

# NORTH STATE EMPLOYEE DAKOTA FACT SHEET

Classified employees under **HRMS** (ND's civil service) are covered by administrative rules adopted by **HRMS**. The rules guide equitable pay, open competitive selection, and protection from arbitrary personnel actions and are designed to provide consistent employment conditions.

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	Percent
\$ 20,000 to \$ 30,000	368	5.1%
\$ 30,000 to \$ 40,000	1,379	19.0%
\$ 40,000 to \$ 50,000	1,814	25.0%
\$ 50,000 to \$ 60,000	1,501	20.7%
\$ 60,000 to \$ 70,000	1,031	14.2%
\$ 70,000 to \$ 80,000	566	7.8%
\$ 80,000 to \$ 90,000	280	3.9%
\$ 90,000 to \$100,000	180	2.5%
\$100,000 to \$110,000	80	1.1%
\$110,000 to \$120,000	28	0.4%
\$120,000 to \$130,000	20	0.3%
\$130,000 to \$140,000	3	0.0%
\$140,000 to \$150,000	3	0.0%
	<u>7,253</u>	

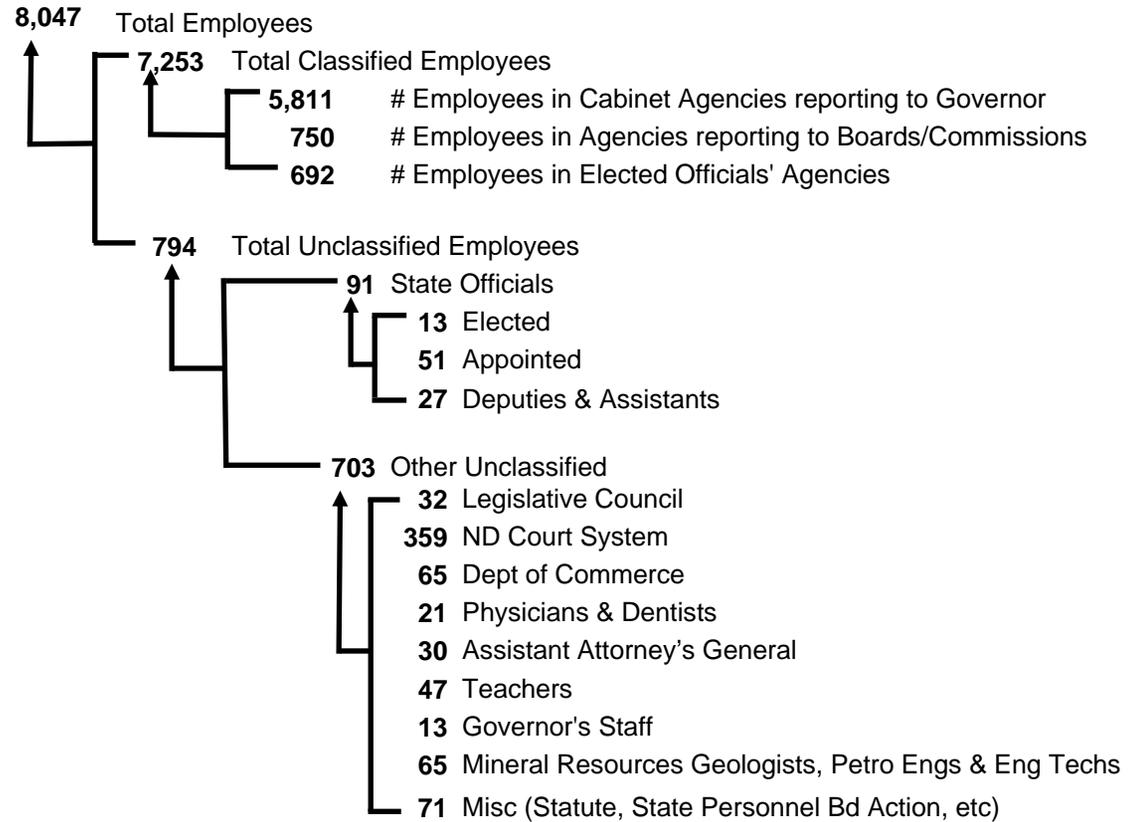
### In the general population of North Dakota

- 90.9% of workers have completed high school
- 27.2% have bachelor's degrees or beyond

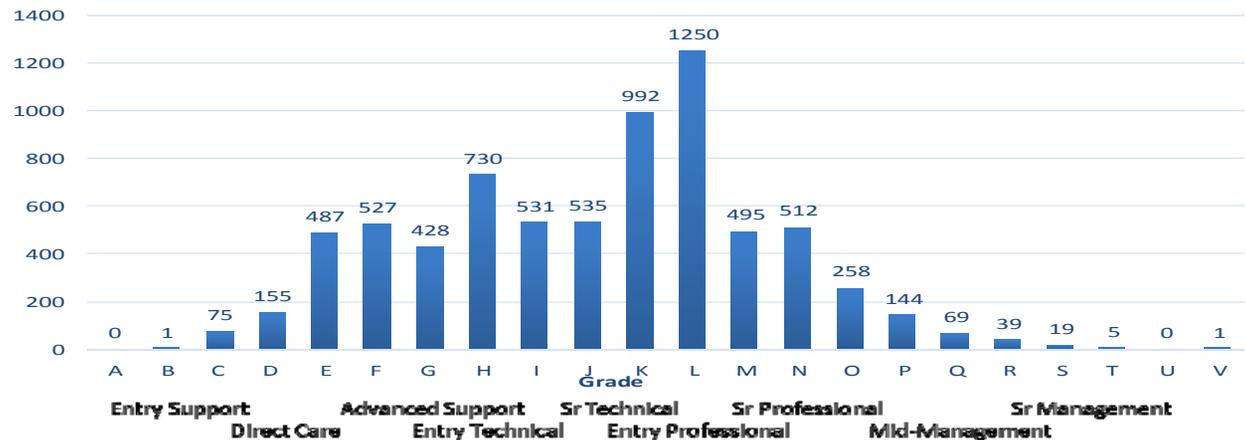
### In the Classified Workforce of state government

- 99% have completed high school
- 86% have formal education beyond high school
- 56% have a bachelor's degree or beyond

## Number & Categories of State Employees (Excluding University System)



### # of Employees by Grade (2014)



Salary Increase History		
Year	Parameters	
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 & 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/Equity 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/Equity 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%
2004	0.0%	Up to 2% available based on Pooled Vacancy Savings; Exec Branch 0%
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/Equity 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/Equity 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%	Implemented recommendations from the 2009-11 leg study of emp compensation; new job evaluations, grade structure, market-based ranges
2013		Performance based increases of 3-5% plus Mkt Pol increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 5%
2014		Performance based increases of 2-4% plus Mkt Pol increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 4%

**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 rules, job classification, and salary ranges; **HRMS** provides assistance to agencies in their 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, and Guides
- Student Internship Program

**HRMS** also makes current information available to agencies at:

[www.nd.gov/hrms](http://www.nd.gov/hrms)

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

**Phone Number: (701) 328-3290**  
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**Please feel free to contact any HRMS staff member:**

Name	Phone	Name	Phone
Purdy, Ken Director	328-4735	Hart, Lynn Class & Comp Mgr	328-4739
Dammen, Barbara HR Officer	328-3374	Engelhardt, Travis HR Officer	328-3357
Ramsey, Laura HR Officer	328-1606	Sicble, Becky HR Officer	328-3299
Schmidt, Leanne HR Officer	328-4738	Wassim, Kim HR Officer	328-4737
Cvancara, Justin HR Bus Analyst	328-3363	Schorsch, Darin HR Bus Analyst	328-3347
Schwan, Gerard Training & Dev Admin	328-1638	Vosberg, Maureen Admin Assistant	328-3293
Bartell, Tricia Training Officer	328-1632		

**NORTH DAKOTA STATE EMPLOYEE**  
**FACT SHEET**  
**December 2014**

This fact sheet is prepared by **Human Resource Management Services (HRMS)** to provide a snapshot of state employment. Data are from a variety of sources, and are an accurate, overall reflection of state employment as of December 2014.

The 7,253 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 90 employees.

Agencies > 100 Employees	# Classified Employees
Dept of Human Services	2118
Dept of Transportation	1038
Dept of Cor & Rehab	774
Health Dept	338
Information Tech Dept	325
Workforce Safety & Ins	244
Job Service ND	217
Highway Patrol	199
Adj Gen/Nat'l Guard	181
Attorney General	174
Dept of Public Instr	172
Game & Fish	153
Bank of ND	149
Veterans Home	138
Tax Dept	125
Office of Mgmt & Budget	123

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)
Dec 2013	46.3	13.0	50,942	4.9%	(6)	0.93	
Dec 2014	46.3	12.9	53,297	4.6%	(7)	0.94	

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 Hwy 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  
6) July 1, 2013 performance based increases of 3-5% plus Mkt Pol increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 5%  
7) July 1, 2014 performance based increases of 2-4% plus Mkt Pol increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 4%