

no substitution for the two years of required supervisory experience.

A broad general knowledge of the principles and methods of public personnel administration, including familiarity with position classification, pay plans, personnel recruitment and selection, employee training, service rating systems, personnel research, and office management; ability in the handling of public relations; ability to present ideas clearly and effectively, both orally and in writing; willingness to accept, and ability to fulfill responsibility for planning, organizing, installing, and directing a program of public personnel administration in a large State service; good character, address, health and physical condition.

THE EXAMINATION

1. A written application setting forth training and experience.

Relative Weight—3

2. A written test, the date and location of which will be announced later. The written test will cover the principles, techniques, terminology and procedures of modern public personnel administration in all of its phases.

Relative Weight—3

3. Personal interview: Admission to this test may be limited to not more than ten candidates whose combined score on the parts 1 and 2 rank them highest among all candidates. The purpose of the interview will be to evalu-

ate those personal qualities and characteristics of the applicant necessary for a successful fulfillment of the position of Director for the Oregon State Civil Service Commission. The interview will be held in such places as the mutual convenience of the applicant and the State Civil Service Commission regards convenient.

Relative Weight—4

VETERAN'S PREFERENCE

A veteran of any of the wars of the United States who has successfully completed all phases of the entrance test shall be accorded 5 points, and if any veteran has a certified service connected disability of not less than 10 per cent he shall be accorded another 5 points. Candidates claiming veteran preference will be sent information and instructions.

CERTIFICATION

All candidates to be certified will be subject to personal investigation as to character and accuracy of statements made in the application and in the examination. A medical examination may be included.

Further information and application blanks may be obtained from the office of the Oregon State Civil Service Commission, 319 State Capitol Building, Salem, Oregon.

OREGON STATE CIVIL SERVICE
COMMISSION

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Res. Phone 7655 Res. Phone 3674

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