**State Employee Fact Sheet**

Classified employees under **HRMS** (ND’s Civil Service) are covered by basic ‘rules’ adopted by HRMS. The rules ensure reasonably consistent employment conditions regardless of size, function, or location of agency. Generally, the rules provide for equitable pay, open & competitive selection, and protection from arbitrary personnel actions.

Classified employees under the University System are covered by and subject to the policies adopted by the State Board of Higher Education.

Non-Classified employees do NOT have grievance appeal rights under HRMS. The terms and conditions of employment vary by agency, category of employee, or even by individual employee.

### Classified Employee Salary Distribution

<table>
<thead>
<tr>
<th>Salary Range</th>
<th># of Employees</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to $10,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>$10,000 to $15,000</td>
<td>11</td>
<td>0.2%</td>
</tr>
<tr>
<td>$15,000 to $20,000</td>
<td>613</td>
<td>9.6%</td>
</tr>
<tr>
<td>$20,000 to $25,000</td>
<td>1,157</td>
<td>18.1%</td>
</tr>
<tr>
<td>$25,000 to $30,000</td>
<td>1,192</td>
<td>18.6%</td>
</tr>
<tr>
<td>$30,000 to $35,000</td>
<td>1,229</td>
<td>19.2%</td>
</tr>
<tr>
<td>$35,000 to $40,000</td>
<td>790</td>
<td>12.3%</td>
</tr>
<tr>
<td>$40,000 to $45,000</td>
<td>561</td>
<td>8.8%</td>
</tr>
<tr>
<td>$45,000 to $50,000</td>
<td>358</td>
<td>5.6%</td>
</tr>
<tr>
<td>$50,000 to $55,000</td>
<td>227</td>
<td>3.5%</td>
</tr>
<tr>
<td>$55,000 to $60,000</td>
<td>103</td>
<td>1.6%</td>
</tr>
<tr>
<td>$60,000 to $65,000</td>
<td>71</td>
<td>1.1%</td>
</tr>
<tr>
<td>$65,000 to $70,000</td>
<td>63</td>
<td>1.0%</td>
</tr>
<tr>
<td>$70,000 to $75,000</td>
<td>19</td>
<td>0.3%</td>
</tr>
<tr>
<td>$75,000 to $80,000</td>
<td>11</td>
<td>0.2%</td>
</tr>
<tr>
<td>$80,000 to $85,000</td>
<td>2</td>
<td>0.0%</td>
</tr>
<tr>
<td>$85,000 to $90,000</td>
<td>2</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Total State Employees

14,005 Total State Employees

- 10,388 Classified Employees (i.e. Civil Service)
  - 6,409 Employees classified under HRMS
  - 5,189 In Cabinet Agencies reporting to the Governor
  - 603 In Agencies reporting to Boards & Commissions
  - 617 In Elected Official’s Agencies
  - 3,979 Employees classified under the ND University System
- 3,617 Non-Classified Employees
  - 87 State Officials
    - 13 Elected
    - 48 Appointed
    - 26 Deputies & Assistants
  - 820 Other Non-Classified
    - 31 Legislative Council
    - 329 ND Court System
    - 216 Workforce Safety & Insurance
    - 49 Department of Commerce
    - 20 Physicians & Dentist
    - 27 Assistant Attorney’s General
    - 51 Teachers
    - 97 Miscellaneous (Statutory, SPB Action, & Gov Staff)
- 2,710 University System Officials & Faculty

### # of Employees by Grade

97% of Classified Employees are in grades 4 - 15.

- Basic Support: 0
- Advanced Support: 2
- Entry Technical: 4
- Entry Professional: 5
- Sr Technical: 8
- Sr Professional: 9
- Mid-Mgmt: 11
- Sr Mgmt: 12

In the North Dakota general workforce:
- 84% of workers have completed high school
- 22% have bachelor’s degrees or beyond

In the Classified workforce of the State:
- 99% have completed high school
- 82% have formal education or trade school beyond hs
- 54% have a bachelor’s degree or beyond
HRMS's primary responsibility is to provide "...a unified system of personnel administration for the classified service..."

Beyond the basic framework of human resource management policies (rules), job classification, and salary ranges, HRMS provides assistance to agencies in their ongoing management of human resources. HRMS services include:
- Management Consulting
- Supervisor/Employee Training
- Employee Compensation Services
- Recruitment/Selection Assistance
- Mediation
- Legislative & Regulatory Compliance
- Performance Management Tools
- Model Policies, Handbooks, & Guides

HRMS also makes current information readily available to agencies via the world wide web at: www.discovernd.com/hrms

HRMS offices are located on the 14th Floor of the State Capitol.

Phone Number: (701) 328-3290

FAX: (701) 328-1475

Please feel free to contact any HRMS staff member:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurie Sterioti-Hammeren</td>
<td>328-4735</td>
<td>Ken Purdy</td>
<td>328-4739</td>
</tr>
<tr>
<td>Linda Jensen</td>
<td>328-3299</td>
<td>Lee Lundberg</td>
<td>328-1638</td>
</tr>
<tr>
<td>Virginia Rivinius</td>
<td>328-3374</td>
<td>Kim Wassberg</td>
<td>328-4737</td>
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<tr>
<td>Jan Kolding</td>
<td>328-3347</td>
<td>Leanne Schmidt</td>
<td>328-4738</td>
</tr>
<tr>
<td>Bill Gumringer</td>
<td>328-3345</td>
<td>Maureen Vosberg</td>
<td>328-3293</td>
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</tbody>
</table>

HRMS Mission
To actively promote effective management in North Dakota state government by providing leadership and expertise in human resource services.