

Civil Service Handbook Ready Soon; Big Turnover in State Employees

An employees handbook of Civil Service information is now in preparation and is expected to be in print sometime in February. "It is designed to serve employees on the job, and to provide guidance and information for new employees," explains Gene Huntley, head of the Research and Training program. "It will also be sent to other states and cities to give general information about our civil services practices." The tentative outline includes information about personnel policies, the classification and pay plans, leaves, etc.

Personnel Actions Tabulated

From the Civil Service monthly statistics sheets there are always interesting figures to be noted. During September and October, 1579 new employees were hired for state service. During this same period, 884 employees resigned. Of this number 620 resigned in September. Two hundred and four of the latter,

left to return to school, 168 gave no reasons or miscellaneous personal ones, 119 left to take other positions (probably with higher salaries), 33 were dissatisfied with their job conditions other than salaries and 29 left for health reasons. Eight of these 29, freed themselves to care for sick relatives and friends. Dismissals for unsatisfactory work during these two months totaled 91.

Ingrade Increases Received

Employees who received increases to their minimum salary steps on March 1, 1947 were eligible for increases in September. There were 1390 ingrade increases in September and 167 in October. For these two months, there were 334 promotional increases and 120 demotional decreases. Most of the latter were voluntary demotional transfers to positions which will lead to future advances in spite of a temporary loss of salary level.

Examinations Supervisor Named

As a result of promotional and open competitive personnel examinations given in the last few months, Mark Hillary, Portland, and Warne Nunn and Gene Huntley, Salem, have been appointed or promoted to positions in the State Civil Service Department.

Mark Hillary has been appointed to the new position of Supervisor of Examinations. Hillary is a graduate of the University of Kentucky with a doctor's degree in Industrial Psychology from the University of Vienna. Leaving the Army as a Lt.-Col., he held a succession of personnel positions in the Adjutant General department, as Director of Classifications, Chief of Officer Branch, Assistant Chief Personnel Auditor, and Director of Education. In addition he served for a year as Chief of the Latin American Section in as-

signment of Military Attaches. Mr. Hillary's most recent civilian employment was as an industrial psychologist for General Motors Corporation and Dow Chemical. He entered the military service in 1940. Previous to that, Hillary was instructor of psychology at the University of Vienna preparing and presenting the lectures of Drs. Freud, Adler and Jung to English speaking students.

Warne Nunn has been promoted to Supervisor of Classification and Pay as a result of the promotional examination. Nunn is a graduate of Willamette University, and held various personnel positions with the Farm Security Administration until his entry into the Army in 1942. He served with the A.A.F. in charge of a personnel section. Nunn has been employed in the