



TO: Members of the Legislative Commission on Pensions and Retirement

FROM: Lawrence A. Martin, Executive Director

RE: Supplemental Analysis of Department of Corrections and Department of Human Services Employees Recommended for Inclusion in the MSRS-Correctional Retirement Plan Under H.F. 1911 (Murphy, M.); S.F. 937 (Betzold) and H.F. 1912 (Murphy, M.); S.F. 423 (Betzold)

DATE: April 24, 2007

## Introduction

As part of the analysis of the proposed legislation expanding the active membership of the Correctional State Employees Retirement Plan of the Minnesota State Retirement System (MSRS-Correctional) by the Commission staff, the job descriptions of affected Department of Corrections and Department of Human Services employment positions were reviewed for the indicated extent of inmate contact. The broad conclusions of the Commission staff's analysis of the documented evidence of the extent of inmate contact is set forth in the Commission staff issue memorandum on the two bills (see issue #2 in each memorandum), but the specific analysis underlying the broad conclusions were not contained in those two memoranda. The more specific analysis of the job descriptions is contained in this supplemental analysis.

## Summaries of the Proposed Legislation

H.F. 1911 (Murphy, M.); S.F. 937 (Betzold) amends Minnesota Statutes, Section 352.91, Subdivisions 3d and 4b, portions of the statutes governing the Correctional State Employees Retirement Plan of the Minnesota State Retirement System (MSRS-Correctional) that define the employment positions with the Department of Corrections that are covered by the plan, by adding the positions of corrections program therapist ( 8 employees) and plant maintenance engineer lead (one employee) by requiring the department review committee to evaluate eligible prior service credit for potential transfer to MSRS-Correctional; and by providing for past service credit transfers for 2006 and 2007 newly included personnel who desire to do so.

H.F. 1912 (Murphy, M.); S.F. 423 (Betzold) amends Minnesota Statutes, Section 352.91, Subdivisions 3a and 3f, portions of the statutes governing the Correctional State Employees Retirement Plan of the Minnesota State Retirement System (MSRS-Correctional) that define the employment positions within the Department of Human Services that are covered by the plan, by correcting the title of one currently included employment position in the Minnesota Extended Treatment Options Program (METO) and by including in plan coverage nine additional employment positions (30 state employees) at the Minnesota Security Hospital or in the Minnesota Sex Offender Program, and by removing from plan coverage one occupational title within the Department of Human Services without any incumbents.

## Supplemental Analysis

At the request of the Commission staff, the Department of Corrections and the Department of Human Services provided two documents related to each state employee recommended for transfer of retirement coverage by MSRS-Correctional rather than MSRS General State Employees Retirement Plan (MSRS-General). The documents were a one-page MSRS-Correctional Plan eligibility certification review form and a multiple-page position description. The certification review form includes an indication of the inmate or patient proximity, treatment, rehabilitation, custody, and supervision by the affected employee and was reviewed and approved by the supervisor and the facility head for the Department of Corrections and by the site director, the Forensics Human Resources Director, and by the State Operated Services Human Resources Operations Manager for the Department of Human Services. The position description, generally prepared by the position supervisors, sets forth the various position responsibilities, the percent of the employees' time spent in connection with the responsibility, and the tasks involved in undertaking each responsibility.

From these two documents, the Commission staff assessed the indicated extent of inmate or patient contact in a treatment, custody, rehabilitation, and supervision context. The following sets forth the percentage of inmate or patient contact set forth in the certification review form and the percentage of inmate or patient

contact supported by the job description indicated tasks and percentages where the contact was either clear, unclear, or not indicated:

Department of Corrections Position	Percentage on Review Form	Position Description Form		
		% Clear	% Unclear	% None
		%	%	%
Plant Maint. Eng. Lead (Sylvester)	87.5	0	60	40
CPT4 (B. Erickson)	90*	10	75	15
CPT4 (Bergstad)	80	75	0	25
CPT4 (Carlson)	80	10	75	15
CPT4 (Chlebeck)	90	10	75	15
CPT4 (J. Erickson)	85	10	75	15
CPT4 (Garden)	75	70	0	30
CPT4 (Peterson)	100	70	15	15
CPT4 (Nelson-Ryan)	88	88	0	12

*\*Certification review form was for CPT3 position, not CPT4 position*

Department of Human Services Position	Percentage on Review Form	Position Description Form		
		% Clear	% Unclear	% None
		%	%	%
Certif. Occup. Therap. Asst. 1 (Soma)	85	75	10	15
COTA 1 (Vacant)	85	75	10	15
COTA 2 (Vacant)	85	75	10	15
Customer Serv. Spec. Princ. (Ballman)	75	20	55	25
Customer Serv. Spec. Princ. (Schultz)	75	20	55	25
Customer Serv. Spec. Princ. (Smith)	75	20	55	25
H.S. Support Specialist (Blucher)	100	70	0	20
H.S. Support Specialist (Chmiel)	100	70	0	20
H.S. Support Specialist (Davis)	100	70	0	20
H.S. Support Specialist (Erie)	100	70	0	20
H.S. Support Specialist (Gilberto)	100	70	0	20
H.S. Support Specialist (Gostonczik)	100	70	0	20
H.S. Support Specialist (Kier)	100	70	0	20
H.S. Support Specialist (Kurth)	100	70	0	20
H.S. Support Specialist (Mitchell)	100	70	0	20
H.S. Support Specialist (Poole)	100	70	0	20
H.S. Support Specialist (Radke)	100	70	0	20
H.S. Support Specialist (Sylvester)	100	70	0	20
H.S. Support Specialist (Warner)	100	70	0	20
H.S. Support Specialist (White)	100	70	0	20
Lic. Alcoh. Drug Counselor (Eichman)	100	100**	0	0
Lic. Alcoh. Drug Counselor (Holmes)	100	100**	0	0
Management Analyst 3 (Frey)	75	0	95	5
Recreation Therapist, Lead (Dorn)	80	65	30	5
Security Supervisor (Ballantine)	100	15	70	15
Security Supervisor (Fischer)	100	15	70	15
Security Supervisor (Gebhart)	100	15	70	15
Security Supervisor (Johnson)	100	15	70	15
Security Supervisor (McCorison)	100	15	70	15
Security Supervisor (Peterson)	100	15	70	15
Security Supervisor (Pherson)	100	15	70	15
Security Supervisor (Vacant 1)	100	15	70	15
Security Supervisor (Vacant 2)	100	15	70	15
Spec. Ed. Program Asst. (Blaschko)	90	85	0	15

*\*\* Position description indicated 100 percent of time spent in each of several tasks, but no percentage of time spent in individual counseling*