

## Los Angeles Establishes Service Rating Program

The following was taken from the News Bulletin of *Public Administration Clearing House*.

Los Angeles recently installed a service rating program, employing sorting and tabulating machines, to evaluate the on-the-job performance of its 12,000 municipal employees, the International City Managers' Association reports.

Twice each year ratings will be made of job performance to guide employee advancements under the new salary standardization plan. The new salary plan, made effective at the same time, creates a five-step salary scale for each position, with advancement from step one to step two automatic after one year's service, but with further advancement depending upon the employee's performance.

The employees will be rated according to the quantity of work, quality of work, application, suitability, personal qualifications, and over-all value to the

department. The ratings are made directly on specially designed tabulating cards to permit mass sorting and scoring in a matter of a few hours. An average score of 70 or more qualifies the employee for advancement to the next salary step for his position. Scores of less than 70 will hold up any advancement for further review.

Ratings will be made by the immediate supervisor, a reviewing officer, and a rating committee. Discussion of the employee's final score between the employee and the rating officer is planned in order to promote self-improvement on the part of the employee. Employees who believe they are unfairly rated may ask for a review by the department head, and a committee chairman from the civil service board. If he is still not satisfied with his score, the employee may next appeal to the civil service board.

The departmental personnel committee may also make recommendations to the civil service board regarding any personnel matters leading to the improvement of the service or of employee working conditions.

## Board of Directors Meeting

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closed and a unanimous vote was cast for Mr. Ford.

Since Mr. Query has been elected President of the Association, Stanley Morris who was Alternate District Director will take his place as District Director. Mr. E. O. Bainter was nominated as Alternate District Director for District No. 2. Mr. Paul Gemmell was also nominated. Mr. Bainter was elected.

Changing the membership cards so that a new card could be issued every year was discussed but no action was taken inasmuch as secretaries can issue new cards now if they desire.

There being no further business the meeting adjourned.

## STATE OFFICIALS SALARY INCREASES APPROVED

In all, more than \$21,000,000 was voted for pay raises in California. The latest appropriation, \$12,000,000 was for a \$15-a-month increase for some 22,000 state employees who had not received special raises in the past year. Another \$7,000,000 was set aside for special pay raises to be determined by the state personnel board.

Salaries of superior judges, appellate judges and supreme court justices were raised under the terms of one bill. All elective state officers' salaries were set at \$10,000 a year under another bill.

Nearly \$1,000,000 for the next two years was voted for various heads of state departments and state commis-