

Civil Service Salary Plan and Examinations

By **JAMES M. CLINTON**
Acting Director Civil Service

New Salary Plan

At the request of the Joint Ways and Means Committee the Civil Service Commission submitted a proposed salary plan to become effective on July 1. Lower beginning rates will be used for Clerk I, Clerical Aide, Domestic Worker, Student Worker and Seamstress. The salaries of persons presently employed in those classes will not be cut, but new employes will start one step lower. A few technical classes where recruiting has been difficult at present levels are being raised. The \$10 cost of living adjustment is being included in all ranges. The plan will not be official until public hearings have been held and the Governor has approved the plan.

Salary Increase Policy Studied

The Civil Service Commission is studying a change in the policy of allowing annual merit increases. At the present time increases are permitted on only January 1 and July 1. The new policy would permit increases on the anniversary date of the employee's increase. In other words an employee would be allowed an increase at the end of the first six months of employment at the minimum of the range. The employees then would be eligible for an increase based on merit, one year from the date of the last increase. This plan would avoid the present discrepancy of requiring some employees to wait 15 months for an increase and others only nine months. The plan would not be effective until public hearings have been held on the rule changes that would be necessary to adopt such a policy.

Civil Service Legislation

Two Civil Service bills have passed

the Senate. SB 129 would permit a certification of five names to fill a vacancy instead of three. It has been found that during present employment conditions three names are seldom enough to fill vacancies because people on the eligible list are no longer available by the time they are certified. The bill would also permit the Commission to suspend examinations when there are an insufficient number of applicants and to make indefinite temporary appointments in such classes. This would have the effect of keeping these jobs from being filled permanently while many of the state's young men are in the military service. SB 274 was requested by the Ways and Means Committee. It expands the unclassified service somewhat and puts the paid leave regulations in the law so that they cannot be changed by rule of the Commission.

Repeal attempts by Senators Mahoney and Ellis have repeatedly failed.

Examination Program Progressing

Because of post war employment conditions the Civil Service Commission has had difficulty administering examinations for all classes. The Commission did not give state-wide examinations until 1948 because of the shortage of candidates. The Commission then adopted a policy of giving examinations for the classes having the most employees and the greatest turnover i. e. clerical classes. The Commission has had to constantly repeat these examinations as well as give new examinations for classes having conditional employees. Budget restrictions have hampered this program, however to date the Commission has been able to reduce the number of conditional employees to 25%