

# Recent Civil Service Developments

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## Examination Activities

During the July-September quarter the Civil Service Department has kept up with its examination schedule and will reach the goal of converting 750 more conditional employees to trial service or regular status. During this quarter examinations were given for the first time for clerical aids, collections agent, division personnel officer, library assistant and three levels of psychologist.

The Civil Service Commission is scheduling the following new examinations for the October-December quarter: Highway Maintenance Foreman I, Highway Maintenance Foreman II, Highway Maintenance Foreman III, Highway Section Man II, Stores Clerk, Storekeeper I, Storekeeper II, Storekeeper III, Shipping Point Inspector I and II, Shipping Point Supervisor, Gamekeeper I and II, Game Farms Superintendent, Game Conservation Agent, Biologist Aide, Fish Hatcheryman I and II, Fish Hatchery Superintendent, Safety Inspector and Safety Supervisor.

Employees interested in the above classifications will want to watch for the announcements in order to file applications and take the examinations for promotions. After lists are first established all future promotions will be from the eligible lists.

In addition to the above classifications, the Civil Service Commission is planning to select a number of classifications with less than ten persons in each class and announce unassembled examinations. These examinations will be administered as the work load permits.

In addition to the examinations listed above, the Commission will write new versions of a number of the examinations administered one and two years ago so that those examinations can be re-opened.

## Staff Changes

James May, Assistant Classification

Supervisor, resigned his position with the Civil Service Commission effective September 17th to accept a position as Division Personnel Officer for the Game Commission. Robert Shepherd will be promoted to the position occupied by Mr. May. Wesley Voorhees who has been assigned to examination activities will be shifted to a classification assignment. George Sanders, formerly assistant to the State Archivist, has been employed as an examination technician.

Another staff change in the Civil Service Department is the employment of Norman Stone, who recently completed graduate work in Journalism at Stanford University to replace Tom Faught as head of the Commission's recruiting activities. Mr. Faught resigned to accept a two-year scholarship to Harvard University.

## Merit Rating Period

The Civil Service Commission is preparing Merit Rating forms for those departments who are continuing to rate on the December 1 to November 30 period. The Commission is strongly urging the departments to give consideration to the ratings and to be objective as possible in the ratings. The Commission also is strongly recommending that the ratings be discussed with the employee at the time of the rating and that the employee be given a copy of the rating.

## Employee Efficiency

There are many indications that all state departments have an efficient working force of employees. During the last fiscal year all departments were able to serve the public to the fullest extent possible. All laws passed by the legislature were administered to the satisfaction of the public and the legislature. The state is not being criticized by anyone for a lack of service. Also approximately a million and a half dollars was unexpended in the

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