and staff;
- maintain records and prepare reports;

- communicate sufficient to relay patients' needs and behaviors to treatment team staff;
- lift and move patients;
- communicate information clearly and concisely.

Accounting Career Band
 FY2017 Pay Structure
 2088 hours in Fiscal Year

Pay Range:	Band Minimum	5% above Minimum	25% of Range	Band Maximum
hourly	\$18.63	\$19.57	\$23.37	\$45.57
semimonthly	\$1,620.81	\$1,702.59	\$2,033.19	\$3,964.59
monthly	\$3,241.62	\$3,405.18	\$4,066.38	\$7,929.18
annual	\$38,899.44	\$40,862.16	\$48,796.56	\$95,150.16

Professional Levels		Market Value
Level 1	hourly	\$22.66
	semimonthly	\$1,971.42
	monthly	\$3,942.84
	annual	\$47,314.08
Level 2	hourly	\$26.77
	semimonthly	\$2,328.99
	monthly	\$4,657.98
	annual	\$55,895.76
Level 3	hourly	\$31.29
	semimonthly	\$2,722.23
	monthly	\$5,444.46
	annual	\$65,333.52
Level 4	hourly	\$35.98
	semimonthly	\$3,130.26
	monthly	\$6,260.52
	annual	\$75,126.24
Level 5	hourly	\$41.54
	semimonthly	\$3,613.98
	monthly	\$7,227.96
	annual	\$86,735.52

Managerial Levels		Market Value
Level 1	hourly	\$28.94
	semimonthly	\$2,517.78
	monthly	\$5,035.56
	annual	\$60,426.72
Level 2	hourly	\$35.98
	semimonthly	\$3,130.26
	monthly	\$6,260.52
	annual	\$75,126.24

Engineering Career Band
 FY2017 Pay Structure
 2088 hours in Fiscal Year

Pay Range:	Band Minimum	5% above Minimum	25% of Range	Band Maximum
hourly	\$23.72	\$24.91	\$29.87	\$48.31
semimonthly	\$2,063.64	\$2,167.17	\$2,598.69	\$4,202.97
monthly	\$4,127.28	\$4,334.34	\$5,197.38	\$8,405.94
annual	\$49,527.36	\$52,012.08	\$62,368.56	\$100,871.28

Professional Levels	Market Value
Level 1	hourly \$26.56
	semimonthly \$2,310.72
	monthly \$4,621.44
	annual \$55,457.28
Level 2	hourly \$30.40
	semimonthly \$2,644.80
	monthly \$5,289.60
	annual \$63,475.20
Level 3	hourly \$34.22
	semimonthly \$2,977.14
	monthly \$5,954.28
	annual \$71,451.36
Level 4	hourly \$38.34
	semimonthly \$3,335.58
	monthly \$6,671.16
	annual \$80,053.92
Level 5	hourly \$43.81
	semimonthly \$3,811.47
	monthly \$7,622.94
	annual \$91,475.28

Managerial Levels		Market Value
Level 1	hourly	\$37.28
	semimonthly	\$3,243.36
	monthly	\$6,486.72
	annual	\$77,840.64
Level 2	hourly	\$41.35
	semimonthly	\$3,597.45
	monthly	\$7,194.90
	annual	\$86,338.80
Level 3	hourly	\$44.89
	semimonthly	\$3,905.43
	monthly	\$7,810.86
	annual	\$93,730.32

Environmental Science Career Band
 FY2017 Pay Structure
 2088 hours in Fiscal Year

Pay Range:	Band Minimum	5% above Minimum	25% of Range	Band Maximum
hourly	\$21.60	\$22.68	\$28.24	\$48.16
semimonthly	\$1,879.20	\$1,973.16	\$2,456.88	\$4,189.92
monthly	\$3,758.40	\$3,946.32	\$4,913.76	\$8,379.84
annual	\$45,100.80	\$47,355.84	\$58,965.12	\$100,558.08

Professional Levels		Market Value
Level 1	hourly	\$24.00
	semimonthly	\$2,088.00
	monthly	\$4,176.00
	annual	\$50,112.00
Level 2	hourly	\$27.87
	semimonthly	\$2,424.69
	monthly	\$4,849.38
	annual	\$58,192.56
Level 3	hourly	\$33.81
	semimonthly	\$2,941.47
	monthly	\$5,882.94
	annual	\$70,595.28
Level 4	hourly	\$38.90
	semimonthly	\$3,384.30
	monthly	\$6,768.60
	annual	\$81,223.20

Managerial Levels		Market Value
Level 1	hourly	\$38.90
	semimonthly	\$3,384.30
	monthly	\$6,768.60
	annual	\$81,223.20
Level 2	hourly	\$43.75
	semimonthly	\$3,806.25
	monthly	\$7,612.50
	annual	\$91,350.00

FY2017 General Pay Structure
 2088 hours in fiscal year
 Effective July 1, 2016

Grade		Minimum	5% above Minimum	25% of Range	Market Value	Maximum
GB	hourly	\$9.96	\$10.46	\$11.21	\$12.45	\$14.94
	semimonthly	\$866.52	\$910.02	\$975.27	\$1,083.15	\$1,299.78
	monthly	\$1,733.04	\$1,820.04	\$1,950.54	\$2,166.30	\$2,599.56
	annual	\$20,796.48	\$21,840.48	\$23,406.48	\$25,995.60	\$31,194.72
GC	hourly	\$10.76	\$11.30	\$12.21	\$13.79	\$16.55
	semimonthly	\$936.12	\$983.10	\$1,062.27	\$1,199.73	\$1,439.85
	monthly	\$1,872.24	\$1,966.20	\$2,124.54	\$2,399.46	\$2,879.70
	annual	\$22,466.88	\$23,594.40	\$25,494.48	\$28,793.52	\$34,556.40
GD	hourly	\$11.23	\$11.79	\$13.10	\$15.60	\$18.72
	semimonthly	\$977.01	\$1,025.73	\$1,139.70	\$1,357.20	\$1,628.64
	monthly	\$1,954.02	\$2,051.46	\$2,279.40	\$2,714.40	\$3,257.28
	annual	\$23,448.24	\$24,617.52	\$27,352.80	\$32,572.80	\$39,087.36
GE	hourly	\$12.36	\$12.98	\$14.42	\$17.16	\$20.59
	semimonthly	\$1,075.32	\$1,129.26	\$1,254.54	\$1,492.92	\$1,791.33
	monthly	\$2,150.64	\$2,258.52	\$2,509.08	\$2,985.84	\$3,582.66
	annual	\$25,807.68	\$27,102.24	\$30,108.96	\$35,830.08	\$42,991.92
GF	hourly	\$13.54	\$14.22	\$15.80	\$18.81	\$22.57
	semimonthly	\$1,177.98	\$1,237.14	\$1,374.60	\$1,636.47	\$1,963.59
	monthly	\$2,355.96	\$2,474.28	\$2,749.20	\$3,272.94	\$3,927.18
	annual	\$28,271.52	\$29,691.36	\$32,990.40	\$39,275.28	\$47,126.16
GG	hourly	\$15.00	\$15.75	\$17.50	\$20.83	\$25.00
	semimonthly	\$1,305.00	\$1,370.25	\$1,522.50	\$1,812.21	\$2,175.00
	monthly	\$2,610.00	\$2,740.50	\$3,045.00	\$3,624.42	\$4,350.00
	annual	\$31,320.00	\$32,886.00	\$36,540.00	\$43,493.04	\$52,200.00
GH	hourly	\$16.12	\$16.93	\$19.00	\$23.03	\$27.64
	semimonthly	\$1,402.44	\$1,472.91	\$1,653.00	\$2,003.61	\$2,404.68
	monthly	\$2,804.88	\$2,945.82	\$3,306.00	\$4,007.22	\$4,809.36
	annual	\$33,658.56	\$35,349.84	\$39,672.00	\$48,086.64	\$57,712.32
GI	hourly	\$17.23	\$18.09	\$20.53	\$25.34	\$30.41
	semimonthly	\$1,499.01	\$1,573.83	\$1,786.11	\$2,204.58	\$2,645.67
	monthly	\$2,998.02	\$3,147.66	\$3,572.22	\$4,409.16	\$5,291.34
	annual	\$35,976.24	\$37,771.92	\$42,866.64	\$52,909.92	\$63,496.08
GJ	hourly	\$19.14	\$20.10	\$22.80	\$28.15	\$33.78
	semimonthly	\$1,665.18	\$1,748.70	\$1,983.60	\$2,449.05	\$2,938.86
	monthly	\$3,330.36	\$3,497.40	\$3,967.20	\$4,898.10	\$5,877.72
	annual	\$39,964.32	\$41,968.80	\$47,606.40	\$58,777.20	\$70,532.64

		Minimum	5% above Minimum	25% of Range	Market Value	Maximum
GK	hourly	\$22.83	\$23.97	\$26.64	\$31.71	\$38.05
	semimonthly	\$1,986.21	\$2,085.39	\$2,317.68	\$2,758.77	\$3,310.35
	monthly	\$3,972.42	\$4,170.78	\$4,635.36	\$5,517.54	\$6,620.70
	annual	\$47,669.04	\$50,049.36	\$55,624.32	\$66,210.48	\$79,448.40
GL	hourly	\$25.75	\$27.04	\$30.04	\$35.77	\$42.92
	semimonthly	\$2,240.25	\$2,352.48	\$2,613.48	\$3,111.99	\$3,734.04
	monthly	\$4,480.50	\$4,704.96	\$5,226.96	\$6,223.98	\$7,468.08
	annual	\$53,766.00	\$56,459.52	\$62,723.52	\$74,687.76	\$89,616.96
GM	hourly	\$31.30	\$32.87	\$36.35	\$41.19	\$51.49
	semimonthly	\$2,723.10	\$2,859.69	\$3,162.45	\$3,583.53	\$4,479.63
	monthly	\$5,446.20	\$5,719.38	\$6,324.90	\$7,167.06	\$8,959.26
	annual	\$65,354.40	\$68,632.56	\$75,898.80	\$86,004.72	\$107,511.12
GN	hourly	\$38.09	\$39.99	\$43.45	\$47.61	\$59.51
	semimonthly	\$3,313.83	\$3,479.13	\$3,780.15	\$4,142.07	\$5,177.37
	monthly	\$6,627.66	\$6,958.26	\$7,560.30	\$8,284.14	\$10,354.74
	annual	\$79,531.92	\$83,499.12	\$90,723.60	\$99,409.68	\$124,256.88
GO	hourly	\$42.06	\$44.16	\$47.97	\$52.57	\$65.71
	semimonthly	\$3,659.22	\$3,841.92	\$4,173.39	\$4,573.59	\$5,716.77
	monthly	\$7,318.44	\$7,683.84	\$8,346.78	\$9,147.18	\$11,433.54
	annual	\$87,821.28	\$92,206.08	\$100,161.36	\$109,766.16	\$137,202.48
GP	hourly	\$46.19	\$48.50	\$52.69	\$57.74	\$72.18
	semimonthly	\$4,018.53	\$4,219.50	\$4,584.03	\$5,023.38	\$6,279.66
	monthly	\$8,037.06	\$8,439.00	\$9,168.06	\$10,046.76	\$12,559.32
	annual	\$96,444.72	\$101,268.00	\$110,016.72	\$120,561.12	\$150,711.84

Information Technology Career Band
 FY2017 Pay Structure
 2088 hours in Fiscal Year

Pay Range:	Band Minimum	5% above Minimum	25% of Range	Band Maximum
hourly	\$20.31	\$21.32	\$28.04	\$51.23
semimonthly	\$1,766.97	\$1,854.84	\$2,439.48	\$4,457.01
monthly	\$3,533.94	\$3,709.68	\$4,878.96	\$8,914.02
annual	\$42,407.28	\$44,516.16	\$58,547.52	\$106,968.24

Professional Levels		Market Value
Level 1	hourly	\$24.23
	semimonthly	\$2,108.01
	monthly	\$4,216.02
	annual	\$50,592.24
Level 2	hourly	\$28.40
	semimonthly	\$2,470.80
	monthly	\$4,941.60
	annual	\$59,299.20
Level 3	hourly	\$35.22
	semimonthly	\$3,064.14
	monthly	\$6,128.28
	annual	\$73,539.36
Level 4	hourly	\$40.01
	semimonthly	\$3,480.87
	monthly	\$6,961.74
	annual	\$83,540.88
Level 5	hourly	\$44.14
	semimonthly	\$3,840.18
	monthly	\$7,680.36
	annual	\$92,164.32

Managerial Levels		Market Value
Level 1	hourly	\$40.94
	semimonthly	\$3,561.78
	monthly	\$7,123.56
	annual	\$85,482.72
Level 2	hourly	\$45.34
	semimonthly	\$3,944.58
	monthly	\$7,889.16
	annual	\$94,669.92

FY2017 Law Enforcement Pay Structure
 2088 hours in fiscal year
 Effective July 1, 2016

Grade		Minimum	5% above Minimum	25% of Range	Market Value	Maximum
02	hourly	\$18.50	\$19.43	\$21.10	\$23.13	\$28.91
	semimonthly	\$1,609.50	\$1,690.41	\$1,835.70	\$2,012.31	\$2,515.17
	monthly	\$3,219.00	\$3,380.82	\$3,671.40	\$4,024.62	\$5,030.34
	annual	\$38,628.00	\$40,569.84	\$44,056.80	\$48,295.44	\$60,364.08
03	hourly	\$20.35	\$21.37	\$23.21	\$25.44	\$31.80
	semimonthly	\$1,770.45	\$1,859.19	\$2,019.27	\$2,213.28	\$2,766.60
	monthly	\$3,540.90	\$3,718.38	\$4,038.54	\$4,426.56	\$5,533.20
	annual	\$42,490.80	\$44,620.56	\$48,462.48	\$53,118.72	\$66,398.40
04	hourly	\$22.56	\$23.69	\$25.73	\$28.20	\$35.25
	semimonthly	\$1,962.72	\$2,061.03	\$2,238.51	\$2,453.40	\$3,066.75
	monthly	\$3,925.44	\$4,122.06	\$4,477.02	\$4,906.80	\$6,133.50
	annual	\$47,105.28	\$49,464.72	\$53,724.24	\$58,881.60	\$73,602.00
05	hourly	\$24.49	\$25.71	\$29.00	\$34.01	\$42.51
	semimonthly	\$2,130.63	\$2,236.77	\$2,523.00	\$2,958.87	\$3,698.37
	monthly	\$4,261.26	\$4,473.54	\$5,046.00	\$5,917.74	\$7,396.74
	annual	\$51,135.12	\$53,682.48	\$60,552.00	\$71,012.88	\$88,760.88
06	hourly	\$28.36	\$29.78	\$33.09	\$39.39	\$47.27
	semimonthly	\$2,467.32	\$2,590.86	\$2,878.83	\$3,426.93	\$4,112.49
	monthly	\$4,934.64	\$5,181.72	\$5,757.66	\$6,853.86	\$8,224.98
	annual	\$59,215.68	\$62,180.64	\$69,091.92	\$82,246.32	\$98,699.76
07	hourly	\$34.88	\$36.62	\$39.24	\$43.60	\$52.32
	semimonthly	\$3,034.56	\$3,185.94	\$3,413.88	\$3,793.20	\$4,551.84
	monthly	\$6,069.12	\$6,371.88	\$6,827.76	\$7,586.40	\$9,103.68
	annual	\$72,829.44	\$76,462.56	\$81,933.12	\$91,036.80	\$109,244.16
08	hourly	\$37.84	\$39.73	\$42.57	\$47.30	\$56.76
	semimonthly	\$3,292.08	\$3,456.51	\$3,703.59	\$4,115.10	\$4,938.12
	monthly	\$6,584.16	\$6,913.02	\$7,407.18	\$8,230.20	\$9,876.24
	annual	\$79,009.92	\$82,956.24	\$88,886.16	\$98,762.40	\$118,514.88
09	hourly	\$45.11	\$47.37	\$50.75	\$56.39	\$67.67
	semimonthly	\$3,924.57	\$4,121.19	\$4,415.25	\$4,905.93	\$5,887.29
	monthly	\$7,849.14	\$8,242.38	\$8,830.50	\$9,811.86	\$11,774.58
	annual	\$94,189.68	\$98,908.56	\$105,966.00	\$117,742.32	\$141,294.96

FY2017 Medical Pay Structure
2088 hours in fiscal year
Effective July 1, 2016

Grade & Occupation			Minimum	5% above Minimum	25% of Range	Market Value	Maximum
MA	Occupational Therapist	hourly	\$29.35	\$30.82	\$30.98	\$32.61	\$35.87
		semimonthly	\$2,553.45	\$2,681.34	\$2,695.26	\$2,837.07	\$3,120.69
		monthly	\$5,106.90	\$5,362.68	\$5,390.52	\$5,674.14	\$6,241.38
		annual	\$61,282.80	\$64,352.16	\$64,686.24	\$68,089.68	\$74,896.56
MB	Physical Therapist	hourly	\$32.96	\$34.61	\$34.79	\$36.62	\$40.28
		semimonthly	\$2,867.52	\$3,011.07	\$3,026.73	\$3,185.94	\$3,504.36
		monthly	\$5,735.04	\$6,022.14	\$6,053.46	\$6,371.88	\$7,008.72
		annual	\$68,820.48	\$72,265.68	\$72,641.52	\$76,462.56	\$84,104.64
MC	Psychologist	hourly	\$31.91	\$33.51	\$34.77	\$39.39	\$43.33
		semimonthly	\$2,776.17	\$2,915.37	\$3,024.99	\$3,426.93	\$3,769.71
		monthly	\$5,552.34	\$5,830.74	\$6,049.98	\$6,853.86	\$7,539.42
		annual	\$66,628.08	\$69,968.88	\$72,599.76	\$82,246.32	\$90,473.04
MD	Veterinarian	hourly	\$36.67	\$38.50	\$39.23	\$42.64	\$46.90
		semimonthly	\$3,190.29	\$3,349.50	\$3,413.01	\$3,709.68	\$4,080.30
		monthly	\$6,380.58	\$6,699.00	\$6,826.02	\$7,419.36	\$8,160.60
		annual	\$76,566.96	\$80,388.00	\$81,912.24	\$89,032.32	\$97,927.20
ME	Epidemiologist	hourly	\$33.63	\$35.31	\$36.64	\$41.52	\$45.67
		semimonthly	\$2,925.81	\$3,071.97	\$3,187.68	\$3,612.24	\$3,973.29
		monthly	\$5,851.62	\$6,143.94	\$6,375.36	\$7,224.48	\$7,946.58
		annual	\$70,219.44	\$73,727.28	\$76,504.32	\$86,693.76	\$95,358.96
MF	Physician Assistant	hourly	\$40.46	\$42.48	\$43.59	\$48.17	\$52.99
		semimonthly	\$3,520.02	\$3,695.76	\$3,792.33	\$4,190.79	\$4,610.13
		monthly	\$7,040.04	\$7,391.52	\$7,584.66	\$8,381.58	\$9,220.26
		annual	\$84,480.48	\$88,698.24	\$91,015.92	\$100,578.96	\$110,643.12
MG	Nurse Practitioner	hourly	\$40.46	\$42.48	\$43.59	\$48.17	\$52.99
		semimonthly	\$3,520.02	\$3,695.76	\$3,792.33	\$4,190.79	\$4,610.13
		monthly	\$7,040.04	\$7,391.52	\$7,584.66	\$8,381.58	\$9,220.26
		annual	\$84,480.48	\$88,698.24	\$91,015.92	\$100,578.96	\$110,643.12
MH	State Veterinarian	hourly	\$49.66	\$52.14	\$52.42	\$55.18	\$60.70
		semimonthly	\$4,320.42	\$4,536.18	\$4,560.54	\$4,800.66	\$5,280.90
		monthly	\$8,640.84	\$9,072.36	\$9,121.08	\$9,601.32	\$10,561.80
		annual	\$103,690.08	\$108,868.32	\$109,452.96	\$115,215.84	\$126,741.60
MI	State Epidemiologist	hourly	\$49.66	\$52.14	\$52.42	\$55.18	\$60.70
		semimonthly	\$4,320.42	\$4,536.18	\$4,560.54	\$4,800.66	\$5,280.90
		monthly	\$8,640.84	\$9,072.36	\$9,121.08	\$9,601.32	\$10,561.80
		annual	\$103,690.08	\$108,868.32	\$109,452.96	\$115,215.84	\$126,741.60

Grade & Occupation			Minimum	5% above Minimum	25% of Range	Market Value	Maximum
MJ	Pharmacist	hourly	\$39.24	\$41.20	\$45.30	\$57.70	\$63.47
		semimonthly	\$3,413.88	\$3,584.40	\$3,941.10	\$5,019.90	\$5,521.89
		monthly	\$6,827.76	\$7,168.80	\$7,882.20	\$10,039.80	\$11,043.78
		annual	\$81,933.12	\$86,025.60	\$94,586.40	\$120,477.60	\$132,525.36
MK	Dentist	hourly	\$54.86	\$57.60	\$57.91	\$60.95	\$67.05
		semimonthly	\$4,772.82	\$5,011.20	\$5,038.17	\$5,302.65	\$5,833.35
		monthly	\$9,545.64	\$10,022.40	\$10,076.34	\$10,605.30	\$11,666.70
		annual	\$114,547.68	\$120,268.80	\$120,916.08	\$127,263.60	\$140,000.40
ML	Chief Dentist	hourly	\$65.84	\$69.13	\$69.50	\$73.15	\$80.47
		semimonthly	\$5,728.08	\$6,014.31	\$6,046.50	\$6,364.05	\$7,000.89
		monthly	\$11,456.16	\$12,028.62	\$12,093.00	\$12,728.10	\$14,001.78
		annual	\$137,473.92	\$144,343.44	\$145,116.00	\$152,737.20	\$168,021.36
MM	Physician	hourly	\$78.03	\$81.93	\$88.33	\$108.37	\$119.21
		semimonthly	\$6,788.61	\$7,127.91	\$7,684.71	\$9,428.19	\$10,371.27
		monthly	\$13,577.22	\$14,255.82	\$15,369.42	\$18,856.38	\$20,742.54
		annual	\$162,926.64	\$171,069.84	\$184,433.04	\$226,276.56	\$248,910.48
MN	Psychiatrist	hourly	\$120.80	\$126.84	\$129.23	\$140.47	\$154.52
		semimonthly	\$10,509.60	\$11,035.08	\$11,243.01	\$12,220.89	\$13,443.24
		monthly	\$21,019.20	\$22,070.16	\$22,486.02	\$24,441.78	\$26,886.48
		annual	\$252,230.40	\$264,841.92	\$269,832.24	\$293,301.36	\$322,637.76
MO	Medical Director	hourly	\$131.59	\$138.17	\$140.77	\$153.01	\$168.31
		semimonthly	\$11,448.33	\$12,020.79	\$12,246.99	\$13,311.87	\$14,642.97
		monthly	\$22,896.66	\$24,041.58	\$24,493.98	\$26,623.74	\$29,285.94
		annual	\$274,759.92	\$288,498.96	\$293,927.76	\$319,484.88	\$351,431.28

Nursing Career Band
 FY2017 Pay Structure
 2088 hours in Fiscal Year

Pay Range:	Band Minimum	5% above Minimum	25% of Range	Band Maximum
hourly	\$21.33	\$22.40	\$27.57	\$46.30
semimonthly	\$1,855.71	\$1,948.80	\$2,398.59	\$4,028.10
monthly	\$3,711.42	\$3,897.60	\$4,797.18	\$8,056.20
annual	\$44,537.04	\$46,771.20	\$57,566.16	\$96,674.40

Professional Levels		Market Value
Level 1	hourly	\$25.21
	semimonthly	\$2,193.27
	monthly	\$4,386.54
	annual	\$52,638.48
Level 2	hourly	\$28.94
	semimonthly	\$2,517.78
	monthly	\$5,035.56
	annual	\$60,426.72
Level 3	hourly	\$32.19
	semimonthly	\$2,800.53
	monthly	\$5,601.06
	annual	\$67,212.72

Managerial Levels		Market Value
Level 1	hourly	\$32.19
	semimonthly	\$2,800.53
	monthly	\$5,601.06
	annual	\$67,212.72
Level 2	hourly	\$36.78
	semimonthly	\$3,199.86
	monthly	\$6,399.72
	annual	\$76,796.64
Level 3	hourly	\$42.20
	semimonthly	\$3,671.40
	monthly	\$7,342.80
	annual	\$88,113.60