

News From Civil Service

By James M. Clinton

"Working for Oregon," the state employees' handbook, has attracted international attention for design and content. The book was the subject for discussion at a recent conference of personnel people for the U. S. and Canada and many requests have been received for copies of the book from public jurisdictions in in both countries. Up until now the book has been distributed to new employees only after they have served six months with the state, but effective last month the departments have been authorized to keep a supply of the book on hand and issue them to all new employees at the time of appointment. Any state employee who does not have a copy of "Working for Oregon" may request one from his personnel officer.

Many Veterans Work for State

There were 3,025 male war veterans employed by the state in positions for which the Civil Service maintains personnel records as of March 1, 1950, a file count revealed. War veterans compose 41 per cent of the male working force. There are 124 female war veterans, making the total number of veterans 3,149. There are 7,398 males and 4,990 females in the CSC files. War veterans account for 26 per cent of the total.

Examination Tabulation

During the first six months of the current fiscal year (July 1 to December 31, 1949), the civil service examination section received applications from 4,748 persons. Thirty-three applications were rejected, 860 failed to appear for the examinations, 1,309 were eliminated, 3 withdrew during the examinations, and 2,543 were placed on eligible lists as a result of the examinations. Both open continuous and scheduled examinations are included in the tabulation.

News Letter Issued

A new publication entitled "Civil Service News Letter" is to be distributed to all state employees. The letter will be published periodically and will discuss interpretations of the rules and

regulations and answer at length the most frequently asked questions concerning civil service policies.

Proposed Rule Changes

Two proposed rule changes will be the subject of public hearings on April 26. The first change proposes raising the limit on employees who may, after approval, receive overtime pay from classes with a minimum salary of \$280 to classes with a minimum salary of \$300 and outlining the types of work which normally require irregular work schedules and for which overtime is not allowed. The second change clarifies conditions under which employees reinstated or reemployed may have previously accrued leave credits restored to them.

Numbers in Each Class

A file count has just been completed of the number of employees in each classification in the state service. Too lengthy to reprint here, some of

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