

News from Civil Service

By **JAMES M. CLINTON**
Acting Director

MERIT RATING PERIOD CHANGE

Effective this year state departments will only be required to submit Merit Ratings to the Civil Service Commission once per year. Heretofore ratings have been completed in June and December each year. Under the new plan the department will select the date it wishes to close its rating period and will rate on that date each year thereafter. Departments wishing to continue semi-annual ratings or make special ratings for trial service personnel and others may do so.

MERIT RATING RESULTS

Studies of past merit ratings indicate supervisors are making more and more objective ratings as time goes by. Results of the December, 1948 ratings were: Unsatisfactory 0.5%, Fair 7.9%, Good 58.2%, Excellent 29.1%, and Outstanding 4.3%. This is compared to the rating in June, 1947, which was: Unsatisfactory 0.6%, Fair 4.4%, Good 58.8%, Excellent 29.1%, and Outstanding 6.9%.

MANY FILE CHANGES

During the 48-49 fiscal year the Civil Service Commission processed 30,385 personnel actions which required payroll changes. The present fiscal year will top that figure from present indications. This last July alone, there were 13,237 payroll changes because of the revised pay plan.

PORTLAND FILING CLASS SCHEDULED

The filing methods class instructed by David Duniway, state archivist, is being repeated in Portland. The first class was scheduled for Feb. 17. On February 3, nearly 50 employees in the Portland area completed the first filing class which was the initial service-wide training class sponsored by civil service in Portland.

MANY SEE WORK

The state-wide unemployment of the winter months has been felt by the

Civil Service Commission. Between 650 and 750 persons have been given open continuous tests each month this winter. Hundreds more have visited the office each month seeking information about state jobs, many of whom are either not qualified or are interested in classes for which no current examinations are being given.

EXPANDING EXAMINATION PROGRAM

Administration of examinations for hospital workers such as Hospital Aide I and II, Practical Nurse I and II, and Hospital Aide Supervisor I and II during March will provide regular status to approximately 600 state employees.

CLASSIFICATION STUDIES

A survey of the Income Tax Auditor positions having been completed early this fall, the remaining positions in the Income Tax Division of the State Tax Commission are being studied by the classification unit of Civil Service. The survey will be completed in the next few weeks. Supervisory positions in the Secretary of State department were studied recently and plans are under way for completing the survey of the other positions in that department. Also nearing completion is a survey of cook and domestic worker positions in the dormitories at Oregon State College.

VETERAN INFORMATION

The Civil Service Commission has requested information from the departments concerning the veteran status of all employees to bring the civil service files up to date in this regard. Requests have been received from veterans organizations for current information concerning the number of veterans hired by the state.

SALARY SURVEY SLATED

A salary survey has been slated for this summer to determine the current comparability of state salaries with those in private industry and other public agencies. Such a survey is required by law prior to each legislative session.

STAFF EXPANDED

Robert Shepherd of La Grande has been appointed to a Personnel Assistant position with the Civil Service