

at such times and places as shall be specified by call of the chairman or the governor. All hearings shall be open to the public. Two members shall constitute a quorum for the transaction of business.

2. Within 90 days after the appointment of the commission and thereafter within 40 days after a vacancy occurs in the office of director, the commission shall conduct a competitive test for the position of director and shall thereafter select and appoint a director.

3. The merit system director shall be in the classified service and shall have had experience in the field of merit system personnel administration and be familiar with its principles and methods. He shall hold no other public office or employment, providing, however, that for the duration of the present war he may be a part-time employe.

4. The commission shall, not later than July 1, 1945, appoint a provisional merit system director whose qualifications shall be determined by the commission to be the qualification specified herein, to serve until such time as a regular appointment can be made.

5. The commission may remove the director for cause, but before taking such action it shall first give to the director a statement in writing of its intention to effect his removal and the reason therefor. Any time within five days after receipt of such statement in writing, the director may appeal in writing to the commission for investigation and review. Within 40 days thereafter, the commission shall render its decision which shall be binding and final.

6. The commission shall employ such assistants to the director as appear necessary and shall, with the approval of the budget director, fix salaries for each, including the director, providing, however, that such salaries and positions shall conform to the classifications and pay plan provided by this act when adopted.

7. The commission may designate an employe of the department as deputy, to act as director when the director is unable to act.

Section 7. The commission shall administer the state department of civil service; make necessary investigations of the personnel administration; review any action by the department which may appear to be arbitrary or illegal; and make annual reports and special reports as necessary to the governor regarding personnel administration in the state service and recommendations for improvement therein.

The commission assisted by the director, shall make such rules as may be necessary and consistent with this act. Any rule so adopted shall be filed with the secretary of state as provided in chapter 5, title 89, O.C.L.A., as amended, and shall become effective 10 days after it is filed.

Section 8. The director, subject to the approval of the commission, shall direct and supervise all the administrative and technical activities of the department. In addition to the duties imposed upon him elsewhere in this act, it shall be his duty:

1. To attend all meetings of the commission and to act as its secretary and keep minutes of its proceedings.

2. To establish and maintain a roster of all employes in state service, in which there shall be set forth, as to each employe, the class title of the position held; the salary or pay; any change in class

title, pay, or status, merit rating, and any other data the commission deems necessary.

3. To select for appointment, under the provisions of this act, such employes of the department and such experts and special assistants as may be necessary to carry out effectively the provisions of this act.

4. To prepare, in accordance with the provisions of this act and the rules adopted thereunder, appropriate tests, rating of candidates for appointment, and eligible lists.

5. To make certifications for appointment within the classified service, in accordance with the provisions of this act.

6. To devise plans for and cooperate with appointing authorities and other supervisory officers in the conduct of employe training programs to the end that the quality of service rendered by persons in the state personnel may be continually improved.

7. To investigate from time to time the operation and effect of this act and of the rules and to report his findings and recommendations to the commission.

8. To make annual reports to the commission regarding the work of the department, and such special reports as are considered desirable to the commission.

9. To select, with the approval of the commission, officers or employes in the state service to act as examiners in the preparation and rating of tests. An appointing authority shall excuse an employe in his division from his regular duties for the time required for his work as an examiner. Officers and employes shall not be entitled to extra pay for their service as examiners, but shall be entitled to reimbursement for necessary traveling and other expenses.

Section 9. Subject to the rules of the commission, a division may designate a staff employe to serve as division personnel officer. It shall be the responsibility of such divisional personnel officers to administer within the division, training and educational programs developed by the director in cooperation with appointing authorities and others; and to similarly administer such responsibilities and functions of the department as are authorized by the commission or director.

Section 10. The unclassified service shall comprise the positions of:

1. Officers elected by popular vote and persons appointed to fill vacancies in elective offices.

2. Members of boards and commissions and heads of departments required by law to be appointed by the governor or the board of control.

3. One executive officer and one secretary for each board or commission, the members of which are elected officers, or are appointed by the governor or the board of control, except the civil service commission.

4. One principal assistant or deputy and one private secretary for each elective executive or administrative officer, and for each executive or administrative officer required by law to be appointed by the governor or the board of control.

5. Employes in the governor's office and the principal assistants and private secretaries in the secretary of state's division.

6. Judges, referees, receivers, court reporters, bailiffs, officers of the court, jurors, and notaries public.

7. One secretary or clerk of each judge of a court of record.

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