



OFFICE OF THE LEGISLATIVE AUDITOR

STATE OF MINNESOTA • James Nobles, Legislative Auditor

Date: September 4, 2008

To: Subcommittee on Employee Relations
Legislative Coordinating Commission

From: Jim Nobles
Legislative Auditor

Subject: Compensation Plan for Classified Employees of OLA

Pursuant to *Laws of Minnesota* 2008, Chapter 194, Section 1, I respectfully submit the attached plan to you for review and request your approval.

The 2008 Legislature provided the Legislative Auditor with authority to establish and administer a compensation plan for the classified employees that work at the Office of the Legislative Auditor (OLA).

We consider this first plan under the new law to be transitional. A more comprehensive plan may be proposed in the future. With only a few adjustments, this plan keeps our current salary structure and ranges in place. Its primary objective is to loosen executive branch control and allow OLA greater discretion in meeting our personnel needs.

Thank you for your consideration of the plan.

State of Minnesota
Office of the Legislative Auditor
Compensation Plan

Background

Classified employees in the Office of the Legislative Auditor (OLA) are governed by either the Managerial Plan or Commissioner's Plan depending on the employee's position. The current salary ranges for OLA's classified positions are listed in Appendix A.

Laws of Minnesota 2008, Chapter 194, Section 2, authorizes the Legislative Auditor to prepare a compensation plan for these employees, subject to legislative approval.

Actions Authorized

1. **Salary Ranges.** The salary ranges listed in Appendix A shall be the salary ranges for employees of the Legislative Auditor in the classified civil service subject to adjustment and administration by the Legislative Auditor as authorized by this plan.
2. **Equity Adjustment.** The Legislative Auditor may adjust the salary range for program evaluation coordinators to equal the current salary range for financial audit managers. *(Revised on 7/20/2009)*
3. **Cost of Living Increases.** The Legislative Auditor may grant cost of living increases and increase salary ranges consistent with the increases authorized by the Legislative Coordinating Commission for unclassified employees of legislative commissions and joint offices.
4. **Performance Increases.** The Legislative Auditor may award employees covered by this plan salary increases and/or lump sum payments to recognize meritorious performance, with the following conditions: (a) the aggregate amount of these increases and payments in any fiscal year may not exceed 4% of the total salary base for the employees covered by this plan as of July 1st of each fiscal year and after the inclusion of any cost of living increases granted; (b) a salary increase may not increase an employee's salary beyond the salary range of the employee's position; (c) a lump sum payment may be made to an employee at the maximum of his or her salary range but the payment may not be added to the employee's salary base.
5. **Certification Awards.** The Legislative Auditor may award up to \$1,000 to an employee who achieves a nationally recognized professional certification, including but not limited to Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), and Certified Fraud Examiner.
6. **New Employees Salary Assignment.** The Legislative Auditor shall determine the starting position and salary of a new temporary or permanent employee based on the employee's qualifications.
7. **Change in Position.** The Legislative Auditor may reclassify an employee based on the employee's qualifications and performance and set the employee's salary within the salary range for the new position.

8. Other Terms and Conditions. All of the terms and conditions of the Commissioner’s Plan and Managerial Plan not superseded by the authorizations of this plan shall remain in effect for the OLA employees covered by those respective plans.

Effective Date

If recommended for approval by the Legislative Coordinating Commission’s Subcommittee on Employee Relations, this plan shall become effective on January 1, 2009. The Minnesota Legislature must ratify the actions of the Legislative Coordinating Commission’s Subcommittee on Employee Relations.

Appendix A
Current Salary Structure and Ranges
(Updated January 1, 2015)

Managerial Plan				
Position Title	Hourly Min	Hourly Max	Annual Min	Annual Max
Financial Audit Manager	\$34.24	\$49.16	\$71,493	\$102,646
IT Audit Manager	\$38.13	\$54.68	\$79,615	\$114,172
Program Evaluation Coordinator	\$34.24	\$49.16	\$71,493	\$102,646
Business Manager	\$27.45	\$39.74	\$57,316	\$82,977
Legal Research Director	\$37.14	\$53.26	\$77,548	\$111,207

Commissioner’s Plan				
Position Title	Hourly Min	Hourly Max	Annual Min	Annual Max
Staff Auditor	\$18.54	\$26.94	\$38,712	\$56,251
Senior Auditor	\$23.42	\$34.52	\$48,901	\$72,078
Audit Team Leader	\$25.06	\$37.19	\$52,325	\$77,653
Audit Coordinator	\$28.87	\$42.90	\$60,281	\$89,575
Staff IT Auditor	\$25.99	\$38.55	\$54,267	\$80,492
Senior IT Auditor	\$29.94	\$44.41	\$62,515	\$92,728
IT Audit Coordinator	\$33.34	\$49.43	\$69,614	\$103,210
Program Evaluation Specialist	\$17.33	\$25.06	\$36,185	\$52,325
Program Evaluation Specialist Intermediate	\$20.42	\$29.94	\$42,637	\$62,515
Program Evaluation Specialist Senior	\$24.20	\$35.89	\$50,530	\$74,938
Program Evaluation Specialist Principal	\$29.70	\$42.70	\$62,014	\$89,158
Information Technology Spec 3	\$24.12	\$39.65	\$50,363	\$82,789
Information Technology Spec 5	\$28.71	\$49.09	\$59,946	\$102,500
Office Specialist	\$13.44	\$17.42	\$28,063	\$36,373
Office & Admin Specialist	\$14.01	\$18.37	\$29,253	\$38,357
Office & Admin Specialist Intermediate	\$15.01	\$19.90	\$31,341	\$41,551
Office & Admin Specialist Senior	\$16.07	\$21.75	\$33,554	\$45,414