

NORTH DAKOTA STATE EMPLOYEE FACT SHEET

Classified employees under **HRMS** (ND's civil service) are covered by basic 'rules' adopted by **HRMS**. The rules provide consistent employment conditions regardless of size, function, or location of agency. The rules guide equitable pay, open competitive selection, and protection from arbitrary personnel actions.

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

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

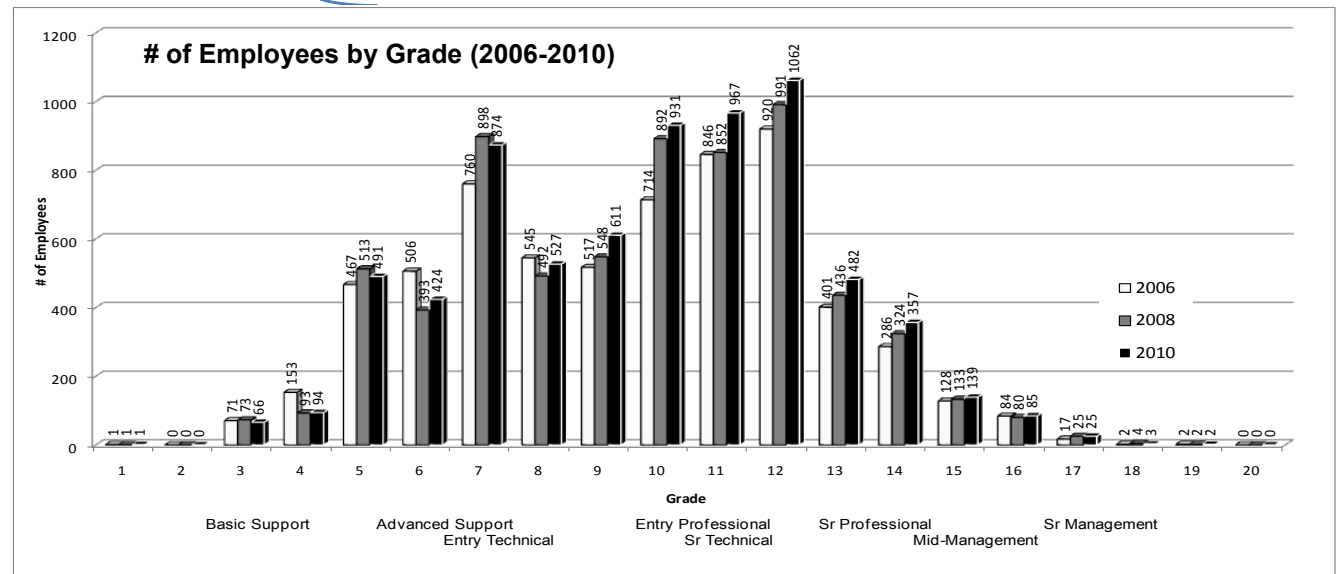
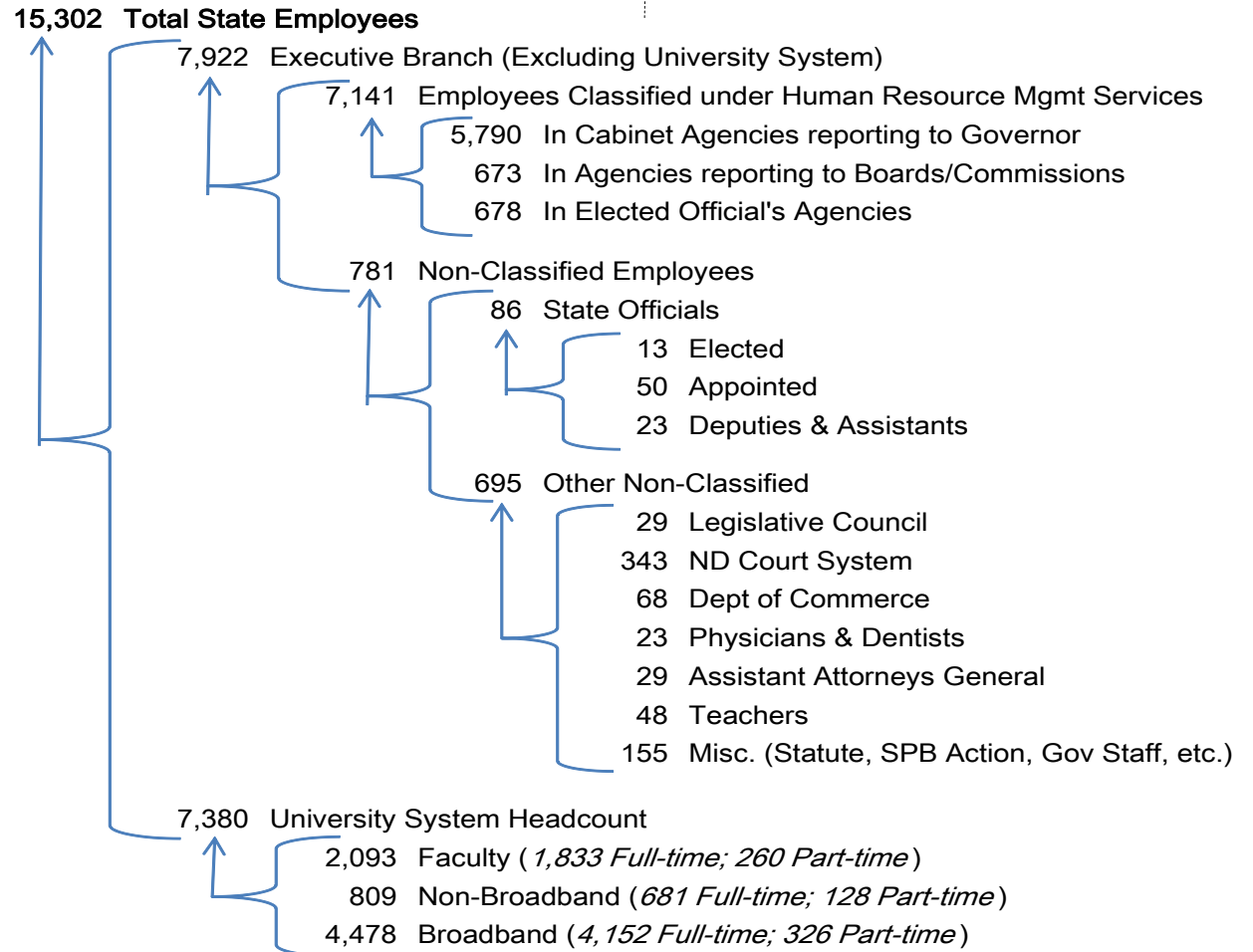
Classified Employee Salary Distribution	# of Employees	Percent
\$15,000 to \$20,000	14	0.2%
\$20,000 to \$25,000	364	5.1%
\$25,000 to \$30,000	771	10.8%
\$30,000 to \$35,000	906	12.7%
\$35,000 to \$40,000	1,087	15.2%
\$40,000 to \$45,000	967	13.5%
\$45,000 to \$50,000	845	11.8%
\$50,000 to \$55,000	648	9.1%
\$55,000 to \$60,000	442	6.2%
\$60,000 to \$65,000	367	5.1%
\$65,000 to \$70,000	244	3.4%
\$70,000 to \$75,000	140	2.0%
\$75,000 to \$80,000	132	1.8%
\$80,000 to \$85,000	96	1.3%
\$85,000 to \$90,000	30	0.4%
\$90,000 to \$95,000	34	0.5%
\$95,000 to \$100,000	33	0.5%
\$100,000 to \$105,000	11	0.2%
\$105,000 to \$110,000	5	0.1%
\$110,000 to \$115,000	2	< 0.1%
\$115,000 to \$120,000	2	< 0.1%
\$120,000 to \$125,000	1	< 0.1%
Total	7,141	

In the North Dakota General Workforce:

- 84% of workers have completed high school
- 22% have bachelors degrees or beyond

In the Classified workforce of the state:

- 99% have completed high school
- 85% have formal ed'n or trade school beyond hs
- 55% have a bachelors degree or beyond



Salary Increase History		
Date	Amount	Specific Provisions
7/1/83	2%	Retirement Contribution in lieu of salary increase
5/1/84	\$60/mo	Not appropriated but allowed by Governor within available agency funds
7/1/84	2%	Retirement Contribution in lieu of salary increase
4/1/85	5.50%	Minimum increase of \$50
7/1/86	4%	Minimum increase of \$50
7/1/87	0	
7/1/88	0	
7/1/89	7.10%	Minimum increase of \$50
7/1/90	0	
7/1/91	4%	Minimum increase of \$50
7/1/92	\$40/mo	Averaged approximately 2%
7/1/93	\$60/mo	Averaged approximately 3.2%
7/1/94	3%	
7/1/95	2%	
7/1/96	3%	2% across the board; 1% for performance, range compression, & equity
7/1/97	3%	\$30 across the board; remainder of 3% approp based on merit & equity
7/1/98	3%	Same as 1997
7/1/99	2%	\$35 across the board; remainder of 2% approp based on merit & equity; plus \$5.4 million Market/Equity Fund
7/1/00	2%	\$35 across the board; remainder of 2% approp based on merit & equity (additional 1% allowed with funding from existing appropriations)
7/1/01	3%	\$35 across the board; remainder of 3% approp based on merit & equity; plus \$5.0 million Market/Equity Fund
7/1/02	2%	\$35 across the board; remainder of 2% approp based on merit & equity
7/1/03	0	
7/1/04	0	
7/1/05	4%	Across-the-Board
7/1/06	4%	Across-the-Board
7/1/07	4%	Min \$75 inc; remainder based on merit & equity; plus \$10 million Market/Equity Fund
7/1/08	4%	Min \$75 inc; remainder based on merit & equity
7/1/09	5%	Min \$100 inc; remainder based on merit & equity; plus \$23 million Market/Equity Fund
7/1/10	5%	Min \$100 inc; remainder based on merit & equity

HRMS Mission
To provide leadership and expertise in human resource management.

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
- 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.nd.gov/hrms

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

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December 2010

This fact sheet is provided by **Human Resource Management Services (HRMS)** to give a snapshot of state employment. Data is from a variety of sources and over several months. While details of employment change daily, this data is an accurate overall reflection of State employment.

The 7,141 state employees in positions classified by **HRMS** are employed in over 50 separate state agencies. 90% of classified employees work in 16 agencies with over 100 employees. The remaining employees work in agencies ranging from 1 to 81 employees.

Agencies > 100 Employees	# Classified Employees
Dept of Human Services	2,197
Dept of Transportation	1,032
Dept of Corr & Rehab	699
Health Dept	329
Information Tech Dept	305
Job Service ND	261
WSI	231
Highway Patrol	185
Dept of Public Inst	177
Adj Gen/Natl Guard	170
Game & Fish	155
Attorney General	162
Bank of ND	141
Tax Dept	126
Office of Mgmt & Budget	123
Veterans Home	107

Average Classified State Employee							
	Years of Age	Years of Service	Annual Salary	Actual Increase	Appropriated	Comp Ratio	Notes
Jan 1997	43	12.2	26,273	3.1%	3.0%		
Jan 1998	43.8	12.1	27,034	2.9%	3.0%	0.98	
Aug 1998	44	12.1	27,963	3.4%	3.0%	0.97	
Nov 1999	44.2	12.2	28,860	3.2%	2.0%	0.96	(1)
Aug 2000	44.4	12.3	29,993	3.9%	2.0%	0.97	(2)
Aug 2001	44.8	12.5	31,467	4.9%	3.0%	0.96	(1)
Dec 2002	45.4	12.6	32,262	2.5%	2.0%	0.96	
Dec 2003	45.7	13.2	32,627	1.1%	0.0%	0.96	
Dec 2004	45.9	13.2	32,604	0.0%	0.0%	0.96	
Dec 2005	46.1	13.6	34,158	4.8%	4.0%	0.96	(3)
Dec 2006	46.2	13.4	35,640	4.3%	4.0%	0.96	
Dec 2007	46.2	13.2	37,834	6.2%	4.0%	0.95	(4)
Aug 2008	46.4	13.2	39,622	4.7%	4.0%	0.96	
Aug 2009	46.6	13.4	42,382	6.9%	5.0%	0.96	(5)
Dec 2010	46.6	13.2	44,698	5.5%	5.0%	0.96	

- (1) Included 1999 & 2001 Market/Equity Funds (\$5.4 & \$5.0 mill respectively)
- (2) Included authorization for agencies to 'self-fund' additional 1.0%
- (3) Leg approp included \$1.5 mill for DOCR & \$413,000 for Hwy Patrol
- (4) Included Market/Equity Fund (\$10 mill)
- (5) Included Market/Equity Fund (\$23 mill)