


DEPARTMENT of Administration

Office Memorandum

TO : The Honorable Albert H. Quie
Governor

DATE: April 23, 1930

FROM : 
James J. Hiniker, Jr.
Commissioner

PHONE: 296-3862

SUBJECT: Reorganization Order No. 111

Enclosed is a copy of the Department of Administration Reorganization Order No. 111, which relates to the transferring of legal secretarial duties and clerical duties between the Department of Transportation and the Office of the Attorney General.

This order has been filed with the Secretary of State.

JJH:lo

enclosure

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NO. 111

Pursuant to Minnesota Statutes 1978, Section 16.125, the following administrative reorganization order is made with prior approval of the Governor.

In order to improve efficiency, the duties of legal secretarial work and clerical work performed by the employees in the positions listed below are transferred as stated.

The following legislative approved position and the incumbent, with all accrued benefits, are transferred from the Office of the Attorney General to the Department of Transportation.

<u>Position Number</u>	<u>Name</u>	<u>Classification</u>
138490	Kimberly M. Lyons	Clerk Steno

The following legislative approved position and the incumbent, with all accrued benefits, are transferred from the Department of Transportation to the Office of the Attorney General.

<u>Position Number</u>	<u>Name</u>	<u>Classification</u>
430440	Betty Clark	Legal Secretary

The approved legislative complements of the Office of the Attorney General and the Department of Transportation remain the same.

The Commissioner of Finance shall make the necessary financial determinations in accordance with Minnesota Statutes 1978, Section 16.125, Subdivision 3.

The appropriate transfer of furnishings and equipment shall be made. Copies of the lists of furnishings and equipment are on file in the Department of Administration.

The effective date of this order is April 23, 1980. The order is herewith filed with the Secretary of State and shall remain in effect until amended or superseded.

APPROVED:

4-21-80
Date

James J. Hiniker, Jr.
James J. Hiniker, Jr., Commissioner
Department of Administration

FILED ACCORDING TO LAW:

April 22, 1980
Date

Joan Anderson Grove
Joan Anderson Grove
Secretary of State