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STATE OF MINNESOTA

Office Memorandum

DEPARTMENT of Civil Service

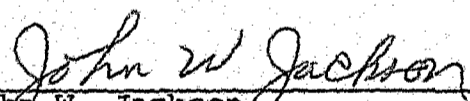
TO : Richard L. Brubacher
Commissioner

DATE: August 14, 1972

FROM :

SUBJECT: Administration Reorganization Order Number 15

I have reviewed the transfer of personnel as specified
in Administration Reorganization Order Number 15 and
hereby approve.



John W. Jackson
Director, Department of Civil Service

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STATE OF MINNESOTA

DEPARTMENT of Administration

Office Memorandum

TO : Arlan I. Erdahl
Secretary of State

DATE: September 1, 1972

FROM : Richard L. Brubacher *R. L. Brubacher*
Commissioner of Administration

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

SEP 1 - 1972

Arlan I. Erdahl
Secretary of State

SUBJECT: Reorganization Order No. 15

Attached is Reorganization Order No. 15 transferring functions, positions, and funds from the Department of Public Service to the Departments of Highways and Taxation.

The effect of the Order is to eliminate the present functions of the Engineering Division of the Department of Public Service and to reduce total state complement by seven positions.

The grade crossing control and related railroad engineering activities of the Department of Public Service, together with the responsibility for keeping the financial records of the Highway Safety Account, are transferred to the Department of Highways. Four positions are transferred from the Public Service Department for this activity, but only two have been added to the Highway complement, thus requiring the Department of Highways to utilize two existing vacant positions and reducing total state complement by two.

The Department of Highways will also be responsible for providing additional railroad engineering services to the Department of Public Service and the Public Service Commission as needed. These services include, but are not limited to, engineering investigations of railroad centralization, dualization, or removal proceedings involving stations, depot buildings, freight houses, platforms, stockyards, and applications for abandonment of trackage. Moreover, the Highway Department will be responsible for providing all engineering services necessary to the enforcement of statutes covering construction and operations of railroad devices and facilities.

The valuation of railroad property for the purpose of validating gross earnings tax distributions to school districts is transferred to the Department of Taxation. Three positions are transferred from the Department of Public Service to the Department of Taxation for this purpose. These positions will be canceled as they become vacant, thus reducing total state complement by an additional three positions.

Two additional positions are presently vacant in the division, a Graduate Engineer and an Administrative Engineer, and they will be used on a temporary basis for two employees funded 100% by federal funds for a federally financed project to study railroad grade crossing safety. Upon termination of this project, the positions will be canceled.

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STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NUMBER 15

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

SEP 1 - 1972

Arlen J. Erskell
Secretary of State

Pursuant to Minnesota Statutes 16.125, 16.13, and 16.135, the following administrative reorganization is hereby made effective August 18, 1972.

All railroad engineering functions of the Department of Public Service and the responsibility for making related investigations are transferred from the Department of Public Service to the Department of Highways.

The Department of Highways may hold hearings and present findings to the Public Service Commission at its own direction and shall hold hearings at the direction of the Commission regarding railroad grade crossings and such other railroad engineering matters as may be directed by the Commission; including, but not limited to, responsibility for investigating complaints and recommending safety devices at railroad grade crossings pursuant to M.S. 219.40.

The function of recommending the allocation of cost pursuant to M.S. 219.40 to the Commission is transferred from the Department of Public Service to the Department of Highways.

The function of maintaining the financial records of the Highway Safety Account is transferred from the Department of Public Service to the Department of Highways.

All other administrative functions and responsibilities of the Department of Public Service, Engineering Division continue to be functions and responsibilities of the Department of Public Service, Administrative Division.

All functions of the Department of Public Service related to the valuation of railroad property are hereby transferred to the Department of Taxation.

The following positions and their incumbents at their present salary and with all accrued benefits are hereby transferred from the Department of Public Service to the Department of Highways.

<u>Staffing Pattern Roster No.</u>	<u>Position Title</u>	<u>Employee</u>
221460	Graduate Engineer II	Nelson, Robert
221470	Graduate Engineer II	Mattson, Ronald
221410	Engineering Aide	Peterson, Donald
221450	Executive I	Koza, Doris

The complement of the Highway Department is hereby increased by two positions and two positions are to utilize existing vacancies in the Highway Department.

STATE OF MINNESOTA
 DEPARTMENT OF STATE
 FILED
 SEP 1 - 1972
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The following positions and their incumbents at their present salary and with all accrued benefits are hereby transferred from the Department of Public Service to the Department of Taxation, such positions to be canceled upon becoming vacant.

<u>Staffing Pattern Roster No.</u>	<u>Position Title</u>	<u>Employee</u>
221420	Railroad Valuation Aide I	Conklin, Harry
221430	Railroad Valuation Aide I	Crampton, Hillard
221440	Railroad Valuation Aide I	Howard, Paul

The following positions presently being used to support a temporary federal project are to be canceled upon termination of the federal project.

<u>Staffing Pattern Roster No.</u>	<u>Position Title</u>	<u>Employee</u>
221490	Administrative Engineer	Vacant
221480	Graduate Engineer II	Vacant

The following funds are hereby transferred from the Department of Public Service, as shown:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$54,101	Public Service Salaries	Highway Salaries
11,237	Public Service Salaries	Taxation Salaries
5,860	Public Service Supplies and Expense	Highway Supplies and Expense
<u>1,140</u>	Public Service Supplies and Expense	Taxation Supplies and Expense

Date August 17, 1972 *Thomas E. LaBelle*
 for Richard L. Brubacher
 Commissioner of Administration

APPROVED:
 Date Aug. 18, 1972 *Wendell R. Anderson*
Wendell R. Anderson
 Governor

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STATE OF MINNESOTA

DEPARTMENT OF ADMINISTRATION

REORGANIZATION ORDER NO. 20

Pursuant to Minnesota Statutes Sections 16.125, 16.13, and 16.135, the following administrative reorganization is hereby made effective immediately.

Reorganization Order No. 15 transferring functions, positions and appropriations from the Department of Public Service to the Department of Highways and the Department of Taxation is hereby amended to read as follows:

All railroad engineering functions of the Department of Public Service and the responsibility for making related investigations are transferred from the Department of Public Service to the Department of Highways.

The Department of Highways shall hold hearings at the direction of the Commission regarding railroad grade crossings and such other railroad engineering matters as may be directed by the Commission; including, but not limited to, responsibility for investigating complaints and recommending safety devices at railroad grade crossings pursuant to M.S. 219.40.

The Department of Highways shall recommend the allocation of cost pursuant to M.S. 219.40 if so requested by the Public Service Commission.

The function of maintaining the financial records of the Highway Safety Account is transferred from the Department of Public Service to the Department of Highways.

All other administrative functions and responsibilities of the Department of Public Service, Engineering Division continue to be functions and responsibilities of the Department of Public Service, Administrative Division.

All functions of the Department of Public Service related to the valuation of railroad property are hereby transferred to the Department of Taxation.

The following positions and their incumbents at their present salary and with all accrued benefits are hereby transferred from the Department of Public Service to the Department of Highways.

<u>STAFFING PATTERN</u> <u>ROSTER NO.</u>	<u>POSITION</u> <u>TITLE</u>	<u>EMPLOYEE</u>
221460	Graduate Engineer II	Nelson, Robert
221470	Graduate Engineer II	Mattson, Ronald
221410	Engineering Aide	Peterson, Donald
221450	Executive I	Koza, Doris

The complement of the Highway Department is hereby increased by two positions and two positions are to utilize existing vacancies in the Highway Department.

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The following positions and their incumbents at their present salary and with all accrued benefits are hereby transferred from the Department of Public Service to the Department of Taxation, such positions to be canceled upon becoming vacant.

<u>STAFFING PATTERN ROSTER NO.</u>	<u>POSITION TITLE</u>	<u>EMPLOYEE</u>
221420	Railroad Valuation Aide I	Conklin, Harry
221430	Railroad Valuation Aide I	Crampton, Hillard
221440	Railroad Valuation Aide I	Howard, Paul

The following positions presently being used to support a temporary federal project are to be canceled upon termination of the federal project.

<u>STAFFING PATTERN ROSTER NO.</u>	<u>POSITION TITLE</u>	<u>EMPLOYEE</u>
221490	Administrative Engineer	Vacant
221480	Graduate Engineer II	Vacant

The following funds are hereby transferred from the Department of Public Service, as shown:

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$54,101	Public Service Salaries	Highway Salaries
11,237	Public Service Salaries	Taxation Salaries
5,860	Public Service Supplies and Expense	Highway Supplies and Expense
1,140	Public Service Supplies and Expense	Taxation Supplies and Expense

Date December 1, 1972

Richard L. Brubacher
Richard L. Brubacher
Commissioner of Administration

APPROVED:

Date November 22, 1972

Wendell R. Anderson
Wendell R. Anderson
Governor

24439
STATE OF MINNESOTA
DEPARTMENT OF STATE #2
FILED
DEC 15 1972
Arlen J. Edsall
Secretary of State