

Attachment A

<i>SALARY GRADE</i>	<i>JOB CLASSIFICATION</i>	<i>EXEMPTION</i>	<i>MONTHLY SALARY RANGE</i>		<i>ANNUAL SALARY RANGE</i>	
			<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1	Law Library Assistant I	Non-Exempt	1,561	2,337	18,732	28,044
4	Deputy Clerk of District Court I	Non-Exempt	1,817	2,725	21,804	32,700
5	Administrative Assistant I	Non-Exempt	1,915	2,868	22,980	34,416
6	Deputy Supreme Court Clerk I	Non-Exempt	2,249	3,370	26,988	40,440
9	Law Library Assistant II	Non-Exempt	2,993	4,486	35,916	53,832
10	Account Technician Administrative Assistant Administrative Assistant II Administrative Assistant-Central Legal Calendar Control Clerk *Deputy Clerk of District Court I-Williams Co. Deputy Clerk of District Court II Deputy Supreme Court Clerk II Electronic Court Recorder	Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt	3,362	5,035	40,344	60,420
11	Court Services Coordinator Deputy Supreme Court Clerk III Executive Administrative Assistant Judicial Assistant Technical Support Specialist	Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt	3,639	5,454	43,668	65,448
12	Assistant Law Librarian Deputy Clerk of District Court III Executive Judicial Assistant Network Analyst I	Non-Exempt Non-Exempt Non-Exempt Non-Exempt	3,917	5,873	47,004	70,476
13	Business Analyst I *Court Reporter Network Analyst II Programmer Analyst I Technology Coordinator	Exempt Non-Exempt Non-Exempt Exempt Non-Exempt	4,073	6,108	48,876	73,296
14	Juvenile Court Officer I Programmer Analyst II	Non-Exempt Exempt	4,473	6,705	53,676	80,460
15	Accountant Analyst Business Analyst II Education and Special Projects Coordinator Network Analyst III	Exempt Exempt Non-Exempt Non-Exempt	4,751	7,126	57,012	85,512
16	Business Analyst III Juvenile Court Officer II Program Manager Programmer Analyst III	Exempt Non-Exempt Exempt Exempt	5,029	7,538	60,348	90,456

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17	Clerk of District Court I	Exempt	5,308	7,957	63,696	95,484
18	Clerk of District Court II Juvenile Court Officer III Supervisor of Accounting	Exempt Exempt Exempt	5,584	8,375	67,008	100,500
19	Citizen Access Coordinator Family Law Mediation Program Administrator	Exempt Exempt	5,861	8,793	70,332	105,516
20	Assistant Court Administrator Director of Juvenile Court Services	Exempt	6,142	9,210	73,704	110,520
21	Chief Deputy Clerk Director of Education and Communication Director of Finance Director of Human Resources Director of Technology Staff Attorney-Central Legal Staff Staff Attorney-Joint Procedure Committee Staff Attorney-State Court Administrator Supreme Court Law Librarian	Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt Exempt	6,420	9,626	77,040	115,512
23	Director of Central Legal Staff	Exempt	6,976	10,461	83,712	125,532
	*NON-CLASSIFIED EMPLOYEES Asst State Court Administrator for Trial Courts Clerk of Supreme Court Court Administrator Law Clerks Judicial Referee State Court Administrator					

Non -Exempt - Employees are covered under the Fair Labor Standards Act and are entitled to receive comp time at a rate of one and one-half hours for each hour of overtime work.

Exempt - Employees are not covered by the overtime provision of the Fair Labor Standards Act and are not entitled to receive overtime compensation unless authorized by the supervisor at which time it would be at a rate of one hour for each hour worked over 40 in one week.

***Pay Grade Exception** - A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.

SUPPLEMENT I

Implementation Guidelines of Step System

The demand for technology and computer personnel has driven up the salary of people in these positions. Two out of five employees in the technology office resigned in one month to take higher paying positions elsewhere in state government.

Based on market conditions, the two Personnel Advisory Boards recommended a plan be presented to the Supreme Court to accelerate the salary or steps for technology related positions up to the mid point of the respective salary ranges. The Supreme Court approved the following plan.

Six years of constructive service will be awarded after completion of one year of satisfactory employment for the following positions:

Network Analyst I, II and III
Programmer Analyst I, II and III
Director of Technology
Business Analyst I, II and III

This constructive service credit will move employees from Step 2 to Step 5.

The six years of constructive service credit will remain with the employee as a credit to be applied when eligible for future step increases.

Approved by the Supreme Court 7/1/98; amended 2/15/12.

SUPPLEMENT II

Court Reporter Underfill

Since at least 2005 the North Dakota Court System (Court System) has struggled to receive qualified applicants for the position of court reporter. Developed in 2009 the Court Reporting Task Force discussed the option of allowing the Court System to advertise and hire court reporters who graduate from an approved program in court reporting when no applicants meet the minimum qualifications of the court reporter job classification.

The court reporter position has been approved to be advertised to allow graduates with no experience to be considered if unable to find experienced candidates. If the outcome is the hiring of a graduate, the candidate would be hired at a training wage which would be one step below step one of the current court reporter pay grade. The introductory period must be extended from six months to one year to allow the employee to meet the minimum qualifications required to be at step one of the grade.

Approved by the Supreme Court 9/1/10; amended 4/24/13