

LOS ANGELES ESTABLISHES SERVICE RATING PROGRAM

From Civil Service Assembly
Newsletter

A new service rating system to be used in determining eligibility of employees for pay increases has been developed and installed in the Los Angeles city service. The new system, to be administered by the city's Board of Civil Service Commissioners, was authorized in a recently adopted city ordinance providing for standardization of city salaries.

Under the plan, employees become eligible for pay increases after one year of service in their class. For purposes of administration, the year is divided into four quarters to mark the anniversary dates on which individual employees become eligible for such increases. Each employee is to be rated at least one month in advance of the quarterly anniversary date applicable to him.

The rating form calls for a rating on

Premix Concrete

Ready to Use—High Discharge Trucks

ROSS ISLAND SAND & GRAVEL CO.

4129 S.E. McLoughlin Blvd.
Portland 2, Ore.
Phone LA 2177

E. J. Scellars J. D. Foley
Res. Phone 7655 Res. Phone 3674

SCELLARS & FOLEY, INC.

A Progressive Insurance Office
Dial 2-4143

Agents

Oregon Mutual Fire Insurance Co.
McMinnville, Oregon
143 South Liberty Street
Salem, Oregon

each of six points: quality of work, quantity of work, application, suitability, personal qualifications, and over-all value to the department. An unusual feature of the rating form is the fact that it has been designed for use in connection with IBM equipment. The preparation, scoring, and tabulation of the ratings is handled entirely by mechanical methods, with substantial reductions in the amount of time required for these operations.

Prior to the inauguration of the new plan, an extensive program of education and information was launched to acquaint city employees and supervisors with the plan and its operation. A special hand book was prepared for acquainting 1,500 rating and reviewing officials with proper procedures to be followed in rating their subordinates.

To handle appeals that may arise in connection with the rating system, special "personnel committees" have been established in each city department. Each departmental committee consists of one person elected from among the department's employees, one person designated by the department head, and a committee chairman from the staff of the Civil Service Commission. If the

Kirks Oceanside Cottages

Open All Year
Oceanside, Oregon

For Quality Foods

State Street Market

In the Heart of Salem

Fresh Fish and Frozen Foods
Our Specialty

A Few Steps from the Capitol

1230 State Street