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*Minimum Experience and
 Training Requirements*

(The following statement represents the minimum experience and training standards which will be used to admit or reject applicants for tests.)

Five years of progressively responsible experience in the keeping of a variety of store materials and equipment used in construction and maintenance activities and affording complete familiarity with storekeeping methods including one year in a supervisory or other advanced storekeeping job; and completion of high school or trade school; or any equivalent combination of experience and training.

It is believed that any person who is reasonably qualified should be given opportunity to demonstrate his ability for a position in the public service which is not to be filled from within the service. Therefore, these paper standards will be set at the lowest reasonable minimum limits. Present employees who may well have higher personal qualifications (and desirably so) than those indicated in the specification for their class may well raise question as to whether the evaluation of their position on the basis of their own qualifications of their position is correct. In such cases employees should remember that such statements relate to minimum admission standards to tests rather than

desirable standards which employees should possess.

A classification plan is not fixed and unchangeable, but must be changed to recognize material changes in individual positions, organization and administrative methods. As vacant positions are filled or new positions are created under the plan they will be allocated to an appropriate class. As positions change materially enough to warrant reclassification, allocations will be changed accordingly. Likewise, in future operation of the plan class titles and specifications will be amended as necessary to recognize new situations or changes in classes of work.

The Commission believes that the class specifications will comprise an important part of the classification activities which it will conduct. The development of adequate class specifications will be facilitated if administrators and employees fully appreciate their uses and the effect which classification will have upon successfully operating the new Civil Service program. The Director and Commission, as operations continue, will welcome suggestions by administrators and employees for making the classification plan more effective by providing in the class specifications and class titles current and accurate recognition of duties which are carried on by employees in the state service.

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