

ing comparisons of work between classes in the state service and in making more accurate comparisons with kinds of work and pay rates of other employers. Legislators will be provided a source of reference about kinds of work in the state service. Department administrators and supervisors will be provided with basic information which may be useful in appraising their organizations, utilization of employees' skills and the types of assignments which are given employees.

Employees also will be able to make direct use of specifications. For the first time classification information of a specific nature relating to their positions will be put in writing. This will provide direct information as to status and as to promotional and transfer opportunities. Also the specifications as part of the classification plan provide the basis for the development of a fair salary plan on the basis of similar pay for similar work.

The class specifications contain different types of information. The class title is intended to be a brief yet descriptive identification of the work which is performed. Roman numerals are used with titles where more than one class is found in an occupational series. In such cases the Roman numeral I indicates the lowest level of work, the numeral II the next higher and so on. Brief titles will be used to the fullest extent possible in order that record keeping and pay roll processing may be simplified. For this reason the use of other more specific organization titles for other purposes will not be prevented.

Descriptions of work duties and responsibilities in some detail will be given. Specifications will contain a general statement as to kind of work and detail information describing the relative technical, supervisory or other responsibilities, work hazards and the other characteristics which differentiate

the class from others in the classification plan.

Requirements of the work will be broken down into two types; those which relate to necessary knowledge, skills and abilities and those which relate to experience and training qualifications. The statements of knowledge, skills and abilities required in the work are the more significant and important. These will be used as guides in developing tests and in providing the general standards by which new employees should desirably be selected. Generally speaking, these statements relate to requirements for a new employee just entering the class of work rather than experienced employees who have already been serving in the class, and have demonstrated ability and capacity.

The statements of minimum experience and training qualifications required of new employees will have one main purpose. This purpose is to provide a basis for either admitting an applicant to take an examination in the future or denying him such an opportunity. Whereas statements of the knowledge, skills and abilities will be used to establish which applicants may be admitted for consideration.

A sample of a class specification which will illustrate the foregoing is shown below. This is set up in a form similar to that which will be used by the Civil Service Commission.

EXAMPLE

STOREKEEPER II

Distinguishing Features of Work

This is supervisory manual and clerical work in receiving, storing and issuing materials, supplies and equipment.

Employees personally perform and supervise the conduct of all storekeeping activities in a large central store-room or warehouse. Work differs from that of a Storekeeper I in that it involves a wider variety of commodities, having greater aggregate value and in-

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