

# Civil Service News

By JAMES M. CLINTON

## Personnel Statistics

A tabulation of the personnel actions during the fiscal year '49-'50 reveals some interesting facts about state employees.

During this period 7,580 of you were appointed to jobs. But also 6,698 state employees are not around to read this as they terminated during the year.

A figure which augurs well for the utilization of the Civil Service processes and good news for a lot of employees was the fact that 1,447 employees received promotions during the year. Also 601 were reclassified upward.

Of the separations from the state service, 3,148 were by resignation, 104 by retirement, 45 by death, 2,578 by termination of emergency and temporary employment and 296 by dismissal.

Nearly 9,500 employees received higher salaries during this year than the previous year. Regular salary increases accounted for 6,673 of these, increases when promoted accounted for 1,455 and reclassifications for 601, range changes made up the balance.

The fact that Civil Service was not idle during the year is shown by the workload figure. There were 41,142 personnel actions which required payroll changes.

## Merit Ratings

A final tabulation of the merit rating for the period ending the first of this year show 0.4% unsatisfactory, 5.8% fair, 58.2% good, 30.8% excellent and 4.8% outstanding. This is considered to be a representative curve and to show that the over-all ratings are being conscientiously applied by the supervisors.

## Address Changes

Several employees recently have lost out on promotional opportunities when the certification notices have gone to old addresses. It is the responsibility of each employee to keep

the civil service office informed of his current address. Employees should not rely upon their departments to change these records for them, nor is it possible for the civil service department to pick up address changes from other forms such as pay records, etc. The change must be submitted for the purpose of changing the address on the eligible list. This may be done by letter or personal call at the office.

## Stenographic Manual Issued

The civil service staff compiled a stenographic and correspondence manual after a year's study of manuals in use in federal departments, other states and in private industry. Copies of the manual were sold to the departments and may be purchased by individual employees at a nominal cost. Many departments receiving the manual have praised it highly. Several individual departments have had manuals in the past but this is the first time one has been published for state-wide use.

## Filing Class Publicized

The fame of David Duniway's recent series of training classes in filing methods in which more than 250 state employees participated is spreading. The classes have been mentioned in a national publication and as a result the Bell Telephone company has requested the agenda of the course for use throughout its system.

## Employment Picture Changing

Because of the Korean war the employment picture is undergoing rapid changes. Whereas a few months ago the supply of workers was gaining in nearly all classifications the trend has now been abruptly reversed. The availability of people on Civil Service eligible lists has dropped sharply. A survey of one list revealed two-thirds of the persons on the list are no longer available for appointment. This means considerable recruiting will have to be done to fill vacancies in the state service. Each employee is urged to spread the word of the Civil Service examinations as they are announced among his friends and relatives.