

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.

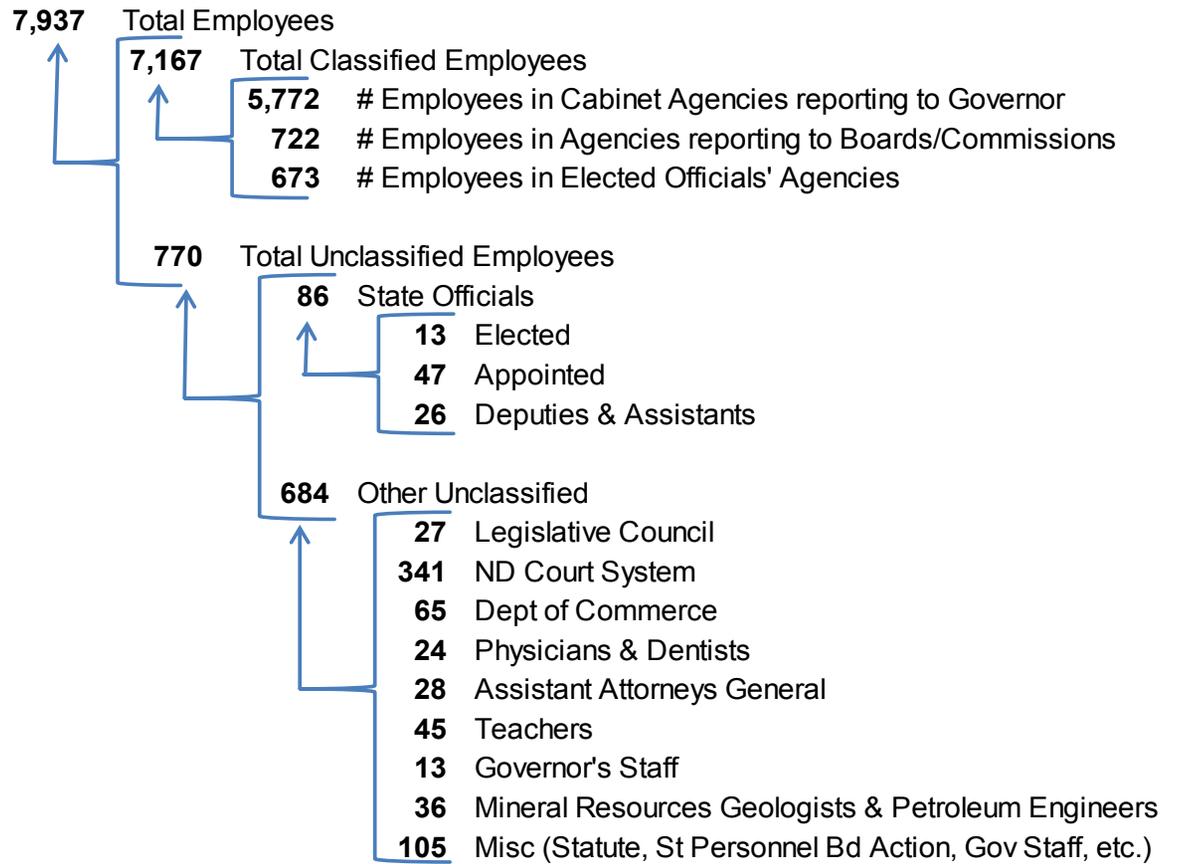
Unclassified employees do NOT have employment rights under HRMS. The terms and conditions of employment vary by agency, category of employee, or by individual employee.

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

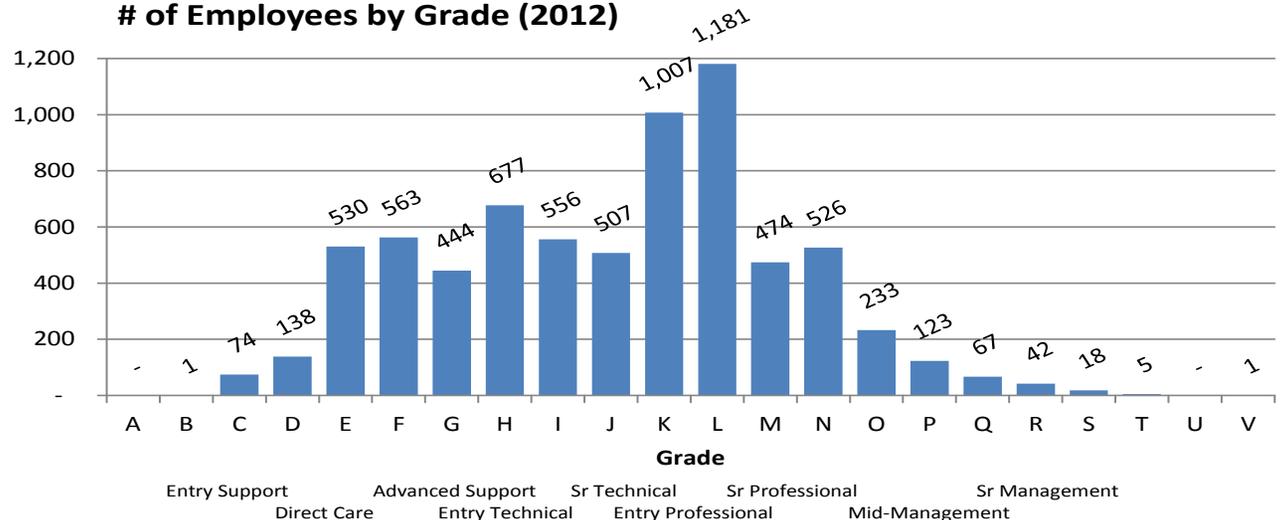
Classified Employee Salary Distribution	# of Employees	Percent
\$15,000 to \$20,000	2	0.0%
\$20,000 to \$30,000	830	11.6%
\$30,000 to \$40,000	1,454	20.3%
\$40,000 to \$50,000	2,116	29.5%
\$50,000 to \$60,000	1,247	17.4%
\$60,000 to \$70,000	721	10.1%
\$70,000 to \$80,000	402	5.6%
\$80,000 to \$90,000	231	3.2%
\$90,000 to \$100,000	99	1.4%
\$100,000 to \$110,000	38	0.5%
\$110,000 to \$120,000	21	0.3%
\$120,000 to \$130,000	4	0.1%
\$130,000 to \$140,000	2	0.0%
	7,167	

- In the general population of North Dakota:
- 90.7% of workers have completed high school
 - 26.3% have bachelors degrees or beyond
- In the Classified Workforce of state government:
- 99% have completed high school
 - 86% have formal ed'n or trade school beyond hs
 - 57% have a bachelors degree or beyond

Number & Categories of State Employees (Excluding University System)



of Employees by Grade (2012)



Salary Increase History		
Year	Amount	Provisions
1983	2.0%	Retirement Contribution in lieu of salary increase
1984	2.0%	Retirement Contribution in lieu of salary increase; In May 1984, \$60/mo increase allowed by Governor within available agency funds (not appropriated)
1985	5.5%	Minimum increase of \$50; Increase given on 4/1/85
1986	4.0%	Minimum increase of \$50; deferred for Governor controlled agencies to January 1, 1987
1987	0.0%	
1988	0.0%	
1989	7.1%	Minimum increase of \$50
1990	0.0%	
1991	4.0%	Minimum increase of \$50
1992	\$40/mo	Averaged approximately 2%
1993	\$60/mo	Averaged approximately 3.2%
1994	3.0%	
1995	2.0%	
1996	3.0%	2% across the board; 1% for performance, range compression, & equity
1997	3.0%	\$30 across the board; remainder of 3% appropriation based on merit & equity
1998	3.0%	\$30 across the board; remainder of 3% appropriation based on merit & equity
1999	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity (\$5.4 mill Mkt/Eqty Fund)
2000	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity (additional 1% allowed with funding from existing appropriations)
2001	3.0%	\$35 across the board; remainder of 3% appropriation based on merit & equity (\$5 mill Mkt/Eqty Fund)
2002	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity
2003	0.0%	Up to 1% available based on Pooled Vacancy Savings; Exec Branch 0% ; Across the board; funding from permanent (pooled) savings from elimination of 176 FTEs in biennium
2004	0.0%	Up to 2% available based on Pooled Vacancy Savings; Exec Branch 0% ; Across the board; funding from permanent (pooled) savings from elimination of 176 FTEs in biennium
2005	4.0%	Across the board
2006	4.0%	Across the board
2007	4.0%	Based on performance and/or equity; minimum of \$75 (\$10 mill Mkt/Eqty Fund)
2008	4.0%	Based on performance and/or equity; minimum of \$75
2009	5.0%	Based on performance and/or equity; minimum of \$100 (\$23 mill Mkt/Eqty Fund)
2010	5.0%	Based on performance and/or equity; minimum of \$100
2011	3.0%	Based on performance and equity; minimum of 1.0%
2012	3.0%	Implementing recommendations from the 2009-11 leg study of emp compensation; new job evaluations, grade structure, market-based ranges

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
- Student Internship Program

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.

Phone Number: (701) 328-3290
FAX: (701) 328-1475

Please feel free to contact any **HRMS** staff member:

Name	Phone	Name	Phone
Laurie Steriotti Hammeren, Director	328-4735	Ken Purdy, Compensation Mgr	328-4739
Leanne Schmidt, HR Officer	328-4738	Kim Wassim, HR Officer	328-4737
Lynn Hart, HR Officer	328-1016	Jason Sutheimer, HR Officer	328-3357
Barbara Dammen, HR Officer	328-3374	Becky Sicble, HR Officer	328-3299
Darin Schorsch, HR Business Analyst	328-3347	Justin Cvancara, HR Business Analyst	328-3363
Gerard Schwan, Training Officer	328-1638	Maureen Vosberg, Office Mgr	328-3293

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December 2012

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. While details of employment change daily, this data is an accurate overall reflection of state employment.

The 7,167 state employees in positions classified by HRMS are employed in over 50 separate state agencies. 89% of classified employees work in 16 agencies with over 100 employees. The remaining employees work in agencies ranging from 1 to 80 employees.	Agencies > 100 Employees	# Classified Employees
	Dept of Human Svcs	2,140
	Dept of Transportation	1,037
	Dept of Corr & Rehab	724
	Health Dept	332
	Information Tech Dept	321
	Job Service ND	239
	Workforce Safety & Ins	237
	Highway Patrol	188
	Adj Gen/Natl Guard	175
	Dept of Public Inst	175
	Attorney General	166
	Game & Fish	155
	Bank of ND	147
	Veterans Home	128
	Office of Mgmt & Budget	122
	Tax Dept	116

Average Classified State Employee							
	Years of Age	Years of Service	Annual Salary	Actual Increase	Appropriated	Compa-Ratio	Notes
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	(2)
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	(3)
Dec 2008	46.4	13.2	39,622	4.7%	4.0%	0.96	
Dec 2009	46.6	13.4	42,382	6.9%	5.0%	0.96	(4)
Dec 2010	46.6	13.2	44,698	5.5%	5.0%	0.96	
Dec 2011	46.5	13.2	46,057	3.0%	3.0%	0.96	
Dec 2012	46.4	13.1	48,554	5.4%	3.0%	0.92	(5)

(1) Included 1999 & 2001 Market/Equity Funds (\$5.4 & \$5.0 mill respectively)

(2) Leg approp included \$1.5 mill for DOCR & \$413,000 for Hw y Patrol

(3) Included Market/Equity Fund (\$10 mill)

(4) Included Market/Equity Fund (\$23 mill)

(5) July 1, 2012 implementation of Employee Compensation Study; Agencies ensured all employees met the new salary range minimums.