

## Announcement of Examination for Civil Service Director

The Oregon State Civil Service Commission announces open competitive examination for the purpose of providing a list of qualified persons from which the State Civil Service Commission will obtain a Director to be the executive and administrative head of the Civil Service in the State of Oregon.

The salary to be fixed by the Commission will start at not less than \$4,500, nor more than \$5,000 a year and is open to all citizens of the United States not less than 30 years of age at the time application is filed.

Place of examination: A written test will be given in Salem and Portland, Oregon, and such other places in Oregon *and other states* as the number of candidates warrants and conditions permit.

### THE POSITION

Subject to the approval of the Commission, the Director will supervise all of the administrative and technical activities of the State Civil Service Commission and discharge all duties and responsibilities imposed by the State Civil Service Act upon the Director of the State Civil Service.

The Director acts as secretary to the Commission, handles its business affairs,

makes recommendations on such matters as come before it, and in general does all that is necessary and lawful to establish and maintain a public personnel merit system program, now approximately 6000 to 7000 employees.

### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university, and at least five years of successful full-time paid employment, within the last 10 years, in administrative or technical work of progressively increasing responsibility pertaining directly to the operation of a large scale public or private personnel program, with at least two of the five years in work involving major responsibility for direction of a personnel program, including the selection of personnel. "Major responsibility" meaning such as that of a director of a personal agency or his administrative assistant, a personnel officer in a large department, or a consulting specialist in personnel administration: OR one year of graduate training in personnel procedures or pertinent fields may be substituted for one year of the required five years experience, provided there shall be

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