

STATE OF MINNESOTA

Department of Civil Service

BIENNIAL REPORT

From July 1, 1962 through June 30, 1964

Pursuant to

MSA 1961, Section 43.06 (5)

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FOREWORD

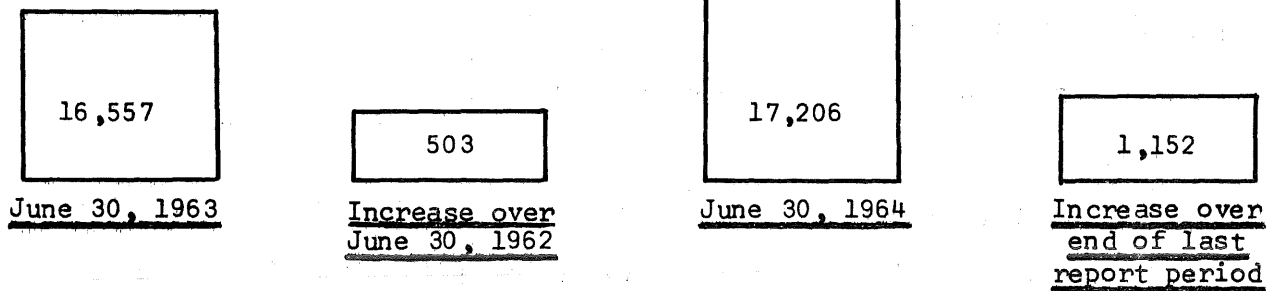
The role of the Department of Civil Service in state government is that of a staff agency responsible for the maintenance of an examining program, a classification and pay plan, and a consistent over-all personnel policy, which places it in a position similar to that of a personnel department of a large organization in industry or commerce. The department is involved in many activities, some of which are required by legislative action and others of which have grown out of the department's effort to keep pace with changing times.

Basically, the Civil Service Law assures the public that through an objective examining program the best qualified persons are selected to perform the numerous jobs required to carry out diverse state functions. Also, that employees carrying out the state's business are paid in accordance with a consistent plan under which persons performing jobs of equal difficulty and responsibility receive equal pay. Rules insuring similar treatment for all employees in various personnel actions are established and administered uniformly. The Civil Service program prohibits discrimination on the basis of political, religious or racial interests.

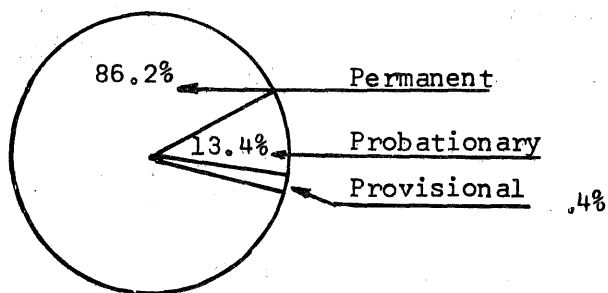
As this report will show, the state service continues to grow as the number of state functions increase. The steady growth in the number of state employees results in a steadily increasing workload for employees of the Civil Service Department. There has been no essential change in the size of the Civil Service Department since the last reporting period even though the public's demand for new services or expansion of services already in existence continues to grow. Comments throughout this report in the special sections will emphasize the effort and the workload necessary to maintain the central personnel agency at a high operating level.

THE REPORT AT A GLANCE

Full-time Classified Employees



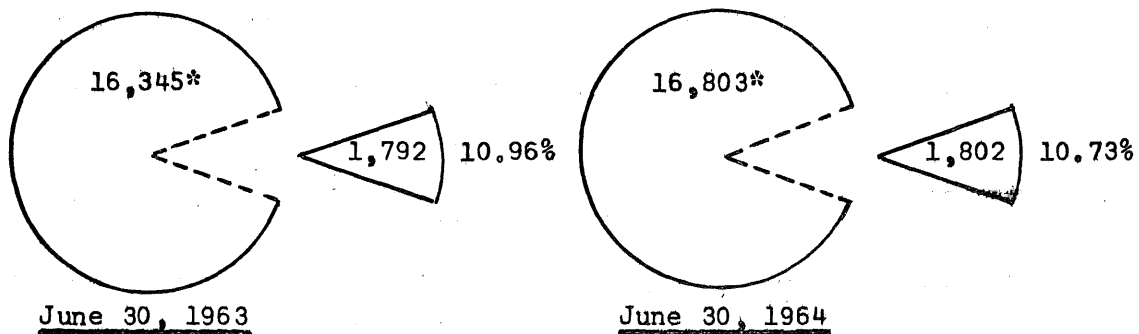
Employees with Civil Service Status



Average Days Sick Leave Used By State Employees

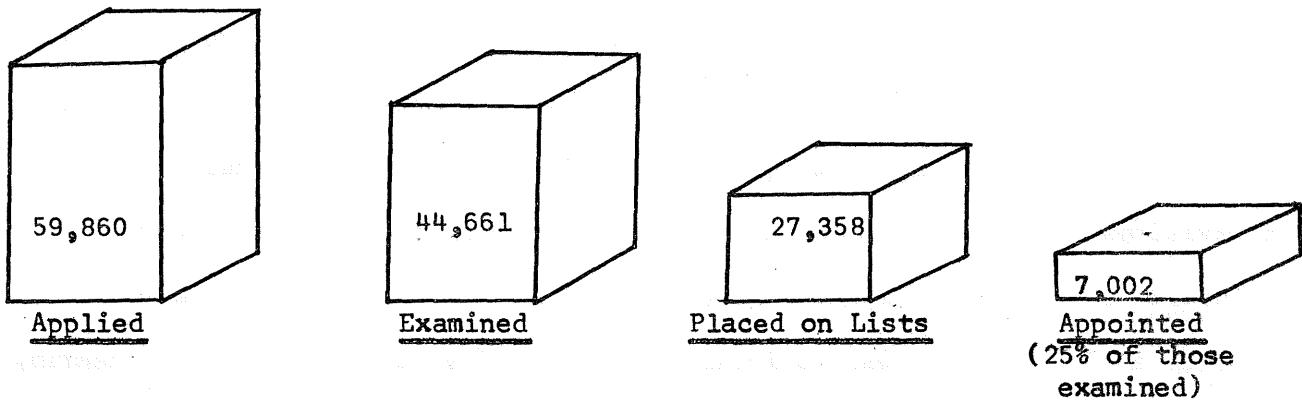


Resignation Rate Per 100 Employees



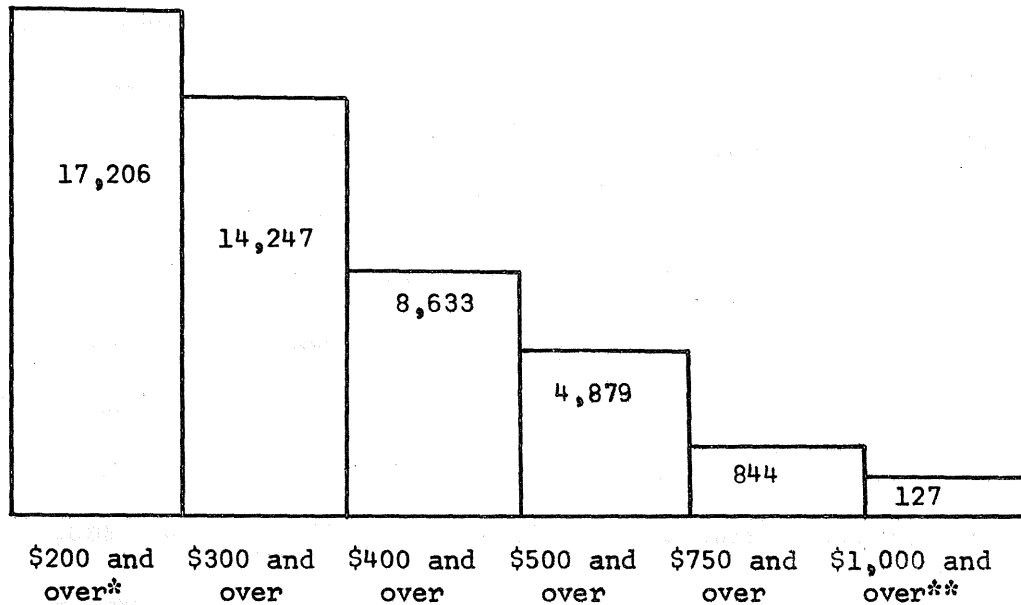
* Average working force.

Examinations



Dropouts and rejections for legal and other reasons account for the difference between the applied and examined columns.

Monthly Salaries



As of June 30, 1964

* Lowest classified salary - \$231.00

** Top Salary paid within salary plan - \$1,406.00

THE CIVIL SERVICE BOARD

The Civil Service Department's functions are carried out under the policy-making direction of a three-member Board, the members of which are appointed for six year overlapping terms by the Governor. The Board maintains an active interest in the affairs of the department, concerns itself with policy matters, and acts on revisions and exceptions to rules within the limitations established by law. The Board is a quasi-legislative body in its rule making and salary setting function and acts as a quasi-judicial tribunal in its responsibility for hearing matters involving appeals on disciplinary actions or allegations concerning improper administration of the Civil Service Act and Rules.

During the biennium, the Board held 42 meetings, 22 in the first year and 20 in the second. Mr. Francis W. Russell of Cold Spring, who has been a member of the Board since 1939 when the Civil Service Department was established, has continued to serve throughout this reporting period. He was Chairman of the Board until March 13, 1963, when Raymond D. Black of Minneapolis was elected Chairman. Mr. Black, who has been a member of the Board since March of 1955, served as Chairman for one year when he was re-elected to that office for an additional year expiring in February, 1965. From the beginning of the period through the meeting of April 3, 1963, Mrs. Reuel D. Harmon of St. Paul served as a Board member. Mr. Stanley Kane of Minneapolis, who was appointed by the Governor as her successor, attended his first meeting on April 24, 1963. Following appointment as district court judge, Mr. Kane resigned and was subsequently replaced on August 23, 1963, by the Governor's appointment of Mr. Samuel S. Dikel of Minneapolis who remained a member of the Board at the end of the reporting period.

The Board has numerous responsibilities involving its approval or disapproval of various actions proposed by the Director and other state officials. At each meeting, the Board acts on matters on which the department requires its con-

sideration, such as changes in the classification and salary plan, approval for nationwide examinations, and others. All of these activities of the Board are detailed in tables shown in the final section of this report, but examples of this type of activity are discussed in summary.

The Civil Service Law contains a provision limiting eligibility in examinations to United States citizens who have been residents of Minnesota for two years. There is a statutory exception, however, which allows the Board to broaden eligibility where the needs of the service would be better served by such action. The Board authorized in 50 instances during the reporting period participation of qualified applicants who did not meet the two year residence requirement in examinations for classes of a technical, administrative or professional nature in which recruiting experience indicated a shortage of candidates. During the year ended June 30, 1963, the Board approved extension of eligibility to qualified candidates without regard to Minnesota residence in 32 classes and in the second year of the period, authority for examination on a nationwide basis was granted for 18 classes. Authority was also granted in both years for acceptance of applications from non-residents for the College Senior Placement Examinations. The Board also has authority under the law to admit to examination applicants who do not have United States citizenship. This authority is used very sparingly, and in the most unusual cases. During the reporting period non-citizens were allowed to participate in examinations in only seven instances, specifically in examinations for the classes Crime Laboratory Analyst II and Registered Nurse II and III during the first year, and for Speech Consultant, Social Worker II, Hospital Social Worker and Welfare Executive I in the second year of the period.

Other provisions of law give the Board responsibility for decision as to whether provisional or temporary appointments should be extended in unusual circumstances beyond the normal limit of six months. In all cases where provisional or temporary appointments exceed six months, requests for further

provisional or temporary employment are referred to the Board with the Director's recommendation and an explanation of the situation. The Board authorized extension of provisional appointments in 53 classes during the reporting period, 27 in the first year and 26 in the second. In addition, the Board extended temporary appointments not to exceed the maximum statutory limit of one year in 12 classes in the first year and in 8 classes in the second.

Training activity is undertaken by the department to conform with Section 32 of the Civil Service Law which makes the Civil Service Department responsible for aiding and encouraging operating departments in the conduct of training programs. One of the Board's responsibilities is to review the Director's report of trainees who are appointed in various approved programs. During the first year of the reporting period, 471 appointments of trainees in 21 different training programs were reported to the Board under provisions of Civil Service Rule 8.9 which requires that the Board be advised of all such appointments. During the second year, trainee appointments totaled 675 in 20 different programs.

The law gives the Board authority to consider transfers from other jurisdictions which operate under merit system agencies. A policy whereby employees may transfer from the Minnesota County Welfare Merit System to the state Department of Public Welfare was established by the Board on May 19, 1948. A similar policy to allow transfer of Minnesota Merit System employees to Department of Correction's positions was established May 22, 1963. A number of these transfers are made regularly without referral of the individual transfer actions to the Board so long as they fall within the provisions of approved policy. During the first year, the Board approved four transfers from jurisdictions other than the State County Welfare Merit System, and during the second year, two. The details on these individual transfer actions are shown in the Appendix.

The Civil Service Rules which have the force and effect of law provide in Rule 8.2 that the Director must report to the Board all occasions on which he has

approved the use of a list other than the agency promotional list while a promotional list is in existence. There was one example of this type of action in the first year of the reporting period and none in the second. The one case involved the appointment of a Welfare Executive II from the reemployment list on September 4, 1962.

The Board has authority under the law to suspend the requirements of competition for vacancies in which peculiar and exceptional qualifications of a scientific, professional or expert character are required. This authority for exceptional appointment was not used during the reporting period.

The Board has authority under provisions of Minnesota Statutes 1961, Section 43.09, Subdivision 2, Clause 11, to designate positions of a temporary nature involving investigation, installation or inquiry into specific matters as positions in the unclassified service. Typical of the positions authorized in the unclassified service under this clause during the biennium were project positions in the Department of Business Development involving the installation of the federal Area Redevelopment Administration program. The Health Department received authority to employ unclassified research field workers on a congenital malformation study and for employees to conduct dental research. Department of Education vocational rehabilitation positions established for special studies to discover rehabilitation needs of the chronically disabled in a rural county and improved means of dealing with disability and central intake problems were also designated in the unclassified service. The Board also gave its authority for establishment in the unclassified service of a temporary position under the newly formed Junior College Board, part-time positions at the Cambridge State Hospital involving a dental research project and a land survey project position for the Highway Department. This authority is used only for positions of relatively short duration where the activity involved is not continuing. If the activity becomes part of a department's on-going operations, unclassified authority is withdrawn and the positions

are placed in the classified service. At any given time the number of positions existing in the unclassified service by virtue of the Board's action seldom exceeds ten or a dozen.

A considerable amount of the Board's time is spent in its review of disciplinary actions which may be appealed by employees with permanent status under provisions of Section 24 of the Civil Service Act. The law requires the Board to determine the reasonableness of an appointing authority's charges against the employee and to judge the extent to which they are supported by evidence and testimony. Employees with permanent status may request a hearing in all cases of dismissal, suspension of over thirty days, demotion for cause, and reduction in pay or position. The following cases were heard during the first period covered by this report.

At the end of the last reporting period, a dismissal case for a Corrections Agent, Department of Corrections, had not been settled. A hearing was scheduled originally for July 31, 1962, but prior to hearing the department revised its charges. Upon receipt of the amended charges, the employee requested that his appeal be dismissed with prejudice.

A hearing was held on August 14, 1962, for a Hospital Consultant with the Department of Health whose case, following the hearing, was concluded by stipulation involving the withdrawal of the dismissal charges by the Department of Health and the employee's agreement to resign. Because of the professional status of the individual involved, it was agreed that the charges should not remain a part of the record.

The Board held a hearing on September 25, 1962, for an Attendant Guard I at St. Peter State Hospital on the question of his automatic resignation. The Board uses its broad investigatory power provided for in Civil Service Rule 12.1d to review this type of separation. The Board concluded that the use of the auto-

matic resignation procedure was improper in this case and that the separation action was of no force and effect, and ordered that the employee be returned to the St. Peter State Hospital payroll as of July 31, 1962.

A hearing was held on October 11, 1962, and continued on October 24, 1962, for an employee of the Children's Treatment Center under the Department of Public Welfare who was dismissed for habitual tardiness and unsatisfactory performance of duties. The Board's order was issued on December 11, 1962, reinstating the employee with back pay because, although the testimony and evidence supported the charge, the charge against her was not sufficient to constitute reasonable grounds for dismissal.

The Board received a request for a hearing from a Highway Department employee relative to his dismissal for drinking on the job. While this matter was under discussion, the Board learned that the Commissioner of Highways had agreed to withdraw the dismissal action and accept a resignation. Therefore, no hearing date was set.

The Board held a hearing in the matter of the dismissal of a Shop Instructor at the State Training School in Red Wing on April 3, 1963, and continued the hearing on April 24, 1963. On May 24, 1963, the Board issued its order upholding the department head's dismissal action based on an incident involving an inmate.

The Board heard the case of a Stationary Engineer at the Minnesota State Prison on April 24, 1963, and continued the hearing on May 8, 1963. The employee was charged with violation of the institution's regulations involving security and inmates. The employee was reinstated because the Board found the charges did not constitute reasonable grounds for dismissal. The Board issued an order dated June 19, 1963, which was amended on August 7, 1963, reinstating the employee with back pay except for the period of his suspension.

On May 8 and 9, 1963, two Attendant Guards I at the State Security Hospital, St. Peter, were heard on the charge of mistreating a patient. Following completion of the hearing, the dismissal action of the department head was upheld but the names of the employees were placed on appropriate reemployment lists for consideration for future employment not involving patient care. Both employees were returned to the state service in other capacities following appointment from reemployment lists.

During the second year of the biennium, the Board heard several cases, different from the usual dismissal hearings, having to do with the involuntary retirement of veterans at age 70 and over. Four employees of the Highway Department, all of whom were veterans who had reached or exceeded age 70 when retired by the department head, appealed to the Board alleging that their forced retirements were in effect dismissals. The basis for their argument is an Attorney General's opinion of March 26, 1942, which states that veterans cannot be precluded from holding a position in the state service regardless of age so long as they remain physically and mentally fit to perform their duties. The employees involved were in the classes Executive II, Civil Engineer IV, Civil Engineer III, and Stores Clerk II.

The case of the Executive II was heard on September 4, 1963, and decided on October 3, 1963, resulting in the reinstatement of the veteran with back pay. This case, in effect, set a precedent for the others where the facts are essentially the same. The Civil Engineer IV was reinstated with back pay by an order dated October 18, 1963, following stipulation between the parties involved that the facts were similar to those in the previous case. In these two cases, the question as to the employees' physical or mental ability to perform the job was not raised. This additional issue was involved in the cases of the Stores Clerk II and the Civil Engineer III for whom hearings were held on April 23, 1964. In both of these cases, medical evidence did not support the charges that the employees were sufficiently unfit to be precluded from working for physical or mental reasons and they were reinstated with back pay by separate orders of May 22, 1964.

The Board also heard the following disciplinary and other matters during the second year. On November 6, 13 and 14, 1963, the Board held a hearing with respect to the demotion of a Highway Technician II to a Highway Technician I. This demotion for cause for alleged inefficient performance of duties and for other disciplinary reasons was not substantiated by the evidence and testimony and the employee was restored to the Highway Technician II level. Subsequent to the demotion, the employee suffered an illness and was placed on leave of absence and remained on leave at the end of the reporting period. The Board's order dated December 18, 1963, included the provision that the restoration to his job should take place when the employee is physically able to perform his duties.

The Board scheduled a hearing for an employee of the Department of Education who was charged with misappropriation of state funds. The request for hearing was withdrawn by the employee's attorney following his conviction in court.

A Highway Department case involving a reduction in pay within the class Civil Engineer II was appealed to the Board but was settled by agreement of the parties before the case came to hearing.

On January 29, 1964, a Psychiatric Aide I at the Hastings State Hospital, was heard on his dismissal for an incident involving his striking a patient and otherwise showing irresponsibility in patient care. The department head's charges were sustained in an order dated February 14, 1964, but because the employee's previous work record had been good, his name was placed on a reemployment list for work not involving care of patients.

An employee in the Department of Agriculture appealed an adverse decision of the Director relative to his protest on scores he received in promotional examinations for Agricultural Products Inspection Supervisor II and Meat Processing Plant Inspector. A hearing was scheduled for February 13, 1964, but

delayed indefinitely at the request of the employee's attorney, and at the end of the reporting period the case remained unsettled.

An employee of the St. Peter State Hospital appealed the Director's rejection of his request for placement of his name on the Attendant Guard I reemployment list. The Board refused to hear this matter inasmuch as the Director had no legal alternative but to take the action he did following an unsatisfactory rating by the employee's former department head.

On May 4, 1964, the Board issued an order relative to the case of a Brainerd State Hospital Psychiatric Aide I who was accused of negligence in caring for patients. The case was submitted by stipulation instead of by formal hearing, resulting in the dismissal's being upheld. The understanding reached between the employee's representative and the department head was that the employee's name would be placed on appropriate reemployment lists and that the department would reemploy him in another capacity as soon as possible. The employee was appointed from the Food Service Supervisor reemployment list on May 8, 1964.

The Board held a hearing on May 6, 1964, for a Special Schools Counselor at the Minnesota Residential Treatment Center who was charged with sleeping on the job and being inattentive to his responsibilities. The Board issued its order on May 22, 1964, sustaining the Department of Correction's action.

A Psychologist III at the Cambridge State Hospital, provisionally employed in that class but having permanent status as a Psychologist II, was dismissed for misappropriation of state property and time and misleading supervisory personnel as to his Ph.D. candidacy. Following appeal, a hearing was begun on May 20, 1964, and continued on May 22, 1964, and concluded on May 25, 1964. The Board concluded and ordered on June 3, 1964, that although the charges were reasonable, they were not substantiated by the testimony and evidence and ordered the reinstatement of the employee with back pay at the Psychologist II level.

On the last day of the reporting period, the Board held two hearings, one under Rule 12.1d for a Highway Technician III on the question of his automatic resignation which the employee contended was in effect a dismissal, and the second under Section 24 of the Civil Service Act for a Stores Clerk II at Gillette State Hospital who was dismissed for physical inability to perform his job. No decision was reached on either case and both matters were pending as this reporting period came to a close.

During the second year of the biennium, the department was involved in a court action in which Local 597, American Federation of State, County and Municipal Employees, obtained an injunction preventing the administration of the Capitol Groundsman examination on an open-competitive basis. The Director, along with the Commissioner of Administration, was ordered to show cause as to why the decision to announce the examination open-competitively rather than promotionally was reasonable. The State action was upheld by the District Court but the union carried that decision to the Supreme Court. At the end of the reporting period, no decision had been rendered on the subject by the Supreme Court.

The Board's authority and responsibility extends to establishing, revising and maintaining rules within the law for the administration of the department and for application of the law. When rules are changed, thirty days public notice of proposed amendments is given and a hearing is held. Following the Board's approval of rule changes, they are submitted to the Attorney General for approval as to form and legality, and are filed with the Secretary of State, at which time they have the force and effect of law. During the reporting period, no new or revised rules were proposed and no hearings were held for this purpose.

John W. Jackson, the incumbent Director, had been reappointed by the Board during the previous reporting period for a second six year term. The appointment made by the Board on June 21, 1961, was confirmed by the Senate February 1, 1963.

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RECRUITING AND EXAMINING

The Recruiting and Examining Division is an essential part of any merit system, all of which must attract and examine quality personnel for government positions. The Minnesota Division of Recruiting and Examining consists of five technicians who construct and revise written tests, experience and training scales, conduct oral examinations and recruiting activities, and devise the necessary forms and procedures to carry out the goal of staffing the state service with competent personnel. The fourteen clerical employees under the direction of this section's technical staff reviews applications for conformance with law and Civil Service Rules, schedules applicants for written tests, scores examinations establishes eligible lists, and refers eligibles on lists to vacancies.

Recruitment

One of the most serious difficulties in recruiting is the effort that must be made constantly to attract competent personnel to the state service for administrative, professional and technical positions. A national shortage in these employment areas puts the state in competition with other governments and with many private employers, all of which strive to employ and retain professional people. Expansion in the health, highway, education, welfare and correctional fields, and a general trend toward raising standards in all activities complicates recruiting problems.

While administrative, professional and technical employees continue in short supply, the local and national market is glutted with applicants who have few or no skills. Many more applicants than can possibly be placed in the unskilled jobs available continue to seek government employment.

The College Senior Placement Examination, since its inception in 1956, has proved to be one of the best programs inaugurated by the department to help alleviate shortages in many areas of employment. Participation in one examina-

tion permits college seniors to place on a number of different lists for a variety of occupations for which they may be qualified. Appointments from the 1963 CSPE lists, totaling 114, were made in classes covering a variety of entry level professional occupations. Placements of successful participants in the 1964 College Senior examination were made in 80 different beginning level professional jobs by the end of the reporting period. Appointments will continue to be made from this list until the 1965 CSPE examination is completed. Recruitment has been conducted on thirty college campuses for classes for which there is a shortage of applicants. Throughout the year the division explores the needs of the state with college placement officers through personal visits, telephone contacts and correspondence in the attempt to find prospects for present and anticipated vacancies. The department also participates in the career programs sponsored by colleges. During the biennium the department operated booths staffed by its employees at the St. Thomas Career Day Festival, at the University of Minnesota Main Campus Government Days, and at Duluth Branch, University of Minnesota.

The High School Senior Placement program, similar to that for the colleges, has been most successful in attracting female high school graduates who do not plan to attend college. In the past the emphasis of the high school program was on recruiting of typists and stenographers, but during the last two reporting periods attempts have been made to broaden the program for young men. The difficulty lies in the fact that there are few positions available for men with only high school backgrounds.

There is a continuing demand for typists and stenographers, therefore, the classes Clerk Typist I and Clerk Stenographer I are always among the classes included in the high school program. The resignation rate in these classes has always been high and for this reason intensive efforts have been made to recruit high school seniors at the point of graduation. The department's recruiting

activities in the clerical portion of the High School Senior Placement program showed encouraging results for the biennium.

The 1963 and 1964 high school contacts were made primarily through the senior class guidance counselors. Commercial teachers have also been helpful in recruiting high school graduates over the years. The counselors indicated a great deal of interest in receiving more information about state jobs and have been very cooperative in the development of the program. The department has become increasingly aware of the lack of knowledge among high school students of the state as an employer. Its efforts are being directed toward disseminating information in the form of job announcements and personal contacts with school personnel and students.

The department extends its efforts beyond normal recruitment channels to publicize particularly hard-to-fill vacancies, through the use of newspaper advertising, radio spot announcements, and special posters and bulletin boards. Qualified individuals are also sought through appropriate professional associations.

Examining

The examining workload has remained at a high level for a number of years. During the second year of the biennium ended June 30, 1964, 31,520 applications were received in comparison to 28,340 received during the previous year. Over the years the total number of applications has remained at this high level. Applicants totaling 27,358 received passing scores and were placed on eligible lists during this reporting period.

It is interesting to note that applications received show a decided preference among applicants for a small proportion of the classes of work available in the state service. With a few notable exceptions, they are the classes requiring very little in training or skills. Well over half of all applications were received for clerical, highway maintenance and highway technician classes. The

higher level examinations in the highway classes were conducted on a promotional basis. Listed below are the twenty groups of classes for which the greatest number of applications were submitted.

The Twenty Groups of Classes for Which the
Greatest Number of Applications were Received
7/1/62 thru 6/30/64

<u>Class</u>	<u>Number</u>
Clericals	12,236
Highway Technician I, II, III and IV	5,707
Highway Maintenance Man I and II	3,233
High School Senior Placement Examination	2,382
Custodial Worker I	2,071
Janitor	1,629
College Senior Placement Examination	1,465
Psychiatric Technician I and II	1,188
Special Schools Counselor I and II	963
Game Warden	887
Highway Patrolman	845
Civil Engineers (Promotional)	842
Employment Security Interviewer I	830
Automotive Mechanic Apprentice	818
Hospital Aide	773
Correctional Officer I	771
Drivers License Examiner I	716
Cook I and II	524
Laundry Worker	482
Auditor I	473
	<hr/>
	38,835

The department uses as many examining centers as practicable in order to best serve the state and the public. The greatest number of applicants were processed in examining centers located in: the Twin Cities, 11,599; Duluth, 1,404; Mankato, 1,215; St. Cloud, 934; and Rochester, 723. The department receives assistance from local state employment service offices in the administration of examinations. During this biennium 1,638 candidates were given civil service examinations with the help of the Employment Service local offices.

The department continued to enjoy the valuable assistance of recognized experts in pertinent occupational fields during this reporting period. Many qualified people acted as consultants in examination revision and construction and as panel

members on oral examination boards, all without compensation.

The division continued its services to municipalities in the administration and scoring of examinations for police and firemen. During the biennium, 46 cities, towns, and villages and 2 counties received assistance through this examining service. Twenty-eight separate examination categories were employed in the program for localities.

CLASSIFICATION AND SALARY ADMINISTRATION

Classification

Having once established a system of position classification as the framework for personnel administration, the task of maintaining this system becomes a continuing process. During the reporting period the total volume of classification activity approximated that of the previous biennium. A significant increase in the number of individual audits was balanced by the discontinuation of the department-wide classification surveys which have been conducted during previous reporting periods. The number of new positions established in the classified service was slightly higher than the number created in the last two year period. If the new positions established in the unclassified service for which the department must determine salary assignment are considered, however, the total number of new positions created during the reporting period was double that of period covered by the last biennial report.

The program of departmental classification surveys was discontinued during this biennium. The need for surveys on this scale seems to have diminished to the point where staff time can be expended more efficiently in other channels. This situation perhaps can be explained best by reference to the success of the "generalist" form of organization of the department which became well-established during these two years. Under this system, the personnel generalist assigned to a particular operating department or group of departments is able to maintain close contact with his departments to the extent that the classification structure can be kept much more current than was true in the past.

Although most of the classification work was brought about by the need to review individual working situations, there were a limited number of major changes in departmental operations which occasioned a substantial amount of work in this area. The establishment of the Lino Lakes Reception and Diagnostic Center

and the Residential Treatment Center resulted in the establishment of 159 new positions to the end of the reporting period. Positions established at this institution covered the entire range of the salary plan from custodial workers to the highest class in the medical series. Initial class determinations made prior to the beginning of operations in some cases had to be re-examined and changed when the institution actually began to function. It is anticipated that a certain amount of adjustment will continue to be necessary until the operations of this center become more established.

The 1963 Legislature took action to place the janitorial employees of the National Guard Armories in the unclassified service. Prior to this legislation, these employees had not been considered as state employees. It was necessary for this department to determine the salary assignments of the 87 positions involved in the initial installation of this change. Members of the staff visited armories at several locations throughout the state in order to determine the nature of the work performed by these employees.

Another assignment given the department by action of the 1963 Legislature was that of studying and reporting the nature of those positions in the state colleges held by academic personnels paid on the faculty schedule but assigned to administrative and other non-teaching posts. The studies were conducted by visits to each of the five colleges to discuss the positions in question with the college presidents and to interview the incumbents.

Passage of the Natural Resources bill by the 1963 Legislature led to the establishment of 978 new positions in the unclassified service involving a variety of work required to implement this legislation. These positions included short-term laboring jobs as well as those requiring skilled technicians and engineers. The salary range of each position had to be determined by the department on the basis of a comparison with salaries paid within the class to which the position

would have been assigned had it been established in the classified service.

The Department of Employment Security undertook a major reorganization of its Twin Cities operations during the reporting period. This change involved combining the Minneapolis local office and the St. Paul local office under a single metropolitan area director. The change in organization went much deeper into the question than simply combining these two offices. The entire service from the beginning level supervisor upward was re-grouped and additional levels of supervision were established in order to make the employment service more capable of attracting the patronage of private employers. The unemployment compensation segment of the department was separated from the employment service in order to avoid the negative connotation which previously resulted from the amalgamation of these two main aspects of the department's function. At the close of the reporting period, the class determinations necessary to install this organization had been made but the Department of Employment Security had only begun to make appointments in accordance with these changes.

In addition to classification changes brought about by new legislation or by changes in organization, the department also had occasion to review existing functions which presented problems in personnel administration to which solutions were sought through realignment of the classification structure. Included in this category are the changes made in the medical series which resulted in the consolidation of ten classes into five. The changes made were intended to improve the level of recruiting and to clarify lines of promotion to permit improved utilization of personnel.

An extensive study of the food service classes at the institutions led to recommended changes in classification which would have alleviated the problem of recruiting kitchen help and cooks. Certain changes in salary relationships which would be necessary in order to install a new class in this area, however, have created problems which were yet to be solved as the biennium closed.

Salary Administration

A policy to guide salary administration in the state service was developed some years ago which has been supported at subsequent sessions of the legislature. The policy stated briefly is that state salaries should compare to the average wages paid by private employers for comparable work. In order to effect this policy, the department has endeavored to maintain a close awareness of the salaries paid in the various labor markets in which the state competes. Direct sources of salary information are contracts negotiated between employers and organized employees and salary surveys designed to provide information about the salaries paid for particular kinds of work. Indirect indicators of the state's position are also observed. These include analysis of "quit" rates, study of the department's recruiting experience, and review of cases where appointments above the minimum salary were necessary to secure the services of qualified applicants.

During the past biennium the department continued to follow the procedure developed in past years for maintenance of the salary plan which relates the salary setting machinery to the budget and legislative processes. At the beginning of the reporting period, salary data from all sources including the department's survey of Minnesota employers had been assembled and analyzed by the staff. On August 29, 1962, the Civil Service Board conducted a public hearing on proposed changes in salary assignments. On September 5, 1962, the Board adopted a new salary plan based on the accumulated data and on the testimony submitted at the public hearing. Approximately 850 classes were assigned to higher salary ranges in this process. Subsequently, the 1963 Legislature appropriated funds sufficient to permit payment of the salary changes adopted beginning on July 1, 1963. The legislature also permitted payment on July 1, 1963, of the one-step economic salary adjustment provided by statute but rendered inoperative by appropriation acts of the 1961 Legislature. The payment

of the cost of living adjustment made it possible to reduce the number of classes reassigned to higher ranges to fewer than 400 classes.

Continuing the cycle of salary review described above, the department conducted a biennial survey of Minnesota employers and Minnesota hospitals during the spring of 1964. The general survey questionnaire was sent to 965 employers employing 267,966 workers. Forty-four percent of the employers responded providing salary information covering 54 key classes. A special questionnaire pertaining to work found in hospitals was sent to 184 general hospitals in the state. One hundred thirty-three general hospitals answered the questionnaire providing information covering 34 classes. A third questionnaire was sent to approximately 80 social work agencies covering 7 classes in that profession. The results of these surveys, together with the other indicators discussed above, were applied in the 1964 review of the salary structure which was still in progress at the close of the reporting period.

TRANSACTIONS AND OFFICE MANAGEMENT

Public demands on government at all levels for new and expanded service have the inevitable result in the state service as well as in local and federal jurisdictions. Despite economy measures, the total number of state employees increased during the biennium July 1, 1962 through June 30, 1964, as it has during each reporting period for more than a decade. The classified service of the state increased in the number of full-time employees, from 16,054 at the end of the last reporting period to 16,557 as of June 30, 1963, to 17,206 as of June 30, 1964. These figures exclude one classified department head whose position and salary are specifically set by law and several thousand other employees such as those in the unclassified service, the labor service, and temporary and intermittent employees. With each increase in the state service, the activity of the Transactions Division shows a corresponding acceleration. The division maintains personnel records on all state employees and processes forms for appointments, changes in status, class and salary, and separations. The record of each new employee and each one who has remained on the payroll requires periodic attention as personnel actions occur. All supporting documents and resulting records must be accurate and current at all times. This effort was maintained at an increased pace through upgrading of personnel and retraining for improved techniques.

The Transactions Division processes biweekly payrolls for the entire state service and by a machine process certifies the accuracy of payrolls. Punched cards from which payroll abstracts are prepared are matched against a master deck maintained in the Civil Service Department. Every two weeks discrepancies are analyzed and corrected. The payrolls of all state departments of any size are processed by machine. A few of the small boards and commissions submit payrolls that are checked manually.

The Civil Service Law, Rules and policies are interpreted by Transactions techni-

cians to department heads, other staff members, individual employees or employee groups, and the public. The subject matter covers appointments, probationary periods, merit increases, economic adjustment increases, leaves of absence, transfers, separations, disciplinary actions, grievance procedures, political activity, fringe benefits, overtime, maintenance and training. The division is also responsible for preparing the materials necessary for meetings of the Civil Service Board and the Personnel Council which are discussed in other sections of this report.

The Transactions Division has the office management function of the department as part of its responsibility. In addition to the clerical work involved in processing forms, in certifying the payrolls for all state departments, and in maintaining records and files, the activities of the division include preparation of statistics, mail distribution, control of correspondence, and providing stenographic, typing, duplicating and receptionist services.

The Division often is occupied with special assignments or pilot programs which represent innovations for the department and the state. The most significant assignment of this kind carried on during this biennium was the continuation of the performance standards program and the installation phase of a statewide employee evaluation program.

Performance Standards

During the last reporting period, the department began the work required to install a performance standards program within the state service. Throughout the 1962-1964 biennium, this work has been time-consuming but profitable in terms of results.

The performance standards program as stated in the last report, is concerned with pinpointing the major responsibilities and functions of positions in the state service and setting acceptable levels of performance for them. Those

requirements of management as to what it expects employees to contribute to the accomplishment of its goals are reduced to writing. The standards, established by class, are a combined expression of operating departments' performance requirements. The performance standards program is designed to facilitate employee development and management planning and to improve supervision. It is essentially an orderly approach to the common problems of management.

Committees of operating department employees and supervisors, organized to work out actual lists of tasks and to recommend standards for each of the classes selected for study, have continued to meet throughout the reporting period to develop task and standards statements. The Transactions staff meets with these committees in an advisory role to make suggestions and to answer questions. Standards were established by the end of this reporting period for the 115 most populous classes of positions in which there are about 13,000 state employees. Although many classes remain for which standards are yet to be established, they are those with a relatively small number of employees in them. The work on standards will continue, but a sufficient number were completed so that the evaluation program has been put into operation.

The Transactions Division prepared a 22 page manual to explain the purposes of performance standards and the techniques involved in establishing them, and an 11 page manual entitled "Supervisors Manual for Performance Evaluation" to assist supervisors in using work standards in their everyday supervisory tasks and in making annual ratings. Training sessions employing lecture, work shop and visual aid techniques have been planned and held by this division's personnel for all the largest state departments and for many representatives of management in departments with fewer employees. Rating was in process under this new system in a number of departments as this reporting period ended.

A P P E N D I X

APPENDIX I

RECRUITING AND EXAMINING RESULTS

<u>7-1-62 to 6-30-63</u>	<u>Open Comp.</u>	<u>Prom.</u>	<u>Total</u>	<u>Per Cent</u>
Candidates				
Applying	23,267	5,073	28,340	100
Accepted	21,597	4,824	26,421	93.2
Examined	17,322	4,502	21,824	77.0
Placed on lists	9,765	3,517	13,282	46.9
Appointed	2,142	730	2,872	10.1
<u>7-1-63 to 6-30-64</u>				
Candidates				
Applying	25,350	6,170	31,520	100
Accepted	23,582	5,914	29,496	93.5
Examined	17,494	5,343	22,837	72.4
Placed on lists	9,982	4,094	14,076	44.6
Appointed	3,035	1,095	4,130	13.1
	<u>No. of Exams</u>	<u>Comp.</u>	<u>Prom.</u>	<u>No. Diff. Classes</u>
<u>1962-1963</u>	2,450	2,375	75	382
<u>1963-1964</u>	2,708	2,591	117	483

APPENDIX II

NAMES PLACED ON ELIGIBLE LISTS

	<u>Non-Veterans</u>		<u>Non-Disabled Veterans</u>		<u>Disabled Veterans</u>		<u>Total</u>
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	
<u>7-1-62 to 6-30-63</u>							
Competitive	3,669	4,521	1,264	32	275	4	9,765
Promotional	1,328	979	888	19	303	7	3,517
Totals	4,997	5,500	2,152	51	578	11	13,282
<u>7-1-63 to 6-30-64</u>							
Competitive	4,394	3,719	1,510	40	315	4	9,982
Promotional	1,582	861	1,283	14	351	3	4,094
Totals	5,976	4,580	2,793	54	666	7	14,076

APPENDIX III

ANALYSIS OF APPLICATIONS RECEIVED

	<u>7/1/62*</u> <u>6/30/63</u>	<u>7/1/63*</u> <u>6/30/64</u>	<u>Increase or</u> <u>Decrease over</u> <u>Previous Year</u>
No. of applications received	28,340	31,520	+ 3,180
No. of applicants examined	21,834	22,837	+ 1,003
No. of names placed on eligible lists	13,282	14,076	+ 794
No. of applicants who failed	8,552	8,761	+ 209
No. of applicants who failed to appear	4,587	6,659	+ 2,072
No. of applicants rejected	1,919	2,024	+ 105

*Fiscal years ended June 30 each year.

APPENDIX IV

CLASSIFICATION STATISTICS

7- 1-62 through 6-30-64

Total Number of
Positions Studied

Individual Audits

No change in allocation	172
Reallocation to a higher class	263
Reallocation to a lower class	39

474

Positions Reallocated Following a Review
of Written Materials (No Audit Interview)

676

Initial Allocation of New Positions

1,863

Initial Salary Assignment of New Positions
Established in the Unclassified Service

978

TOTAL

3,991

APPENDIX V
CLASSIFICATION AND COMPENSATION CHANGES ENACTED
by the
CIVIL SERVICE BOARD
7- 1-62 through 6-30-64

New classes established	38
Classes re-established	1
Classes combined without salary reassignment	4
Classes combined and assigned to higher salary ranges	10
Class titles changed without changes in salary range	17
Classes abolished	8
Classes reassigned to higher salary ranges	389

APPENDIX VI

TWENTY LARGEST CLASSES IN NUMBER OF FULL-TIME EMPLOYEES

June 30, 1964

Psychiatric Technician I	1,519
Highway Technician II	577
Highway Maintenance Man I	507
Clerk Typist II	496
Highway Maintenance Man II	485
Custodial Worker I	459
Psychiatric Technician II	454
Clerk Stenographer II	452
Clerk Typist I	440
Highway Technician III	437
Highway Technician I	436
Clerk II	425
Janitor	344
Clerk I	299
Correctional Officer I	240
Clerk Stenographer I	198
Registered Nurse II	185
Civil Engineer II	179
Hospital Aide	160
Clerk III	<u>155</u>
Total	8,447
All Others	8,759
Total Number Full-Time Employees . . .	17,206*

*None of the tables showing the number of full time classified employees include one department head in the classified service whose position and salary are specifically established by law.

APPENDIX VII
SALARIES OF FULL-TIME EMPLOYEES
IN THE CLASSIFIED SERVICE
June 30, 1964

<u>Monthly Salaries</u>	<u>Number of Employees</u>
\$200 - 249	623
250 - 299	2,336
300 - 349	3,261
350 - 399	2,353
400 - 449	1,691
450 - 499	2,063
500 - 549	1,932
550 - 599	824
600 - 649	630
650 - 699	508
700 - 749	141
750 - 799	255
800 - 849	172
850 - 899	119
900 - 949	35
950 - 999	136
1000 - 1049	20
1050 - 1099	11
1100 - 1149	22
1150 - 1199	22
1200 - 1249	17
1250 and over	<u>35</u>
Total	17,206

APPENDIX VIII

FULL TIME EMPLOYEES IN THE CLASSIFIED SERVICE BY DEPARTMENT June 30, 1964

<u>Department</u>	<u>Number of Full-Time Classified Employees</u>
Public Welfare	5,663
Highways	4,823
Conservation	1,008
Corrections	958
Employment Security	797
State Colleges & Board	539
Taxation	471
Administration	470
Railroad & Warehouse	428
Health	336
Education	298
Secretary of State	253
Agriculture	188
Labor & Industry	124
Soldiers Home and Board	92
Public Examiner	88
Civil Service	55
Banking	52
State Auditor	52
Insurance	50
All Others	<u>461</u>
Total	17,206

These figures may be below the complements allowed by the legislature because some positions were unfilled as of June 30, 1964.

APPENDIX IX

STATUS OF FULL-TIME EMPLOYEES IN THE CLASSIFIED SERVICE

June 30, 1963

Permanent	14,773	89.22%
Probationary	1,703	10.29%
Provisional Promotee	8	.05%
Provisional	<u>73</u>	<u>.44%</u>
	16,557	100.00%

June 30, 1964

Permanent	14,829	86.19%
Probationary	2,298	13.35%
Provisional Promotee	8	.05%
Provisional	<u>71</u>	<u>.41%</u>
	17,206	100.00%

APPENDIX X

FULL-TIME CLASSIFIED EMPLOYEES BY AGE GROUPS

	<u>June 30, 1963</u>			
	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
Under 20	80	401	481	2.90
20 - 29	1,693	1,199	2,892	17.46
30 - 39	2,312	716	3,028	18.29
40 - 49	2,347	1,397	3,744	22.61
50 - 59	2,344	1,822	4,166	25.17 ✓
60 - 69	1,349	790	2,139	12.92
70 and over	<u>81</u>	<u>26</u>	<u>107</u>	<u>.65</u>
Total	10,206	6,351	16,557	100.00

	<u>June 30, 1964</u>			
	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
Under 20	258	600	858	4.99
20 - 29	2,045	1,130	3,175	18.45
30 - 39	2,395	768	3,163	18.38
40 - 49	2,456	1,461	3,917	22.77 ✓
50 - 59	2,350	1,835	4,185	24.32 ✓
60 - 69	1,159	673	1,832	10.65
70 and over	<u>51</u>	<u>25</u>	<u>76</u>	<u>.44</u>
Total	10,714	6,492	17,206	100.00

APPENDIX XI

FULL-TIME CLASSIFIED EMPLOYEES BY LENGTH OF SERVICE

June 30, 1963

<u>Years Worked</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
0 - 4	3,751	3,241	6,992	42.23
5 - 9	2,632	1,414	4,046	24.44
10 - 14	1,683	853	2,536	15.32
15 - 19	975	375	1,350	8.15
20 - 24	482	244	726	4.38
25 - 29	256	93	349	2.11
30 - 34	186	65	251	1.52
35 and over	<u>241</u>	<u>66</u>	<u>307</u>	<u>1.85</u>
	10,206	6,351	16,557	100.00
	61.64%	38.36%		

June 30, 1964

<u>Years Worked</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
0 - 4	4,444	3,530	7,974	46.34
5 - 9	2,416	1,304	3,720	21.62
10 - 14	1,667	800	2,467	14.34
15 - 19	990	379	1,369	7.96
20 - 24	477	256	733	4.26
25 - 29	284	104	388	2.25
30 - 34	219	65	284	1.65
35 and over	<u>216</u>	<u>55</u>	<u>271</u>	<u>1.58</u>
	10,714	6,493	17,206	100.00
	62.27%	37.73%		

APPENDIX XII

NUMBER OF RESIGNATIONS AND RESIGNATION RATES OF FULL-TIME CLASSIFIED EMPLOYEES

July 1, 1962 through June 30, 1964

<u>Month</u>	<u>1962</u>			<u>1963</u>		
	<u>Working*</u> <u>Force</u>	<u>Number of</u> <u>Resignations</u>	<u>Resignation</u> <u>Rate**</u>	<u>Working*</u> <u>Force</u>	<u>Number of</u> <u>Resignations</u>	<u>Resignation</u> <u>Rate**</u>
July	16,190	142	.88	16,557	138	.83
August		214	1.32		199	1.20
September		203	1.25		238	1.44
October		136	.84		120	.73
November		112	.69		118	.71
December		92	.57		103	.62
		<u>1963</u>			<u>1964</u>	
January	16,441	131	.80	16,889	133	.79
February		126	.77		115	.68
March		147	.89		163	.97
April		146	.89		154	.91
May		172	1.05		173	1.03
June	16,557	171	1.03	17,206	148	.86

The figures on the following page duplicate the resignation information given above except that the rates are shown by quarters, six months periods, and the fiscal years covered in the report.

* Figures are the average working force for the period covered.

** Rates are given in number of resignations per 100 employees.

APPENDIX XII (cont'd)

<u>Quarter</u>	<u>1962</u>			<u>1963</u>		
	<u>Working* Force</u>	<u>Number of Resignations</u>	<u>Resignation Rate**</u>	<u>Working* Force</u>	<u>Number of Resignations</u>	<u>Resignation Rate**</u>
July to September	16,190	559	3.45	16,557	575	3.47
October to December	16,190	340	2.10	16,557	341	2.06
		<u>1963</u>			<u>1964</u>	
January to March	16,499	404	2.45	17,048	411	2.41
April to June	16,499	489	2.96	17,048	475	2.79
<u>Six Months Period</u>		<u>1962</u>			<u>1963</u>	
July to December	16,190	899	5.55	16,557	916	5.53
		<u>1963</u>			<u>1964</u>	
January to June	16,499	893	5.41	17,048	886	5.20
<u>Fiscal Year</u>		<u>1962-1963</u>			<u>1963-1964</u>	
	16,345	1,792	10.96	16,803	1,802	10.73

* Figures are the average working force for the period covered.

** Rates are given in number of resignations per 100 employees.

APPENDIX XIII

SICK LEAVE AND VACATION LEAVE USED DURING THE FISCAL YEARS ENDED JUNE 30, 1963 AND JUNE 30, 1964

		<u>1962-63</u>		<u>1963-64</u>	
		<u>All</u>	<u>C.S.</u>	<u>All</u>	<u>C.S.</u>
<u>SICK LEAVE</u>					
Av. # Employees	Total	17,779	57	18,353	55
	Male	10,818	22	11,372	20
	Female	6,961	35	6,981	35
Total Days Used	Total	117,986	299	116,456	131
	Male	62,871	45	61,740	62
	Female	55,115	254	54,716	193
Av. # Days Used	Total	6.6	5.3	6.3	3.4
	Male	5.8	2.0	5.4	3.1
	Female	7.9	7.2	7.8	3.7
Total # Unused Days	Total	774,136	2,089	816,218	1,901
	Male	564,750	1,079	599,334	1,009
	Female	209,386	1,010	216,884	892
Av. # Unused Days	Total	43.5	36.6	44.5	34.6
	Male	52.2	49.0	52.7	50.5
	Female	30.0	28.9	31.1	25.5
Total # Lapsed Days	Total	129,475	295	148,921	312
	Male	107,832	153	123,107	177
	Female	21,643	142	25,814	135
Av. Lapsed Sick Leave	Total	7.3	5.2	8.1	5.7
	Male	10.0	7.0	10.8	8.9
	Female	3.1	4.1	3.7	3.9

		<u>1962-63</u>		<u>1963-64</u>	
		<u>All State</u>	<u>C.S.</u>	<u>All State</u>	<u>C.S.</u>
		<u>Depts.</u>	<u>Dept.</u>	<u>Depts.</u>	<u>Dept.</u>
Total Vacation days used during year		241,543	697	245,448	524
Average number of vacation days used per employee		13.6	12.2	13.4	9.5
Total number of unused vacation leave at end of year		245,954	693	249,297	570
Average number of unused vacation days per employee		13.8	12.2	13.6	10.4

Includes part time and seasonal employees in the classified service.

APPENDIX XIV

CLASSES IN WHICH THE CIVIL SERVICE BOARD
AUTHORIZED NATIONWIDE EXAMINATIONS UNDER PRO-
VISIONS OF MINNESOTA STATUTES 1961, 43.13, SUBD. 2

July 1, 1962 through June 30, 1963

Agricultural Engineer
Aquatic Biologist II
Assistant College Cafeteria Manager
Assistant Human Rights Consultant
Assistant Home School Superintendent
Chemist I and II
Civil Engineer III (Traffic)
Civil Engineer II (Railroad Negotiator)
Civil Service Technician I
Community Planner III
Community Social Services Consultant
Correctional Supervisor
Crime Laboratory Analyst II
Dental Health Advisor
Game Biologist II
Group Supervisor
Highway Technician I
Hospital Service Analyst II
Housing Director
Industrial Analyst
Institutions Nursing Consultant
Institution School Principal
Librarian II
Penal Classification Officer
Public Health Dentist I
Regional Coordinator for the Aging
Right of Way Agent I and II
School Program Consultant II (Foreign
Language)
Special Education Consultant I
Speech Consultant (Audiologist)

July 1, 1963 through June 30, 1964

Child Care Counselor
Community Planner I
Community Planner II
Community Planner III
Community Social Services Consultant
Correctional Officer I
Crime Laboratory Analyst I
Fingerprint Technician
Forester I
Guidance Supervisor
Institutions Social Service Consultant
Instructional Supervisor
Mining Research Engineer
Physical Therapist III
Regional Coordinator for the Aging
School Program Consultant II (Foreign
Language)
Special Schools Counselor I
Speech Pathologist

Authorization for nationwide examination was also granted for the 1963 and the 1964 College Senior Placement Examinations covering a number of beginning level professional classes.

NOTE: The report on authorization given by the Board for admission of non-citizens to examinations is included in the narrative on page 5.

APPENDIX XV

CLASSES IN WHICH AUTHORITY WAS GRANTED FOR PROVISIONAL APPOINTMENT EXTENSIONS UNDER MINNESOTA STATUTES 1961, 43.20, SUBD. 2

July 1, 1962 through June 30, 1963

Appraiser II
Aviation Representative
Chief of Service
Clerk Typist II
Cook II
Dietitian I
Dormitory & Food Service Director
Hospital Social Worker
Job Analyst II
Laboratory Technician I
Laundry Manager
Mason
Medical Specialist II
Occupational Therapist II
Patient Activities Assistant II
Physical Therapist
Physician
Physician II
Psychiatrist II
Psychologist III
Radio Dispatcher
Registered Nurse V
Research Analyst II
Senior Staff Physician
Social Services Supervisor
Special Teacher
Speech Pathologist

July 1, 1963 through June 30, 1964

Appraiser II
Assistant State Fire Marshal
(Polygraph Examiner)
Auto Serviceman
Chemist I
Chief of Service
Employment Counselor II
Entomologist II
General Library Assistant
Houseparent I
Informational Representative I
Medical Director
Occupational Therapist I
Painter
Physician
Plant Maintenance Engineer Helper
Psychologist I
Psychologist II
Registered Nurse V
Research Analyst I
Research Analyst II
Senior Staff Physician
Special Schools Counselor II
Special Teacher
Staff Physician
Steam Fireman
Truck Driver

APPENDIX XVI

CLASSES IN WHICH AUTHORITY WAS GRANTED FOR
EXTENSION OF TEMPORARY EMPLOYMENT UNDER
MINNESOTA STATUTES 1961, 43.20, SUBD. 5.

July 1, 1962 through June 30, 1963

Appraiser II
Clerk Typist II
Cook II
Custodial Worker I
Dormitory and Food Service Director
Houseparent II
Janitor
Job Analyst II
Legal Assistant
Mason
Medical Technologist I
Research Analyst II

July 1, 1963 through June 30, 1964

Appraiser II
Auto Serviceman
Correctional Supervisor
General Library Assistant
Informational Representative I
Painter
Research Analyst II
Steam Fireman

APPENDIX XVII

APPROVED TRAINING PROGRAMS IN WHICH APPOINTMENTS WERE MADE UNDER PROVISIONS OF MINNESOTA STATUTES 43.32 AND CIVIL SERVICE RULE 8.9

July 1, 1962 through June 30, 1963

Assistant Hospital Superintendent
Bacteriologist
Child Care Counselor
Forester
Health Education
Houseparent
Keypunch Operator
Medical Student
Nurse Anesthetist
Occupational Therapist
Physician Fellow
Psychiatric Aide I
Psychological Intern
Public Administration
Public Health Sanitarian
Social Worker II
Student Civil Engineer
Surgical Fellow
Teacher
Undergraduate
Worker with the Blind

July 1, 1963 through June 30, 1964

Bacteriologist
Brainerd Junior Trainee
Child Care Counselor
Corrections Student
Dietitian
Forester
Medical Student
Occupational Therapist
Physician Fellow
Psychiatric Technician (Aide) I
Psychological Intern
Public Administration
Public Health Nursing
Reformatory for Women Trainee
Social Worker II
Student Civil Engineer
Surgical Fellow
Teacher
Undergraduate
Undergraduate Field Placement

APPENDIX XVIII

TRANSFERS FROM OTHER JURISDICTIONS
AUTHORIZED BY THE BOARD
UNDER PROVISIONS OF CIVIL SERVICE RULE 8.10 e

Transfer Date

8-13-62	Mr. Duane Erickson from a Case Worker I position with Polk County, Minnesota, to a Corrections Agent position with the Department of Corrections.*
10- 1-62	Mr. Paul Sundet from a Case Worker I position with Clearwater County Welfare Board to a Corrections Agent position with the Department of Corrections.*
11- 1-62	Mr. Eugene Grabow from the Ohio Department of Mental Hygiene and Corrections to a Corrections Agent position with the Department of Corrections.
2-25-63	Mr. Marshall Cutsforth, a Forester with the United States Forest Service, to a Forester I position with the Department of Conservation.
4-25-63	Miss Beverly Vieths, a Case Worker I from Anoka County, to a Corrections Agent position in the Department of Corrections.*
5-27-63	Mr. Wesley Smith from the Iowa State Health Department to a Public Health Biologist II position with the Department of Health.
6-10-63	Mr. Robert B. Lewis from a Volunteer Director position for the State of Kansas to a Volunteer Services Coordinator position with Anoka State Hospital.
12- 2-63	Mr. Leo Noren from a Cook position at the Sandstone Prison under Federal Bureau of Prisons to Cook IV position at Moose Lake State Hospital.
4- 1-64	Miss Barbara Wickberg from a Statistician III position (Director of Research and Statistics) in the Kansas Department of Social Welfare to a Research Analyst III position with the Department of Public Welfare.

* The type of transfer that later in the reporting period was covered by the policy approved for the Department of Corrections May 22, 1963. The Vieths transfer was approved separately on May 22, 1963.

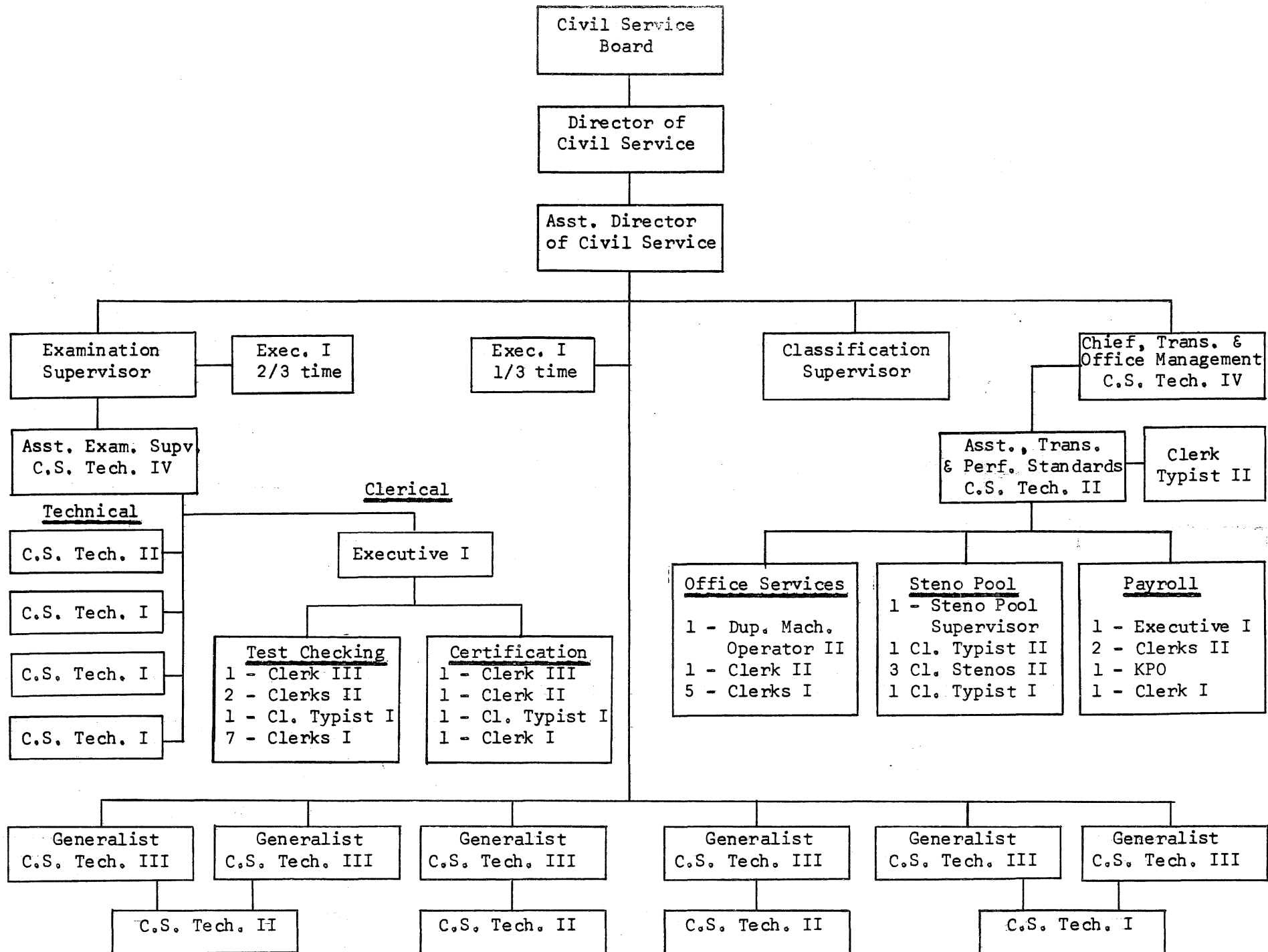
APPENDIX XIX

THE PERSONNEL COUNCIL

The Civil Service Department sponsors a Personnel Council which has been in continuous operation for almost ten years. Membership on the Council includes the personnel officers and administrators responsible for personnel of the largest state departments and institutions in which approximately 95 per cent of employees in the classified service work. Personnel philosophy and policy, innovations in personnel practices and various personnel problems are items on Council meeting agendas. The discussions cover subjects of service-wide interest.

During the reporting period ended June 30, 1964, the Council contributed to improved inter-departmental relationships and to the implementation of personnel programs by its review and discussion of subjects such as the following:

- Certification procedures and practices
- Disciplinary problems
- Employee handbook
- Employment of members of minority groups
- Group insurance plans
- Intermittent employment policies
- Labor relations and union activities
- Legislative proposals
- Length of service weight in promotional examinations
- Machine processing and computer recordkeeping
- Maternity policies
- Merit and longevity increases
- Overtime
- Payroll problems and methods
- Performance standards
- Personnel meetings and conferences
- Personnel problems involving emotional difficulties
- Pertinent Attorney General's opinions
- Political activity
- Private industry personnel practices
- Problem drinkers among employees
- Problems of the aging
- Promotional ratings
- Proposals for Civil Service Rule revisions
- Recognition for outstanding service
- Recruiting and placement of high school and college graduates
- Research
- Retirement of veterans
- Retirement, retirement plans as related to the personnel function
- Salary administration
- Training
- Vacation, sick leave and holiday policies



APPENDIX XXI

FINANCIAL REPORT OF THE CIVIL SERVICE DEPARTMENT FOR THE BIENNIUM ENDED JUNE 30, 1964

		<u>Total</u> <u>Appropriations</u>	<u>Reverted to</u> <u>General Revenue</u>	<u>Expenditures</u> <u>for the Year</u>
Personal Services	1962-63	\$ 315,203.00	\$ 9,549.84	\$ 305,653.16
	1963-64	<u>332,255.00</u>	<u>14,113.58</u>	<u>318,141.42</u>
Total Personal Services		\$ 647,458.00	\$ 23,663.42	\$ 623,794.58
Supplies & Expenses	1962-63	\$ 29,029.00	\$ 552.87	\$ 28,476.13
	1963-64	<u>35,414.00</u>	<u>1,980.26</u>	<u>33,433.74</u>
Total Supplies & Expenses		\$ 64,443.00	\$ 2,533.13	\$ 61,909.87
Totals		\$ 711,901.00	\$ 26,196.55	\$ 685,704.45

DISTRIBUTION OF DEPARTMENTAL PERSONAL SERVICES EXPENDITURES BETWEEN CLERICAL AND TECHNICAL ACTIVITIES

	<u>Number of Full-</u> <u>Time Employees</u> <u>on Payroll</u>		<u>Annual Personal Services</u> <u>Expenditures for Full-</u> <u>Time Employees</u>		<u>Per Cent Technical</u> <u>and Clerical</u> <u>Expenditures</u>	
	<u>6-30-63</u>	<u>6-30-64</u>	<u>1963</u>	<u>1964</u>	<u>1963</u>	<u>1964</u>
Clerical Staff	35	35	\$191,033.23	\$198,838.39	62.5%	62.5%
Technical Staff	<u>21</u>	<u>21</u>	<u>114,619.93</u>	<u>119,303.03</u>	<u>37.5%</u>	<u>37.5%</u>
Totals	56	56	\$305,653.16	\$318,141.42	100%	100%

APPENDIX XXII

CIVIL SERVICE DEPARTMENT
EXPENDITURES FOR A TEN YEAR PERIOD

<u>Fiscal Year</u>	<u>Number Full-Time Classified Employees</u>	<u>C.S. Dept. Expenditures</u>	<u>C.S. Dept. Expend. Per Employee</u>
1954-55	12,681	\$218,613.71	\$17.24
1955-56	13,208	215,083.09	16.28
1956-57	13,449	224,576.35	16.70
1957-58	14,387	269,646.52	18.74
1958-59	14,645	269,933.00	18.43
1959-60	14,888	299,818.19	20.14
1960-61	15,492	301,983.14	19.49
1961-62	16,054	327,528.12	20.40
1962-63	16,557	334,129.29	20.18
1963-64	17,206	351,575.16	20.43

