

990056

**Minnesota  
Board of Public Defense**

# **SALARY STUDY**

**October 1998**

**Prepared By  
Administrative Services Office  
Minnesota Board of Public Defense**

KFM  
5978  
.M55  
1998

1998 Minn. Laws Chap. 367  
Art. 1 Sec. 6

RECEIVED

JAN 25 1999

LEGISLATIVE REFERENCE LIBRARY  
STATE OFFICE BUILDING  
ST. PAUL, MN 55155

**Minnesota Board of Public Defense**

# **SALARY STUDY**

**October 1998**

**Prepared by  
Administrative Services Office,  
Minnesota Board of Public Defense**

## **CONTENTS**

	<b>Page</b>
<b>A. Introduction /Our Charge .....</b>	<b>1</b>
<b>B. Study Methodology.....</b>	<b>2</b>
<b>C. Assessment of Current Salary Status of Board of Public Defense and Comparable State Agencies .....</b>	<b>3</b>
<b>D. Study Recommendation .....</b>	<b>23</b>



## **A. Introduction /Our Charge**

During the 1998 Legislative Session, the Minnesota Board of Public Defense was charged by the Legislature to conduct a study of the compensation levels of its employees in comparison to those of the Attorney General's Office. The purpose of the study was to present recommendations to the Chairs and ranking minority members of the Senate and House divisions having jurisdiction over criminal justice funding, regarding a procedure for Board of Public Defense employees to be paid comparably to employees in the Attorney General's Office.

This report has been prepared as a result of that study. It contains an introductory overview, a summary of the study methodology, an assessment of the current salary status of the Board of Public Defense and comparable state agencies, and study recommendations with a summary of projected salary needs for the agency.



## B. Study Methodology

The employee classes studied included attorneys, investigators, secretaries, office managers, paralegals and dispositional advisors.\* All employees in the study classes were factored into the study, including part time employees. Salaries for part time employees were annualized to full time equivalents.

For each class of employee in the Attorney General's Office, an average salary was constructed based on each employee's years of experience. (For example, an average was calculated for all attorneys with one year experience). The years of experience used for attorneys was the date licensed in the State of Minnesota. The experience for all other classes of employees was the date started with the State of Minnesota, or with the public defense system.

These averages were then compared to each Board of Public Defense employee with similar experience. The minimum average is the introductory level salary for each class of employee in the Attorney General's Office. The maximum average is the average of the high salaries in the Attorney General's Office, **not** the top of the salary range for any of the classes of employees. From there, the averages were smoothed by filling in equal steps between the minimum and maximum salary for each class of employee. The calculations hold harmless employees whose salaries are above the average.

The salary difference for each individual Board of Public Defense employee was then summed to come up with FY1998 costs for each class of employee, and indexed at 3% to determine the equivalent projected FY 2000 and FY 2001 need.

\* The class of dispositional advisor was compared to the Department of Corrections "corrections agents" class, as the Attorney General's Office has no equivalent employee class.

### **C. Assessment of Current Salary Status of Board of Public Defense and Comparable State Agencies**

The following summary represents a comparison of current salaries by employee class, of the Board of Public Defense and the Office of the Attorney General.\* In Tables A- F, calculations were made for each employee class, averaging salaries by years of experience. The Office of the Attorney General salary averages by employee class were then smoothed, and the resultant salary averages were compared with each Board of Public Defense employee with similar experience.\*\* This comparison is further illustrated in Figure A: FY 1998 Attorney Salaries.

Tables G- R represent the actual FY 1998 salary ranges for Board of Public Defense employees by employee class.

\* All employee classes compared with the Board of Public Defense classes were from the Office of the Attorney General, except for the class of dispositional advisor, which was compared to the Department of Corrections, "corrections agents" class.

\*\* The average salary of the top salaried 10% of attorneys in the Office of the Attorney General is \$82,454. This top 10% represents 23 employees.

Minnesota Board of Public Defense  
Salary Study

---

TABLE A ATTORNEY YEARS LICENSED	SMOOTHED FY 1998 AVERAGE SALARY
1	\$36,125
2	\$37,056
3	\$38,500
4	\$41,382
5	\$43,657
6	\$47,392
7	\$50,557
8	\$52,485
9	\$53,507
10	\$55,646
11	\$57,580
12	\$63,960
13	\$64,750
14	\$65,541
15	\$66,420
16	\$67,299
17	\$68,178
18	\$69,058
19	\$70,367
20	\$72,788
21	\$75,209
22	\$75,531
23	\$75,853
24	\$76,175
25	\$76,495
26	\$79,870

Note: This table represents the smoothed averaging between the introductory level salary and the highest average salary for this employee class at the Attorney General's Office. The average salary of the top salaried 10% of attorneys in the Office of the Attorney General is \$82,454. This top 10% represents 23 employees.



**Minnesota Board of Public Defense  
Salary Study**

---

<b>TABLE B</b>	
<b>INVESTIGATORS</b>	<b>SMOOTHED</b>
<b>YEARS</b>	<b>FY 1998</b>
<b>OF EXPERIENCE</b>	<b>AVERAGE</b>
	<b>SALARY</b>
1	\$29,680
2	\$30,739
3	\$31,798
4	\$32,856
5	\$33,915
6	\$34,974
7	\$36,033
8	\$37,092
9	\$38,150
10	\$39,209
11	\$40,268
12	\$41,327
13	\$42,386
14	\$43,444
15	\$44,503
16	\$45,562
17	\$46,621
18	\$47,680
19	\$48,738
20	\$49,797
21	\$50,856

Note: This table represents the smoothed averaging between the introductory level salary and the highest average salary for this employee class at the Attorney General's Office.

**Minnesota Board of Public Defense  
Salary Study**

---

**TABLE C  
PARALEGAL  
YEARS  
OF EXPERIENCE      SMOOTHED  
FY 1998  
AVERAGE  
SALARY**

1	\$27,339
2	\$28,443
3	\$29,548
4	\$30,652
5	\$31,757
6	\$32,861
7	\$33,965
8	\$35,070
9	\$36,174
10	\$37,279
11	\$38,383
12	\$39,487
13	\$40,592
14	\$41,696
15	\$42,801
16	\$43,905
17	\$45,009
18	\$46,114
19	\$47,218
20	\$48,323
21	\$49,427

Note: This table represents the smoothed averaging between the introductory level salary and the highest average salary for this employee class at the Attorney General's Office.

Minnesota Board of Public Defense  
Salary Study

---

**TABLE D**  
**LEGAL SECRETARY    SMOOTHED**  
**YEARS                FY 1998**  
**OF EXPERIENCE    AVERAGE**  
**SALARY**

1	\$24,033
2	\$24,585
3	\$25,138
4	\$25,690
5	\$26,242
6	\$26,794
7	\$27,347
8	\$27,899
9	\$28,451
10	\$29,003
11	\$29,556
12	\$30,108
13	\$30,660
14	\$31,212
15	\$31,765
16	\$32,317
17	\$32,869
18	\$33,421
19	\$33,974
20	\$34,526
21	\$35,078

Note: This table represents the smoothed averaging between the introductory level salary and the highest average salary for this employee class at the Attorney General's Office.



**Minnesota Board of Public Defense  
Salary Study**

---

<b>TABLE E</b>	
<b>OFFICE MANAGERS YEARS OF EXPERIENCE</b>	<b>SMOOTHED FY 1998 AVERAGE SALARY</b>
1	\$35,818
2	\$36,343
3	\$36,868
4	\$37,393
5	\$37,918
6	\$38,443
7	\$38,968
8	\$39,493
9	\$40,018
10	\$40,543
11	\$41,068
12	\$41,593
13	\$42,118
14	\$42,643
15	\$43,168
16	\$43,693
17	\$44,218
18	\$44,743
19	\$45,268

**Managing Legal Secretary Position  
For the Board of Public Defense**

**Note:** This table represents the smoothed averaging between the introductory level salary and the highest average salary for this employee class at the Attorney General's Office.

**Minnesota Board of Public Defense  
Salary Study**

---

**TABLE F  
CORRECTIONAL OFFICER**

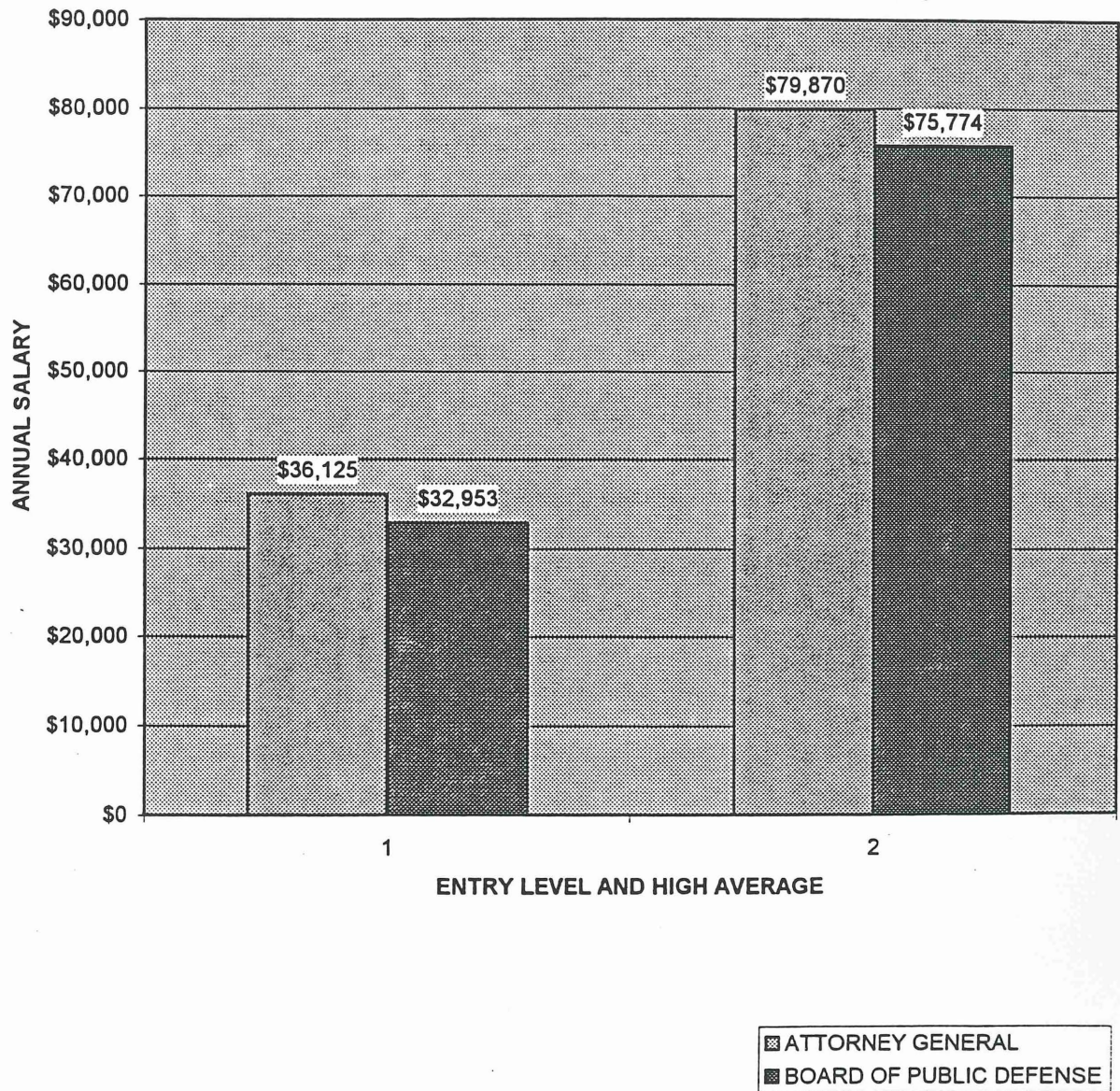
<b>YEARS OF EXPERIENCE</b>	<b>SMOOTHED AVERAGE FY 1998 SALARY</b>
1	\$31,405
2	\$31,698
3	\$33,464
4	\$35,230
5	\$35,371
6	\$39,310
7	\$40,579
8	\$41,030
9	\$41,482
10	\$42,153
11	\$43,424
12	\$43,954
13	\$44,484
14	\$45,302
15	\$46,121
16	\$46,939
17	\$47,757
18	\$48,121
19	\$48,485
20	\$48,849
21	\$49,213
22	\$49,213
23	\$49,213
24	\$49,213

Correctional Officers in the D.O.C.  
Dispositional Advisor Position with the  
Board of Public Defense

Note: This table represents the smoothed averaging between the introductory level salary and the highest average salary for this employee class at the Department of Corrections.

FIGURE A

FY 1998 ATTORNEY SALARIES





Minnesota Board of Public Defense  
Salary Study

---

**TABLE G**  
BOARD OF PUBLIC  
DEFENSE  
FY 1998 SALARY RANGES  
ASST. PUBLIC DEFENDER I

STEP	ANNUAL
1	\$32,953
	\$33,612
2	\$34,284
	\$34,970
3	\$35,669
	\$36,383
4	\$37,110
	\$37,852
5	\$38,610
	\$39,382
6	\$40,169
	\$40,973
7	\$41,792
	\$42,628
8	\$43,481
	\$44,350
9	\$45,237
	\$46,142
10	\$47,065

Minnesota Board of Public Defense  
Salary Study

---

TABLE H  
BOARD OF PUBLIC DEFENSE  
FY 1998 SALARY RANGES  
ASST. PUBLIC DEFENDER II

STEP

ANNUAL

1	\$40,093
	\$40,894
2	\$41,712
	\$42,547
3	\$43,398
	\$44,266
4	\$45,151
	\$46,054
5	\$46,975
	\$47,914
6	\$48,873
	\$49,850
7	\$50,847
	\$51,864
8	\$52,901
	\$53,959
9	\$55,039
	\$56,139
10	\$57,262

Minnesota Board of Public Defense  
Salary Study

---

**TABLE I**  
**BOARD OF PUBLIC DEFENSE**  
**FY 1998 SALARY RANGES**  
**ASST. PUBLIC DEFENDER III**

STEP	ANNUAL
1	\$53,054
	\$54,115
2	\$55,197
	\$56,301
3	\$57,427
	\$58,576
4	\$59,748
	\$60,942
5	\$62,161
	\$63,405
6	\$64,673
	\$65,966
7	\$67,285
	\$68,631
8	\$70,004
	\$71,404
9	\$72,832
	\$74,289
10	\$75,774



Minnesota Board of Public Defense  
Salary Study

---

**TABLE J**  
BOARD OF PUBLIC DEFENSE  
FY 1998 SALARY RANGES  
INVESTIGATOR

STEP	ANNUAL		
1	\$21,690		
	\$22,123		
2	\$22,566		
	\$23,017		
3	\$23,477		
	\$23,947		
4	\$24,426	10	\$30,978
	\$24,914		\$31,598
5	\$25,413	11	\$32,230
	\$25,921		\$32,874
6	\$26,439	12	\$33,532
	\$26,968		\$34,202
7	\$27,508	13	\$34,886
	\$28,058		\$35,584
8	\$28,619	14	\$36,296
	\$29,191		\$34,202
9	\$29,775		
	\$30,371		

Minnesota Board of Public Defense  
Salary Study

---

**TABLE K**  
BOARD OF PUBLIC DEFENSE  
FY 1998 SALARY RANGES  
INVESTIGATOR II

STEP	ANNUAL
1	\$32,491
	\$33,140
2	\$33,803
	\$34,479
3	\$35,169
	\$35,872
4	\$36,590
	\$37,321
5	\$38,068
	\$38,829
6	\$39,606
	\$40,398
7	\$41,206
	\$42,030
8	\$42,871
	\$43,728
9	\$44,603
	\$45,495
10	\$46,405

Minnesota Board of Public Defense  
Salary Study

---

**TABLE L**  
BOARD OF PUBLIC  
DEFENSE  
FY 1998 SALARY RANGES  
PARALEGAL

STEP	ANNUAL		
1	\$21,690		
	\$22,123	10	\$30,978
2	\$22,566		\$31,598
	\$23,017	11	\$32,230
3	\$23,477		\$32,874
	\$23,947	12	\$33,532
4	\$24,426		\$34,202
	\$24,914	13	\$34,886
5	\$25,413		\$35,584
	\$25,921	14	\$36,296
6	\$26,439		
	\$26,968		
7	\$27,508		
	\$28,058		
8	\$28,619		
	\$29,191		
9	\$29,775		
	\$30,371		

Minnesota Board of Public Defense  
Salary Study

---

TABLE M  
BOARD OF PUBLIC  
DEFENSE  
FY 1998 SALARY RANGES  
PARALEGAL  
II

STEP	ANNUAL
1	\$29,444
	\$30,033
2	\$30,634
	\$31,246
3	\$31,871
	\$32,509
4	\$33,159
	\$33,822
5	\$34,498
	\$35,188
6	\$35,892
	\$36,610
7	\$37,342
	\$38,089
8	\$38,851
	\$39,628
9	\$40,420
	\$41,229
10	\$42,053



Minnesota Board of Public Defense  
Salary Study

---

**TABLE N**  
**BOARD OF PUBLIC DEFENSE**  
**FY 1998 SALARY RANGES**  
**LEGAL SECRETARY**

STEP	ANNUAL
1	\$18,673
	\$19,047
2	\$19,428
	\$19,816
3	\$20,213
	\$20,617
4	\$21,029
	\$21,450
5	\$21,879
	\$22,316
6	\$22,763
	\$23,218
7	\$23,682
	\$24,156
8	\$24,639
	\$25,132
9	\$25,634
	\$26,147
10	\$26,670

Minnesota Board of Public Defense  
Salary Study

---

**TABLE O**  
**BOARD OF PUBLIC DEFENSE**  
**FY 1998 SALARY RANGES**  
**SR. LEGAL SECRETARY**

STEP	ANNUAL
1	\$21,859
	\$22,296
2	\$22,742
	\$23,197
3	\$23,661
	\$24,134
4	\$24,616
	\$25,109
5	\$25,611
	\$26,123
6	\$26,646
	\$27,179
7	\$27,722
	\$28,277
8	\$28,842
	\$29,419
9	\$30,007
	\$30,607
10	\$31,220

Minnesota Board of Public Defense  
Salary Study

---

**TABLE P**  
BOARD OF PUBLIC DEFENSE  
FY 1998 SALARY RANGES  
MANAGING LEGAL SECRETARY

STEP	ANNUAL
1	\$26,472
	\$27,002
2	\$27,542
	\$28,092
3	\$28,654
	\$29,227
4	\$29,812
	\$30,408
5	\$31,016
	\$31,637
6	\$32,269
	\$32,915
7	\$33,573
	\$34,245
8	\$34,929
	\$35,628
9	\$36,341
	\$37,067
10	\$37,809

Minnesota Board of Public Defense  
Salary Study

---

**TABLE Q**  
**BOARD OF PUBLIC**  
**DEFENSE**  
**FY 1998 SALARY RANGES**  
**DISPOSITIONAL ADVISOR**

STEP	ANNUAL
1	\$25,346
	\$25,853
2	\$26,370
	\$26,898
3	\$27,436
	\$27,984
4	\$28,544
	\$29,115
5	\$29,697
	\$30,291
6	\$30,897
	\$31,515
7	\$32,145
	\$32,788
8	\$33,444
	\$34,113
9	\$34,795
	\$35,491
10	\$36,201



Minnesota Board of Public Defense  
Salary Study

---

**TABLE R**  
**BOARD OF PUBLIC**  
**DEFENSE**  
**FY 1998 SALARY RANGES**  
**DISPOSITIONAL ADVISOR**  
**II**

**STEP**

**ANNUAL**

1	\$30,180
	\$30,784
2	\$31,400
	\$32,028
3	\$32,668
	\$33,321
4	\$33,988
	\$34,668
5	\$35,361
	\$36,068
6	\$36,790
	\$37,525
7	\$38,276
	\$39,041
8	\$39,822
	\$40,619
9	\$41,431
	\$42,260
10	\$43,105

## D. Study Recommendation

Based upon the current salary assessment contained in part C, the salary difference for each individual Board of Public Defense employee is summed below, to come up with the costs for each class of employee, and a total summary of projected salary needs for the agency for FY 2000 and FY 2001.

### FY COSTS OF SALARY COMPARISON

	FY 2000	FY 2001
ATTORNEYS	\$1,945,000	\$2,004,000
INVESTIGATORS	\$98,000	\$101,000
PARALEGALS	\$41,000	\$42,000
LEGAL SECRETARY	\$149,000	\$153,000
OFFICE MANAGERS	\$79,000	\$81,000
DISPOSITIONAL ADVISORS	\$74,000	\$76,000
TOTAL	\$2,386,000	\$2,457,000

### RECOMMENDATION

In consideration of the salary assessment contained in this study, it is recommended that salary ranges approved for all employee classes, would begin with the entry-level salary for comparable classes in the Attorney General's Office. The top salary range for each class would be the highest average salary of each class in the Attorney General's Office after twenty years of service.

The corresponding budget recommendations for FY 2000 and FY 2001, are as follows:

**FY 2000 - \$2,386,000**

**FY 2001 - \$2,457,000**