

## CIVIL SERVICE ACT

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Section 13. 1. In accordance with rules adopted by the commission, the director shall establish and maintain divisional re-employment, reemployment and employment and promotion lists.

2. Divisional reemployment lists and re-employment lists, shall contain the names of persons who have been regular employes, and who were separated from their positions for reasons other than fault or delinquency on their part. The order in which names shall be placed on divisional reemployment or reemployment list shall be established by the rules, in which merit rating and length of service shall be taken into account. The term of eligibility of such candidates shall be determined by the commission, but shall not exceed two years from the date of their separation from the service in which they earned reemployment rights. The commission may strike the name of a person from a divisional reemployment list or a reemployment list, if it finds, after giving him notice and an opportunity to be heard, that such person is not qualified to perform satisfactorily the necessary duties.

3. Promotion lists and employment lists for the various classes of positions in the classified service as are found necessary or desirable to meet the needs of the service, shall contain the names of persons who have been found qualified for appointment to a particular position by test. The eligibles shall be ranked in order of their ratings earned in the tests given for the purpose of establishing such lists.

4. Veterans of any of the wars of the United States who have successfully completed all phases of an entrance test shall be allowed preference on the list established as a result of an entrance test.

Preference is hereby defined to mean that whenever a war veteran, as defined by Oregon law, competes in any entrance test conducted by the civil service board, he or she shall be accorded five points, and if such veteran has a service connected disability or not less than 10 per cent, recognized and certified as such by the United States veterans' administration, he or she shall be accorded another five points in addition to his or her passing grade earned in such test. Ratings shall be based on a scale of 100 points.

5. The commission may extend the period of eligibility of any list by order made before the expiration of the list, but the eligibility of a list shall not be extended to a total of more than two years. The commission may consolidate or cancel pro-

motion lists and employment lists as the needs of the service may require and as authorized by the rules. A promotion list or employment list which has been in force for six months or more shall be deemed cancelled upon the establishment of a new promotion list or employment list, as the case may be, for the same class of positions.

Section 14. 1. In accordance with the rules adopted by the commission, the director shall from time to time conduct entrance tests and promotion tests as necessary for establishing employment lists and promotion lists.

2. The tests shall be competitive and shall be of such character as to determine the qualifications, fitness, and ability of the persons tested to perform the duties of the class of positions for which a list is to be established. They may be written, oral, physical, or in the form of a demonstration of skill, or any combination of such types. The tests may take into consideration education, experience, aptitude, capacity, knowledge, character, physical fitness and other qualifications, as enter into the determination of the relative fitness of the applicants.

3. No question in any form of application or in any test shall be so framed as to elicit any information concerning the political or religious opinions or affiliations of any applicant, nor shall any inquiry be made concerning such opinions or affiliations and all disclosures thereof shall be discountenanced. No discrimination shall be exercised, threatened or promised by any person in the employ of any division or the commission against or in favor of any applicant, eligible or employe because of his race or religious or political opinions or affiliations; provided, however, that the foregoing shall not prevent any inquiry as to whether the applicant, employe or eligible has any beliefs inimicable to the government or who advocates or is a member of an organization which advocates the overthrow or resistance by force of our form of government.

4. The commission shall establish rules specifying the qualifications for admission to any test. Subject to the rules, admission to tests shall be open to all persons who appear to possess the required qualifications and may be lawfully appointed to a position in the class for which a list is to be established and who pay the fee, if any, prescribed by the rules.

5. The director shall give public notice of each test at least two weeks in advance of such tests in the manner specified by rules adopted by the commission.

6. Each official notice of a test shall state the duties and pay of positions in the class for which the test is to be held, the qualifications required therefor, the time, place and manner of making application for admission to such test, the estimated number of vacancies to be filled, and other information considered pertinent.

7. The rating of each test shall be com-

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