



LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

MINNESOTA DEPARTMENT
OF
CIVIL SERVICE
BIENNIAL REPORT

FOR THE PERIOD
JULY 1, 1964 THROUGH JUNE 30, 1966

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

JK
6155
.M53a
1964/66

Minnesota Department of Civil Service
180 State Office Building
St. Paul, Minnesota 55101

STATE OF MINNESOTA

Department of Civil Service

BIENNIAL REPORT

July 1, 1964 through June 30, 1966

Pursuant to

MSA 1965, Section 43.06 (5)

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

C56
6364
1964-6

TABLE OF CONTENTS

	<u>Page</u>
Foreword	1
The Report at a Glance	3
The Civil Service Board	5
Activities of the Department	18
Recruiting and Examining	20
Classification and Salary Administration	24
Transactions and Office Management	29
Appendix	
I Recruiting and Examining Results	31
II Names Placed on Eligible Lists	31
III Analysis of Applications Received	32
IV Classification Statistics	33
V Classification and Compensation Changes Enacted by the Civil Service Board.	34
VI Twenty Largest Classes in Number of Full-Time Employees .	35
VII Salaries of Full-Time Employees in the Classified Service	36
VIII Full-Time Employees in the Classified Service by Department	37
IX Status of Full-Time Employees in the Classified Service .	38
X Full-Time Classified Employees by Age Groups.	39
XI Full-Time Classified Employees by Length of Service . . .	40
XII Number of Resignations and Resignation Rates of Full- Time Classified Employees	41
XIII Sick Leave and Vacation Leave Used During the Fiscal Years Ended June 30, 1965 and 1966.	43
XIV Classes in which the Civil Service Board Authorized Nationwide Examinations under Provisions of Minn- esota Statutes 1965, 43.13, Subd. 2	44
XV Classes in which Civil Service Board Authority was granted for Extension of Provisional Employment under Provisions of Minnesota Statutes 1965, 43.20, Subd. 2 .	45
XVI Classes in which the Civil Service Board Granted Authority for Extension of Temporary Employment under Minnesota Statutes 1965, 43.20, Subd. 5	46
XVII Approved Training Programs in which Appointments were made under Provisions of Minnesota Statutes 1965, Section 43.32 and Civil Service Rule 8.9.	47
XVIII Transfers from Other Jurisdictions Approved by the Civil Service Board under Provisions of Minnesota Statutes 1965, Section 43.31, and Civil Service Rule 8.10e.	48
XIX The Personnel Council	49

Appendix (continued)

Page

XX	Organization Chart of the Civil Service Department	50
XXI	Financial Report of the Civil Service Department for the Biennium Ended June 30, 1966	51
XXII	Civil Service Department Expenditures for a Ten Year Period	52

FORWARD

The Department of Civil Service is the central personnel agency for the State of Minnesota. Its activities parallel those of the personnel department of a large company in private industry. It is a staff agency responsible for the maintenance of an examining program, a classification and pay plan, and for the development and maintenance of personnel policy applied consistently in all state departments. The department's activities are dictated, in some instances, by legislative action, and in other cases by the continuing effort necessary to keep abreast of new developments in the private sector of the economy.

The Civil Service Law establishes an examining program to assure the public that qualified persons selected according to merit and ability are available for employment in the state service and to ensure continuity of personnel from one administration to another. The classification and pay sections of the law provide machinery for an orderly arrangement of the many jobs in the state service, according to duties and responsibilities, and permit a uniform wage and classification structure among the state departments. The pay plan is periodically updated in order to place the state in a competitive position in salaries. 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.

For more than a decade, the state service has grown in the number of employees as state functions increase. The workload of the Civil Service Department increases in all phases of its operation with the growth in the number of employees. The Civil Service Department staff has not increased in relative size over the years. In fact, there has been about a 10% reduction in the

the total number of Civil Service Department employees since the 1950's. The complement of the department has remained at 57 employees for the last several years. This report will outline the activities carried on by the department throughout the period July 1, 1964 through June 30, 1966.

THE REPORT AT A GLANCE

Full-time Classified Employees

18,052

June 30, 1965

846

Increase over
June 30, 1964

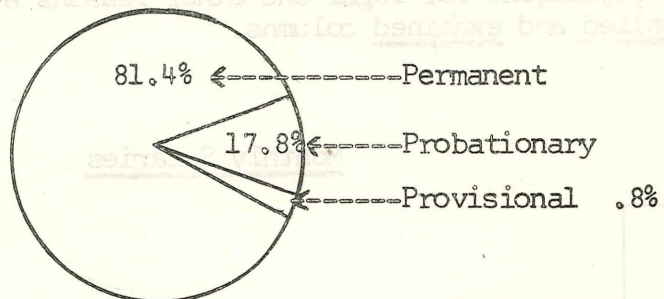
18,806

June 30, 1966

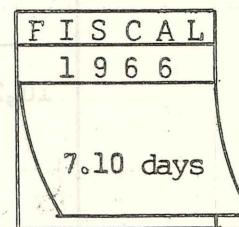
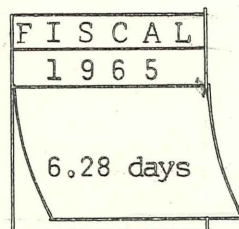
1,600

Increase over
end of last
report period

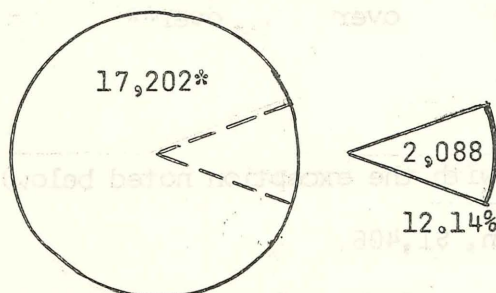
Employees with Civil Service Status - 6/30/66



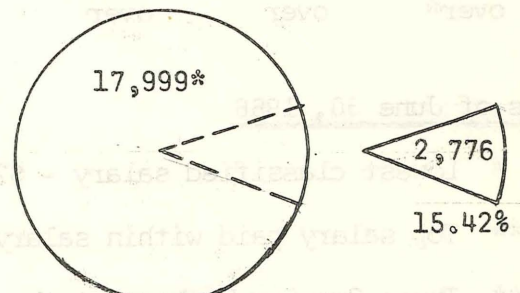
Average Days Sick Leave Used By State Employees



Resignation Rate per 100 Employees



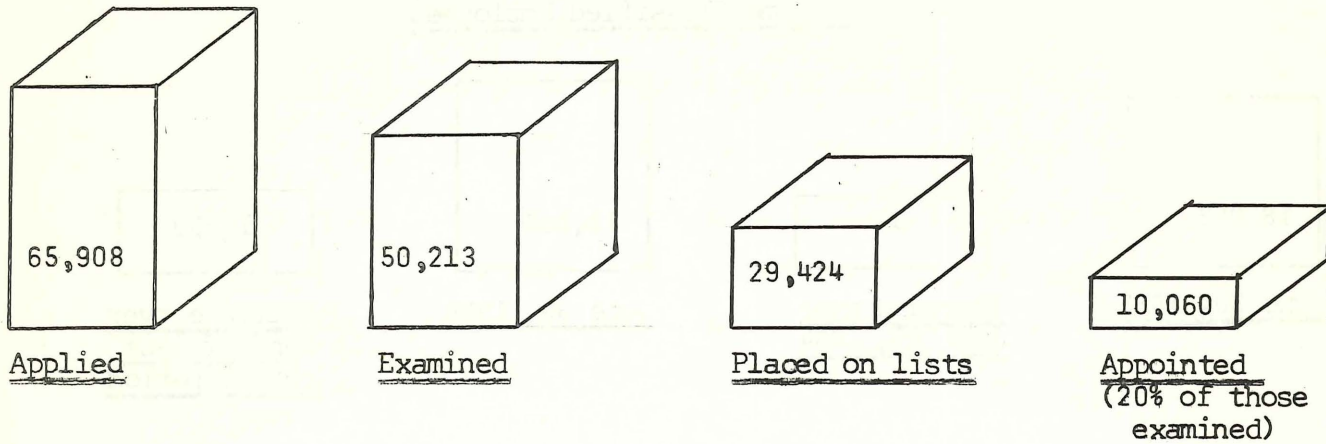
Years Ended: June 30, 1965



June 30, 1966

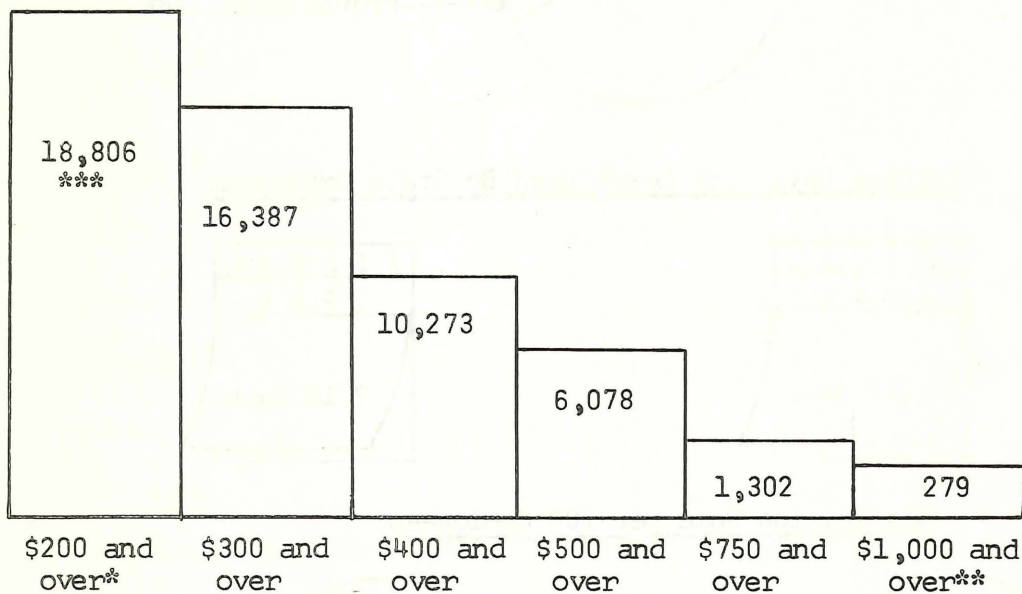
* Average working force.

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, 1966

* Lowest classified salary - \$240 (with the exception noted below).

** Top salary paid within salary plan, \$1,406.

*** Three Service Workers at the minimum of the salary range \$197-240 are included in this total.

THE CIVIL SERVICE BOARD

The Civil Service Board is a policy-making, quasi-judicial and quasi-legislative body which is appointed by the Governor for overlapping terms of six years. The Board has many specific duties delineated in law and oversees the activities of the department. The Board's many duties include appointment of a Director who acts as the administrative head of the agency, and the establishment of rules which, when approved by the Attorney General and filed with the Secretary of State, have the force and effect of law. It has a salary setting function in that it acts on staff recommendations for adjustments in the pay plan between legislative sessions. It also acts as a hearing tribunal in many matters involving disciplinary actions against individual employees or on allegations concerning improper administration of the civil service program as contemplated by the law and rules.

The three-member, non-partisan Board meets approximately at two week intervals. During the first year of the reporting period, the Board held 21 meetings, one of which was continued for a second day, and during the second year, it held 23 meetings, one of which was a two-day and another a three-day meeting. At the beginning of the reporting period, Mr. Raymond D. Black of Minneapolis, who was originally appointed to the Board in March of 1955, was serving as Chairman. In addition to the Chairman, the composition of the Board on July 1, 1964, included Mr. Samuel S. Dikel, a businessman from Minneapolis, who was appointed to the Board in August of 1963, and Mr. Francis W. Russell, an attorney from Cold Spring, Minnesota. Mr. Black resigned from the Board on June 23, 1965, and was replaced by Mr. William D. Watters, an attorney from Duluth, for a term ending February 1, 1971. Mr. Dikel assumed the chairmanship of the Board as of July 7, 1965, and served in that capacity throughout the remainder of the reporting period. Mr. Russell, who had been a member of the Civil Service Board since its inception in 1939, resigned because of ill health

in September of 1965. The Governor acknowledged Mr. Russell's resignation on November 22, 1965. On December 16, 1965, he appointed Miss Edna L. Schwartz, a business woman and civic leader from St. Paul, to replace Mr. Russell for a period ending February 1, 1969.

At each meeting, the Board has numerous responsibilities involving matters on which the department requires its consideration. A specific agenda may cover such items as consideration of changes in the classification and pay plans, requests for approval of nationwide examinations or extensions of provisional employment. The Board's action, which is required by law, is taken following discussion and recommendations from the staff. The following paragraphs will summarize various types of activities in which the Board is engaged. The final actions are tabulated in detail in the appendices of this report.

Normally, eligibility for examinations is limited to United States citizens who have been residents of Minnesota for two years. In its discretion, primarily when there is a scarcity of individuals who meet special qualifications, the Board may by specific action extend eligibility in examinations to United States citizens throughout the country. In more extreme cases, where the needs of the service would be best served by such action, the Board may extend eligibility to compete in examinations for professional, technical and administrative positions to non-citizens who have the required qualifications.

The Board authorized on a number of occasions participation in examinations by qualified applicants who did not meet the two year residence requirements in classes in which experience showed that recruitment within Minnesota would not fill all existing vacancies adequately. During the year ended June 30, 1965, the Board approved extension of eligibility in examinations to qualified candidates without regard to Minnesota residence for 26 classes, and in the second year, for 40 classes. Authority was also granted in both years for the participation of non-residents in the College Senior Placement Examination,

which attracts graduating seniors from many states who may have attended college in this locality. The Board uses very sparingly its authority to admit to examinations applicants who do not have United States citizenship. During this reporting period, non-citizens were authorized by the Board to participate in examinations in only two instances, both in the first year, specifically in examinations for the classes Registered Nurse V and Special Teacher. Only those non-citizens with special certificates for teaching the deaf were admitted to the latter examination.

The Board is required to act in instances where provisional or temporary appointments exceed six months. Statutory provisions specify that the Board may grant an exception to extend provisional appointments beyond six months or it may permit within a twelve month period more than the usual one provisional appointment of the same individual for the good of the service. Temporary appointments, like provisional appointments, normally are limited by law to six months and to one per individual per year, but the Board may extend temporary appointments to the maximum of one year. Special approval on provisional appointments was given by the Board under provisions of Minnesota Statutes 1965, 43.20, Subd. 2, for 25 classes in the first year of the biennium, and for 33 in the second. The Board extended temporary appointments not to exceed the statutory maximum limit in two classes in the first year and in twelve during the second year of the reporting period.

The Civil Service Department has had authority under Section 32 of the law to participate in training activities. The department has had no specific appropriation for training; however, within the last two years, training has been the assigned responsibility of one of the technicians on the regular staff. The department has been unable to assume a position of leadership in this area because of lack of funds and staff. Additional effort will be made in the area of training during the next reporting period. The department aids and

encourages operating departments in the conduct of their training programs, which exist primarily in the larger departments. One of the Board's responsibilities in this area is to review reports of appointments of trainees who are appointed in the various programs approved by the Director. Trainee appointments numbering 692 in 25 different training programs were reported to the Board under provisions of Civil Service Rule 8.9 during the first year of the biennium. During the second year, 1,188 trainees were appointed, also in 25 approved programs.

The Board has authority to approve transfers from other jurisdictions. Each proposed transfer of an individual who is employed under a statutory merit system, with the exception of those that are transferred to the state from the Minnesota County Welfare Merit System, are referred to the Board for individual consideration. Transfers from the Minnesota Merit System are approved without Board action on individual cases under general Board policy established for the Department of Public Welfare on May 19, 1948, and for the Department of Corrections on May 22, 1963. During the first year, in addition to transfers from the State Merit System, the Board approved three transfers from other governmental jurisdictions, and four during the second year. The facts involved in the individual transfer actions are shown in the Appendix.

The Director is required under provisions of Civil Service Rule 8.2 to report all instances in which he has authorized the use of a list other than the agency promotional list while an agency promotional list is in existence. There are few occasions for this type of action inasmuch as the Board's and the department's policy is to encourage promotion from within a department before resorting to other available lists. No exceptions of this kind were requested during this reporting period.

The authority for exceptional appointment, which means that the requirements of competition may be suspended in filling vacancies in which peculiar and

exceptional qualifications of a scientific, professional or expert character are required, was not used during the reporting period.

The Board may designate positions of a temporary nature involving special investigation, installation or inquiry as positions in the unclassified service under its authority granted by Minnesota Statutes 1965, Section 43.09, Subdivision 2, Clause 11. Many of the Board's actions to establish positions in the unclassified service result from participation by various operating departments in pilot projects or special programs, many of them supported by federal funds. Typical of the positions authorized in the unclassified service during this reporting period are: (1) the project director and consultant positions for the Mental Retardation Planning Council; (2) positions involved in the state's participation in the Economic Opportunity program; and (3) Education positions involving vocational rehabilitation projects. The Board's practice is to designate positions in the unclassified service for no more than a year, after which a progress report is considered. Additional extensions may be granted at this point, but if it appears that the positions are to be unlimited, they are brought into the classified service. Because of the increasing number of requests for unclassified positions within the last few years, the Board has indicated its concern and intends to review all unclassified positions over which it has authority early in the next reporting period.

One of the Board's important responsibilities is to review disciplinary actions initiated by department heads against individual employees with permanent status who may appeal the action under provisions of Section 24 of the Civil Service Act. A considerable amount of the Board's time is spent in this effort. In recognition of the time involved, the 1965 Legislature revised the provisions of Section 24 to provide for a pre-hearing conference prior to the formal hearing before the Board. The purpose of the pre-hearing conference is to establish the facts of the case and to attempt to reach agreement on as many of

them as possible. Those facts and issues on which agreement can be reached are certified to the Board by stipulation, and the Board hears only those matters which remain in controversy. The 1965 legislation also gave the Board wider latitude in its discretion in arriving at conclusions in disciplinary matters by giving it authority to recommend full or partial back pay, or some modification of the original disciplinary action. The law requires the Board to determine the reasonableness of an appointing authority's charges against an employee and to judge the extent to which they are supported by the evidence and testimony. The disciplinary actions covered by Section 24 of the law include dismissals, suspensions of over 30 days, demotion for cause, or reduction in pay or position. The following disciplinary hearings concerned the Board during the first year covered by this report.

At the end of the last reporting period, the Board had under consideration the case of a Stores Clerk II at Gillette State Hospital who was dismissed for physical inability to perform his job. On August 11, 1964, the Board issued its Order in this matter, stating that although the charge against the employee was reasonable, it was not supported by the evidence. The employee was reinstated to his job with the Board's observation that he would be expected to perform the full duties of his position.

A hearing was held on September 23, 1964, in the matter of the dismissal of a Drivers License Examiner I who was charged with failure to maintain proper drivers license examining standards, and with bringing discredit upon the State in the eyes of the public. The Board felt that the charges were reasonable and substantiated by the evidence, and sustained the action of the department head in its Order of October 29, 1964.

A hearing was scheduled for November 10, 1964, for an attorney in the Industrial Commission but was canceled with the withdrawal of the appeal and of the dismissal charges, for which the department substituted a resignation voluntarily submitted by the employee.

On February 3, 1965, the Board held a hearing in the matter of the dismissal of a Clerk III in the Department of Administration for charges involving conduct unbecoming a state employee and falsification of Civil Service applications. The Board's Order of March 3, 1965, upheld the department head's action.

The Board heard the matter of the dismissal of a Psychiatric Technician I from Anoka State Hospital on April 22, 1965. The Board found that the State had failed to comply with Minnesota Statutes 1965, Section 43.24, Subd. 1, and Civil Service Rule 10.6 in that it had failed to furnish the employee with a sufficient statement of charges upon which the dismissal was based. The Board, therefore, issued its Findings and Order dated April 22, 1965, reinstating the employee with back pay, effective April 4, 1965.

A hearing was held on May 19, 1965, for a Janitor in the Department of Administration who was dismissed for charges involving offenses against the law and falsification of applications submitted for Civil Service Examinations. The charges constituted reasonable grounds and were sustained by the evidence and testimony. The department's action was upheld in the Board's Order of June 2, 1965.

During the latter half of the first year, a matter involving the dismissal of a Buyer I at the State Prison was under consideration. A hearing was scheduled several times but delayed until a criminal matter involving the employee was settled and was finally held on July 21, 1965. The Board's jurisdiction was terminated with an agreement between the parties, approved by the Board, substituting a 90-day suspension for the dismissal action. At the termination of the suspension, the employee was returned to his position as a Buyer I, effective May 3, 1965. The Board's Order was issued on July 1, 1965, in accordance with the stipulation between the parties.

During the second year, the following disciplinary matters came before the Board. At its meeting of July 7, 1965, the Board heard the case of a Highway Maintenance Man I who was dismissed for failure to establish residence in the area required by the Department of Highways for satisfactory performance of his job, a requirement to which he had agreed upon acceptance of employment. The Board's Order of July 22, 1965, confirmed the department head's judgment in dismissing the employee, but recommended that he be reinstated if he relocated in the area assigned within a reasonable length of time.

A hearing was held August 25, 1965, for a Janitor in the Department of Administration relative to his dismissal for excessive absenteeism which created a hardship on the department and was destructive to the morale of other employees. The charges were substantiated by the evidence and the department head's action was sustained in the Board's Order of September 7, 1965.

The Board held a hearing on August 25 and on September 7, 1965, on the dismissal of a Research Analyst II in the Department of Employment Security who refused to perform his assigned duties in the manner in which he was instructed. The Board sustained the department head's action inasmuch as the charges were determined to be reasonable and true. The Board's Order of September 22, 1965, included the recommendation, because of the employee's previous satisfactory performance, that his name be placed on an appropriate reemployment list for placement in a similar position other than the one from which he had been removed.

The Board scheduled a hearing for October 7, 1965, for a dismissed Highway Technician II. The case was terminated by the employee's failure to appear at the hearing. The Board issued its Order October 22, 1965, upholding the department head's dismissal action.

A Practical Nurse at the Soldiers Home was heard in the matter of her dismissal for borrowing money from a resident in violation of rules of the Soldiers

Home, and being absent without leave. Although the latter charge was substantiated, the employee proved extenuating circumstances and the Board ordered on October 18, 1965, that she be reinstated with full pay.

The Board scheduled a hearing for December 17, 1965, for an Accountant I in the Department of Conservation. The hearing was canceled because the matter was terminated by an agreement between the parties. The employee agreed to resign voluntarily in exchange for the department's agreement to give him satisfactory recommendations to future employers.

A hearing was held on October 28, 1965, for a Stores Clerk I at Gillette State Hospital for physical disability which reflected on his job performance. The case was terminated by the withdrawal of the dismissal charges and the employee's agreement to resign. In accordance with the stipulation, the Board ordered on November 9, 1965, the placement of the employee's name on the Stores Clerk I reemployment list for certification to other state departments as vacancies occurred.

The Board held a hearing in the matter of the dismissal of an Attendant Guard I at the Minnesota Security Hospital on November 17, 1965. The charge involved mistreatment of a patient, which was not substantiated by the evidence and testimony. The employee was reinstated with full back pay by order of the Board dated December 11, 1965.

A Highway Technician II was dismissed for physical inability to perform his duties. His attorney argued that the Department of Highways should find lighter or part-time work, which the Board felt was a decision for the Highway Commissioner. Following unsuccessful efforts at rehabilitation of the employee, the dismissal was upheld in a Board Order dated January 28, 1966.

The Board held a hearing on January 13 and 14, 1966, at Faribault, Minnesota, in the matter of the dismissal of a Psychiatric Technician II who was charged with striking a patient and intimidating fellow employees in an effort to influence them to join the union. The charge relating to striking a patient was substantiated and was considered sufficient grounds for dismissal, and the Board issued its Order February 16, 1966, sustaining the department. The employee appealed the decision to the District Court. Materials on the case were filed in obedience to a writ of certiorari dated April 15, 1966, and the matter was pending at the close of the reporting period.

The Board held a hearing February 9, 1966, in the matter of an involuntary resignation which was deemed a dismissal. A Psychiatric Technician I at Rochester State Hospital resigned on November 15, 1965, and subsequently appealed. The Board, in its Order of February 16, 1966, determined that the evidence and testimony showed that the employee's separation was not a bona fide resignation but was obtained under circumstances involving coercion and duress, and ordered the employee returned to work. The employee was subsequently dismissed March 16, 1966, for reasons which were too broad and general to constitute reasonable grounds for dismissal and which were not substantiated by the evidence. The employee was heard again on June 7, 1966, and reinstated to her employment a second time in accordance with the Board's Order of June 13, 1966.

A Clerk Typist I dismissed from the Department of Highways was heard on February 9, 1966, on the charge that the quality and quantity of her work were unsatisfactory. The charges constituted reasonable grounds and were upheld by the evidence and testimony. In view of the employee's performance pre-dating the period covered in the charges, the Board sustained the dismissal in its Order of February 16, 1966, but directed that the employee's name be placed on the Clerk Typist I reemployment list for consideration for future vacancies.

On August 12, 1966, the Board heard the matter of the dismissal of a Janitor in the Department of Highways who was charged with striking his supervisor. The charge was considered just cause for dismissal and was supported by the testimony. The Board's Order of May 5, 1966, sustained the dismissal action. At the end of the reporting period, two disciplinary hearings had been scheduled but had not been held, one on the demotion of a Clerk II to a Clerk I in the Motor Vehicle Division of the Secretary of State's Office, and the other on the dismissal of a Laundry Worker at Gillette State Hospital.

In addition to the disciplinary hearings held under Section 24 of the law, the Board conducted a number of other hearings under its general investigatory power which it may use in any area in which the administration of the law or rules is challenged or upon its own motion.

Under consideration at the close of the last reporting period ended June 30, 1964, was a case involving the automatic resignation of a Highway Technician III which the Board heard under provisions of Civil Service Rule 12.1d. The case was decided at the first meeting of this reporting period. On July 16, 1964, the Board issued its Order stating that the automatic resignation was within the Commissioner of Highway's authority and would not be set aside.

The Board scheduled a hearing under its general investigatory power for November 9, 1964, for an employee of the Iron Range Resources and Rehabilitation Commission who alleged that his layoff from the class Mining Engineer III involved discrimination against him for political reasons. He was invited to submit tangible evidence, including documentary proof, to support his allegation. The employee requested postponement of the hearing in order that he might prepare his case. The case was terminated November 17, 1965, by the employee's failure to proceed with due diligence.

The Board heard on October 28, 1964, the protest of representatives of AFSCME, Local 597, on the announcement of the Capitol Groundsman examination on an open competitive basis and the Commissioner of Administration's presentation of the department's position in the matter. The Board concluded in its Findings and Conclusions issued November 10, 1964, that announcing an open competitive examination for Capitol Groundsman was a reasonable decision and did not violate the provisions of the Civil Service Law.

The Board held a hearing under Rule 12.1d on December 16, 1965, and on January 28, 1966, regarding allegations made by an employee of the Minnesota Residential Treatment Center regarding administrative practices at Lino Lakes which he contended violated Civil Service Law and Rules. In the Board's Findings and Conclusions issued February 9, 1966, it stated that no evidence of violation was found and no action against any state employee or official was warranted.

The Board held a hearing on May 25, 1966, on an issue relative to the announcement of the examination for Education Special Programs Director (Manpower) on an open competitive basis. The Board, after considering the evidence and testimony, upheld the Director's decision and ordered him, on June 7, 1966, to proceed with the open competitive examination as announced.

Hearings on revisions in Civil Service Rules 6.2b, 12.1d and 13.8 were held during the reporting period. Proposed revisions in Rule 6.2b were heard on March 3, 1965. The purpose of the proposed amendment was to clarify for department heads and employees the factors considered in arriving at a conclusion as to when an examination is to be given on a promotional or on an open competitive basis. The presentations at the hearing led to the decision to amend Rule 12.1d, instead of Rule 6.2b, to provide an appeal to the Board from a decision of the Director to give an examination on an open competitive or on a promotional basis. The hearing on the proposed change in Rule 12.1d

was held on December 16, 1965, and the change made effective December 29, 1965.

The Board held a hearing on June 16, 1965, on a revision to Civil Service Rule 13.8 which became effective July 7, 1965. This amendment provided for involuntary sick leave as an alternative to disciplinary action in cases where an employee may have some physical or mental incapacity that interferes materially with his duties or disrupts the activity of his department.

The Board also considered the advisability of revising Rule 13.5 relating to leave of absence for employees drawing workmen's compensation but decided not to post a change for formal hearing.

The Board participated in discussions of a number of policy matters and made decisions relative to them during the reporting period. Among the more significant policy innovations or changes effected were:

1. Change in policy relative to length of service credit in promotional examinations.
2. Change in the weights assigned supervisory ratings in promotional examinations.
3. Encouragement and implementation of plans for state participation in programs for disadvantaged youth and for the mentally retarded.
4. Policy change to admit all college graduates regardless of the year of graduation to College Senior Placement Examinations.
5. Publication of a quarterly newsletter to explain the Civil Service Department's program.

ACTIVITIES OF THE DEPARTMENT

The period covered by this report was one marked by increasing competition in the labor market. In the second year of the biennium the situation approached a critical stage in some areas of the state service. An unemployment reached new lows, the rate of increase in salaries paid by other employers began to accelerate and the quit rate in the state service mounted higher. Recruiting at all levels became very difficult. In addition to replacing personnel who left for other employment, the state also faced the need to fill more than one thousand new positions created by the 1965 Legislature. Also, many new positions at the professional level came into being under the auspices of a variety of federal aid programs in fields such as education, social work, psychology, rehabilitation and engineering. The Federal Service itself was a major employer in these professions. Sharp competition for personnel also was encountered from other states and political subdivisions, and from industry. The reopening of the munitions plant in the New Brighton area is a conspicuous example of this last type of competition. The report of the activities of each division of the department and the tabulated results in the appendices will reflect the pressure of an increasingly tighter labor market on the department's operations.

Although the report summarizes departmental activities by functional divisions for purposes of emphasis and clarity, it should be noted that the department's technical staff is organized under a generalist system. With the exception of division heads, senior members of the technical staff have responsibility for staff work involved in all phases of the Civil Service program in its application to assigned operating departments. The generalists maintain close liaison with the operating departments and facilitate solutions to their personnel problems. A generalist may be assigned one large department like Highways or Public Welfare, or several smaller accounts such as the Railroad and Warehouse

Commission, Health, Veterans Affairs, and Agriculture. Through close cooperative efforts, he anticipates the needs of his accounts and assists in the coordination of activities of the divisions of recruiting and examining, classification and pay, and transactions to best serve the needs of the operating departments. Staff relationships are clarified in the organization chart in the Appendix.

The services and facilities of the Civil Service Department are available within limits to political subdivisions of the state. In addition to its regular activities during this reporting period, the department has continued its long standing practice of providing examination services to municipalities and counties in their programs of recruitment and selection of policemen, firemen and other personnel. Services provided include the preparation of appropriate written tests, examination scoring and ranking of eligibles, and, in some instances, assistance in the administration of the written test. During the period covered by this report, 61 jurisdictions received assistance through this program. Approximately 180 separate examination requests were fulfilled. Forty-two separate examination categories were employed.

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

RECRUITING AND EXAMINING

The Recruiting and Examining Division's function is to attract and test candidates for state government positions. Six personnel technicians construct, revise, and administer written and performance tests, devise experience and training scales, conduct oral examinations and recruiting activities, and originate the necessary forms and procedures to accomplish the division's mission of staffing state government with competent personnel. The fourteen clerical employees under the direction of this section's technical staff review applications for conformance with law and Civil Service Rules, schedule applicants for written, performance, and oral tests, score examinations, establish eligible lists, and refer eligibles on lists to vacancies.

Recruitment

The nationwide shortage of administrative, professional and technical employees continues unabated. The State of Minnesota is engaged in severe competition with other government agencies and many private firms for the services of persons qualified in these areas. The College Senior Placement Examination has provided an excellent source of potential personnel for beginning level professional and administrative positions, but the current competition from other employers is intense. Although both the College Senior Placement Examination and the high school recruiting programs were effective in filling vacancies through the end of this reporting period, these sources have almost been exhausted. It is expected that the filling of job vacancies in all categories for the ensuing months prior to the end of the next school year will present a critical problem.

The current labor market is such that even applicants with few or no skills are in short supply. While the application rate remains high for persons who have little to offer in the way of training or ability, the relative number

those who actually appear for testing has declined. With opportunities generally available during this period of full employment, prospective candidates often find other jobs before the examination process is completed. This situation requires considerable unproductive work on the part of the division making it imperative to accelerate its efforts to keep the State's positions filled. The steady increase in the resignation rate, from 10.73 at the end of the last reporting period, to 15.42 for the year ended June 30, 1966, points up the continuing problem.

The department is continuing its efforts to fill vacancies through newspaper advertising, radio spot announcements, special posters, bulletin boards, recruitment trips, and personal contact in addition to using standard job announcement techniques. Professional associations are also an important recruitment source.

Examining

The examining workload continues at an unprecedented high level. During the second year of the biennium ended June 30, 1966, 33,340 applications were received in comparison to 32,568 received during the previous year. Processing of the total number of 65,908 applications during the biennium produced 29,424 candidates who received passing scores and were placed on eligible lists.

It is of interest that applicants show a decided preference for a small proportion of the classes of employment available in the state service. The great majority of applications are received for classes requiring very little training or few skills and, with few exceptions, in classes for which continuing recruitment is needed. About two-thirds of the applications received during the reporting period were concentrated in the twenty areas of employment shown in the following table and in the classes covered by the College Senior Placement Examination.

The Twenty Groups of Classes for Which the
Greatest Number of Applications were Received
7/1/64 thru 6/30/66

<u>Class</u>	<u>Number</u>
Clericals I, II and III	14,157
Highway Technicians I, II, III and IV	5,582
Custodial Worker I	2,707
High School Senior Placement Exam	2,542
Highway Maintenance Man I and II	2,242
Janitor	1,415
Special Schools Counselor I and II	1,382
Psychiatric Technician I and II	1,334
Correctional Officer I	964
Hospital Aide	921
Cook I and II	662
Laundry Worker	657
Corrections Agent	645
Key punch Operator	530
Automotive Mechanic Apprentice	511
Account Clerk	498
Right of Way Agent I	498
Rehabilitation Counselor I	475
Laborer II	462
Agricultural Products Inspector	461
	<hr/>
	44,483

Applications for the areas of employment shown above plus the 1,608 applications received and processed for the 1965 and 1966 CSPE represent the bulk of the workload of the division in terms of individuals involved and a large part of the administrative costs of the division's operation. Other classes with lower turnover rates and few positions may require more sophisticated recruiting and examining techniques, but the problems they present are not so continuing and constant as in those listed.

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:

St. Paul	24,076
Mankato	2,699
St. Cloud	2,154
Duluth	2,000
Brainerd	1,911
Rochester	1,827
Cambridge	1,719

Faribault	1,488
Owatonna	1,370
Bemidji	1,275
Willmar	1,234
Fergus Falls	1,096
Anoka	1,031

During this reporting period 1,477 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. Many qualified people acted as consultants in examination revision and construction and as panel members on oral examination boards, all without compensation.

CLASSIFICATION AND SALARY ADMINISTRATION

Minnesota over many years has ranked about fifteenth in salaries paid by state governments. It has been recognized that salary competition from New York, California and Michigan, for example, cannot be met in the Minnesota state service, and qualified individuals with sufficient mobility are occasionally lost to these states. During this reporting period, states in close geographical proximity to Minnesota, such as Wisconsin and Illinois, have added to the burden of salary competition with sizeable increases in their salaries.

Personnel people in both industry and government have recognized during the period covered by this report that all employers would be well-advised to keep the trained personnel already in their employment. The most common approach has been to adjust salaries upward. The state endeavored to compete in salary administration within the means available to it; however, statutory limitations severely restricted the state's flexibility in this area. The inability to raise salaries where necessary due to limited appropriations and the prohibition against merit increases in the second year of the reporting period were the major restrictions.

Classification

In an effort to maintain the work force in the setting described previously, the department began an analysis of the classification plan with a view to increasing flexibility within the present framework. The purpose was to identify those areas of employment in which experience and additional training could be expected to improve the performance of employees to the extent that their work would be carried on at a level distinctly above that of the beginner in the same occupation. Where these distinctions were sufficiently pronounced to justify salary differentials, a new class was added to the occupational series. The two classes then represented "junior-senior" levels of practitioner classes. Advancement to the senior level was governed by carefully prescribed standards.

At the close of the reporting period, these junior-senior arrangements were in effect in approximately twenty occupational areas. Included were professional fields such as rehabilitation counseling, employment interviewing, parole and probation, occupational and recreational therapy, administrative analysis, research analysis, accounting and auditing, personnel, volunteer services, social work, engineering and labor conciliation. The same system was introduced into various technical and sub-professional fields including typing and stenography, keypunching, highway maintenance, and counseling and correctional work in Department of Corrections institutions.

A significant part of the classification workload during the past two years involved the allocation of new state positions established to implement federally financed programs. Examples of these programs are the Economic Opportunity program, three Youth Opportunity Centers, the Neighborhood Youth Corps, and projects in most of the state hospitals under the sponsorship of the National Institute of Mental Health.

The state ventured into new operations and activities authorized by the 1965 Session of the Legislature requiring new positions which had to be classified and assigned an appropriate salary. The establishment of a Division of State Planning under the Governor, but delegated to the Commissioner of Administration, was one of the major developments. The new state park at Tower-Soudan, Minnesota, featuring an underground mine necessitated a new series of classes to contain the unique positions necessary to operate this park.

Classification work in the state colleges required a considerable amount of staff time during the period of this report. In September, 1964, a report required by the 1963 Legislature concerning the administrative positions in the unclassified service at the state colleges was submitted to the Commissioner of Administration. A study covering all classified positions in the

five state colleges was completed in the spring of 1965. Authorization to staff Southwestern State College at Marshall, Minnesota, called for projecting a tentative classification structure in preparation for the opening of this college.

Several departments have been under study by management consulting firms during the past two years. At the close of the reporting period studies were either in process or had been completed in the Departments of Administration, Education, Employees Retirement, Teacher's Retirement, Railroad & Warehouse, and Highways. In each instance, substantial changes were made in the organization of the departments calling for extensive revision of the classification structure of the affected departments. The Division of Game and Fish of the Conservation Department underwent a major reorganization, involving significant revision of work assignments as well as the realignment of responsibility for several major activities within the division. The effort to reflect these changes properly by means of classification involved many hours of discussion and analysis.

This report would not be complete without mention of the department's part in developing new programs for the employment of the mentally retarded. A class entitled Service Worker, designed to facilitate the examination and placement of this category of the handicapped was established in a cooperative venture with the Division of Vocational Rehabilitation and the Department of Public Welfare. This effort has been recognized as a significant achievement in the field of aid to the retarded.

Salary Administration

In the early months of the period covered by this report, the department was engaged in a revision of the salary plan for the fiscal biennium beginning July 1, 1965. Following a public hearing on July 29, 1964, the Civil Service

Board adopted revised salary assignments with an average increase approximately 5% greater than the previous plan. The department also sought legislation which would have provided ranges of variable length and established a higher ceiling on the pay plan. The 1965 Legislature appropriated sufficient funds to permit installation of the salary assignments adopted by the Board, with the exception of those which had been assigned above range 45. Proposals to add ranges to the salary plan and to permit the Board to establish variable length salary ranges were not approved by the legislature.

In the spring of 1966, the cycle of salary change began again with the biennial survey of salaries paid by other employers in the State of Minnesota. A salary survey of this kind has been conducted by the Civil Service Department since 1954. A major change in the conduct of the survey this year occurred in the fact that the Research Division of the Department of Employment Security agreed to perform this service for the department.

By late 1965, the increasing severity of competition in the labor market was making itself felt in the staffing of the state service. The Director, in his end-of-the-year report to the Governor, stressed the increasingly critical nature of the salary problem and advanced possible courses of action which might be taken until the 1967 Legislature could provide additional funds. Subsequently, the Governor met with department heads and reviewed all aspects of the problem. As an outgrowth of the general meeting, a smaller committee consisting of the heads of the major departments met on several occasions to develop a long-range solution to the problem. This eventually led to the design of an entirely new salary plan. The new plan featured two separate salary schedules. One provided a reduced number of ranges with more steps per range for use in the professional and general services area. The second schedule had fewer steps with a more rapid rate of progression for utilization in the trades area and for classes of work in which a shorter range is a more

generally accepted method of payment. As the reporting period closed, this plan was being studied and refined and assignments of present classes were being projected into the new plan in preparation for a public hearing before the Civil Service Board.

TRANSACTIONS AND OFFICE MANAGEMENT

As the demands for additional and expanded state services increase, the size and cost of state government also grow. As in previous years, the state service has shown a steady growth in the number of full-time classified employees. The total increased from 17,206 at the end of the last reporting period to 18,806 as of June 30, 1966. Several thousand other employees, such as those in the unclassified service or the labor service, temporary and intermittent employees, and one classified department head whose position and salary are specifically set by law, are not included in these figures. The Transactions Division's activities accelerate with each increase in the state service. The division maintains records on all state employees and processes forms for all personnel actions such as appointments, changes in status, class and salary, and separations. The record of each employee requires periodic attention as various in-service adjustments occur. All supporting documents must be reviewed for conformity with the law and Rules and resulting records must be accurate and current at all times. This effort was maintained at an increased pace throughout the reporting period. Procedures were analyzed and modified and personnel retrained and upgraded in order to keep abreast of the workload and to utilize employee time most economically.

Biweekly payrolls for the entire state service are reviewed and their accuracy certified by the Payroll Section of this division. 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 the great majority of state departments are processed mechanically. Payrolls for a few of the small boards and commissions and the State College dormitory accounts are checked manually.

Throughout most of the reporting period, there were two technicians in the Transactions Division whose duties included interpretation of the Civil Serv-

ice Law, Rules and policies to department heads, other staff members, individual employees or employee groups, and the public. 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 are included in the subject matter covered. An additional responsibility of technicians assigned to the division was the maintenance of performance standards and rating programs within the state service. Shortly prior to the close of the reporting period, it was necessary to curtail the amount of time spent on these activities because of the separation of a transactions technician who was not replaced within the division. A training program for the state service also was planned and in its initial stages but had to be delayed beyond the close of the period covered by 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 division is responsible for preparation of statistics, mail distribution, control of correspondence, and providing stenographic, typing, duplicating and receptionist services.

A P P E N D I X

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

APPENDIX I

RECRUITING AND EXAMINING RESULTS

<u>7-1-64 to 6-30-65</u>	<u>Open Comp.</u>	<u>Prom.</u>	<u>Total</u>	<u>Per Cent</u>
Candidates				
Applying	26,877	5,691	32,568	100.0
Accepted	25,822	5,491	31,313	96.1
Examined	19,754	4,956	24,710	75.8
Placed on lists	10,558	3,283	13,841	42.4
Appointed	3,170	1,144	4,314	13.2

7-1-65 to 6-30-66

Candidates				
Applying	26,985	6,355	33,340	100.0
Accepted	25,985	6,279	32,264	96.7
Examined	19,661	5,842	25,503	76.4
Placed on lists	11,300	4,283	15,583	46.7
Appointed	4,037	1,709	5,746	17.2

	<u>No. of Exams</u>	<u>Comp.</u>	<u>Prom.</u>	<u>No. Diff. Classes</u>
1964 to 1965	2,864	2,736	128	449
1965 to 1966	3,636	3,499	137	582

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>7-1-64 to 6-30-65</u>							
Competitive	4,622	4,487	1,192	42	210	5	10,558
Promotional	<u>1,277</u>	<u>1,254</u>	<u>516</u>	<u>21</u>	<u>211</u>	<u>4</u>	<u>3,283</u>
Totals	5,899	5,741	1,708	63	421	9	13,841
<u>7-1-65 to 6-30-66</u>							
Competitive	4,377	5,478	1,207	32	200	6	11,300
Promotional	<u>1,777</u>	<u>947</u>	<u>1,141</u>	<u>16</u>	<u>400</u>	<u>2</u>	<u>4,283</u>
Totals	6,154	6,425	2,348	48	600	8	15,583

APPENDIX III
ANALYSIS OF APPLICATIONS RECEIVED

	<u>7-1-64*</u> <u>6-30-65</u>	<u>7-1-65*</u> <u>6-30-66</u>	<u>Increase or</u> <u>Decrease Over</u> <u>Previous Year</u>
No. of applications received	32,568	33,340	+ 772
No. of applicants examined	24,710	25,503	+ 793
No. of names placed on lists	13,841	15,583	+ 1,742
No. of applicants who failed	10,869	9,920	- 949
No. of applicants who failed to appear	6,603	6,861	+ 258
No. of applicants rejected	1,255	976	- 279

*Fiscal years ended June 30 each year.

APPENDIX IV
CLASSIFICATION STATISTICS
7-1-64 through 6-30-66
CLASSIFIED BY THE CIVIL SERVICE BOARD

	Total Number of Positions Studied
<u>Individual Audits</u>	
No change in allocation	683
Reallocation to a higher class	295
Reallocation to a lower class	<u>50</u>
	1,028
<u>Positions Reallocated Following a Review of Written Materials - No Audit Interview</u>	1,736
<u>Initial Allocation of New Positions</u>	<u>2,851</u>
TOTAL	5,615

APPENDIX V
CLASSIFICATION AND COMPENSATION CHANGES
ENACTED BY THE CIVIL SERVICE BOARD

7-1-64 through 6-30-66

New classes established	106
Classes re-established	2
Classes combined without salary reassignment	19
Classes combined and assigned to higher salary ranges	3
Class titles changed without changes in salary range	38
Classes abolished	23
Classes reassigned to higher salary ranges	911

APPENDIX VI

TWENTY LARGEST CLASSES IN NUMBER OF FULL-TIME EMPLOYEES

June 30, 1966

Psychiatric Technician I	1,515
Clerk Typist II	650
Highway Technician II	638
Highway Maintenance Man II	561
Highway Maintenance Man I	558
Highway Technician III	509
Clerk Typist I	506
Clerk Stenographer II	485
Psychiatric Technician II	462
Clerk II	458
Highway Technician I	451
Custodial Worker I	428
Janitor	400
Clerk I	327
Clerk Stenographer I	230
Registered Nurse II	218
Correctional Officer II	209
Hospital Aide	177
Account Clerk	174
Civil Engineer II	<u>169</u>
Total	9,125
All Others.	<u>9,681</u>
Total Number Full-Time Employees. . .	18,806*

*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, 1966

<u>Monthly Salaries</u>	<u>Number of Employees</u>
\$ 150-199	3
200-249	194
250-299	2,222
300-349	3,107
350-399	3,007
400-449	1,754
450-499	2,575
500-549	1,614
550-599	1,463
600-649	694
650-699	602
700-749	280
750-799	365
800-849	253
850-899	145
900-949	76
950-999	173
1,000-1,049	57
1,050-1,099	28
1,100-1,149	72
1,150-1,199	17
1,200-1,249	19
1,250 and over	<u>86</u>
Total	18,806

APPENDIX VIII

FULL-TIME EMPLOYEES IN THE CLASSIFIED SERVICE BY DEPARTMENT

June 30, 1966

<u>Department</u>	<u>Number of Full-Time Classified Employees</u>
Public Welfare	6,205
Highways	5,275
Corrections	990
Conservation	944
Employment Security	866
State Colleges & Board	712
Taxation	534
Administration	513
Railroad & Warehouse	513
Education	363
Health	355
Secretary of State	288
Agriculture	201
Labor and Industry	125
Soldiers Home & Board	84
Public Examiner	80
Banking	58
Insurance	57
Civil Service	55
State Auditor	51
All Others	537
Total	18,806

These figures may be below the complements allowed by the legislature because some positions were unfilled as of June 30, 1966.

APPENDIX IX
STATUS OF FULL-TIME EMPLOYEES
IN THE CLASSIFIED SERVICE

June 30, 1965

Permanent	15,450	85.59%
Probationary	2,482	13.75%
Provisional Promotee	5	.02%
Provisional	<u>115</u>	<u>.64%</u>
	18,052	100.00%

June 30, 1966

Permanent	15,311	81.42%
Probationary	3,336	17.74%
Provisional Promotee	3	.01%
Provisional	<u>156</u>	<u>.83%</u>
	18,806	100.00%

APPENDIX X

FULL-TIME CLASSIFIED EMPLOYEES BY AGE GROUPS

June 30, 1965

	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
Under 20	460	963	1,423	7.9
20 - 29	2,364	1,065	3,429	19.0
30 - 39	2,484	850	3,334	18.5
40 - 49	2,566	1,559	4,125	22.8
50 - 59	2,352	1,850	4,202	23.3
60 - 69	950	547	1,497	8.3
70 and over	<u>36</u>	<u>6</u>	<u>42</u>	<u>.2</u>
Total	11,212	6,840	18,052	100.0%

June 30, 1966

	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
Under 20	555	1,433	1,988	10.57
20 - 29	2,427	1,074	3,501	18.62
30 - 39	2,582	928	3,510	18.66
40 - 49	2,698	1,656	4,354	23.15
50 - 59	2,383	1,847	4,230	22.49
60 - 69	772	418	1,190	6.33
70 and over	<u>27</u>	<u>6</u>	<u>33</u>	<u>.18</u>
Total	11,444	7,362	18,806	100.00%

APPENDIX XI
FULL-TIME CLASSIFIED EMPLOYEES
BY LENGTH OF SERVICE

June 30, 1965

<u>Years Worked</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
0 - 4	5,280	4,126	9,406	52.1
5 - 9	2,244	1,110	3,354	18.6
10 - 14	1,640	768	2,408	13.3
15 - 19	1,057	423	1,480	8.2
20 - 24	414	237	651	3.6
25 - 29	217	83	300	1.7
30 - 34	161	49	210	1.2
35 years and over	<u>199</u>	<u>44</u>	<u>243</u>	<u>1.3</u>
Total	11,212	6,840	18,052	100.0%
	62.11%	37.89%		

June 30, 1966

<u>Years Worked</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
0 - 4	5,837	4,878	10,715	56.98
5 - 9	2,112	1,014	3,126	16.62
10 - 14	1,535	717	2,252	11.98
15 - 19	971	351	1,322	7.03
20 - 24	473	240	713	3.79
25 - 29	208	84	292	1.55
30 - 34	146	43	189	1.00
35 years and over	<u>162</u>	<u>35</u>	<u>197</u>	<u>1.05</u>
Total	11,444	7,362	18,806	100.00%
	60.85%	39.15%		

(b)(7)(D) APPENDIX XII

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

7-1-64 through 6-30-66

Month	1964			1965		
	Working* Force	Number of Resignations	Resignation Rate**	Working* Force	Number of Resignations	Resignation Rate**
July	17,048	167	.98	17,782	179	1.01
August		192	1.13		249	1.40
September		323	1.90		333	1.87
October		123	.72		187	1.05
November		108	.63		193	1.09
December		141	.83		242	1.36
	1965			1966		
	Working* Force	Number of Resignations	Resignation Rate**	Working* Force	Number of Resignations	Resignation Rate**
January	17,359	135	.78	18,242	193	1.06
February		117	.67		185	1.01
March		159	.92		238	1.30
April		192	1.11		277	1.52
May		179	1.03		232	1.27
June	17,782	252	1.42	18,620	268	1.44

The figures on the following page duplicate the resignation information given above except that the rates are shown by quarters, six month 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>1964</u>			<u>1965</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 to September	17,048	682	4.00	17,782	761	4.28
October to December	17,048	372	2.18	17,782	622	3.50
	<u>1965</u>			<u>1966</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>
January to March	17,359	411	2.37	18,242	616	3.38
April to June	17,359	623	3.59	18,242	777	4.26
<u>Six Months</u> <u>Period</u>	<u>1964</u>			<u>1965</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 to December	17,048	1,054	6.18	17,782	1,383	7.78
	<u>1965</u>			<u>1966</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>
January to June	17,359	1,034	5.96	18,242	1,393	7.64
<u>Fiscal</u> <u>Year</u>	<u>1964-1965</u>			<u>1965-1966</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>
	17,202	2,088	12.14	17,999	2,776	15.42

* 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, 1965 AND JUNE 30, 1966

		1964-65		1965-66	
		All State	C.S.	All State	C.S.
		Depts.		Depts.	
<u>SICK LEAVE</u>					
Av. # Employees	Male	12,193	21	12,201	19
	Female	7,297	34	7,723	37
	Total	19,490	55	19,924	56
Total Days Used	Male	63,419	49	75,661	58
	Female	59,038	239	65,996	167
	Total	122,457	288	141,657	225
Av. # Days Used	Male	5.20	2.3	6.20	3.0
	Female	8.09	7.0	8.54	4.5
	Total	6.28	5.2	7.10	4.0
Total # Unused Days	Male	853,105	1,111	635,715	1,075
	Female	215,527	902	225,413	940
	Total	1,068,632	2,013	861,128	2,015
Total # Lapsed Days	Male	189,127	204	264,840	224
	Female	24,518	150	30,702	167
	Total	213,645	354	295,542	391
Av. Lapsed Sick Leave	Male	1.6	9.7	21.70	1.2
	Female	3.4	4.4	3.97	4.5
	Total	10.9	6.4	14.83	6.9
<u>VACATION LEAVE</u>					
		1964-65		1965-66	
		All State	C.S.	All State	C.S.
		Depts.	Dept.	Depts.	Dept.
Total vacation days used during year		254,431	604	289,873	520.5
Av. # of vacation days used per employee		13.0	10.9	14.55	9.3
Total # of unused vacation leave at end of year		324,960	615	328,760	594
Av. # of unused vacation days per employee		16.6	11.0	16.50	10.6

Includes part-time and seasonal employees in the classified service.

APPENDIX XIV

CLASSES IN WHICH THE CIVIL SERVICE BOARD AUTHORIZED NATIONWIDE EXAMINATIONS UNDER PROVISIONS OF MINNESOTA STATUTES 1965, 43.13, SUBD. 2*

July 1, 1964 through June 30, 1965

Assistant Commissioner of Securities
Assistant to the Commissioner of
Education
Assistant Human Rights Consultant
Assistant SCAD Director
Business Manager III
Chemist III
Civil Engineer II (Utilities)
College Senior Placement Examination
Community Planner II
Community Planner III
Community Planning Director
Employment Counselor I
Employment Counselor II
Executive Housekeeper
Hearings Reporter II
Hospital Consultant
Hospital Services Analyst II
Industries Superintendent
Mental Health Consultant
Physical Therapist III
Rehabilitation Counselor II
Rehabilitation Therapies Director
School Program Consultant I
(Rural Library Advisor)
Senior Budget Representative
Volunteer Services Coordinator
Youth Advisor

July 1, 1965 through June 30, 1966

Aquatic Biologist II
Archivist
Assistant Archivist
Assistant SCAD Director
Bacteriologist IV
Buyer-Pharmacist
Casualty Actuary
Civil Engineer II
Civil Engineer III (Traffic)
College Senior Placement Examination
Community Mental Health Services
Administrator
Corrections Agent I
Crime Laboratory Analyst I
Crime Laboratory Analyst II
Education Special Programs Senior Con-
sultant (Technical Educ. Specialist)
Electroencephalograph Operator
Employment Counselor I
Entomologist I
Game Biologist II
Group Supervisor
Higher Education Executive Assistant
Human Rights Field Representative
Landscape Architect I
Mining Engineer II
Nutritionist I
Planner I, II & III (Recreational)
Plant Pathologist
Prison Industries Foreman I
(Metal Fabrication)
Radio Engineer
Rehabilitation Consultant
Rehabilitation Counselor II
Research Biologist
Residence Hall Director
Special Education Consultant I
Tabulating Machine Operator I & II
Toxicologist
Welfare Executive II

* Minnesota Statutes 1965 are cited throughout this report although actions effective during the first part of the reporting period were taken under provisions of identically numbered sections of Minnesota Statutes 1961.

APPENDIX XV

CLASSES IN WHICH CIVIL SERVICE BOARD AUTHORITY
WAS GRANTED FOR PROVISIONAL EMPLOYMENT UNDER
PROVISIONS OF MINNESOTA STATUTES 1965, 43.20, SUBD. 2

July 1, 1964 through June 30, 1965

Account Clerk
Assistant State Fire Marshal
(Polygraph Examiner)
Chief of Service
Clerk Steno I, II and III
Clerk Typist I and II
Corrections Agent I
Executive I
Executive Housekeeper
Houseparent I
Medical Director
Physician
Real Estate Licensing Executive
Registered Nurse II
Registered Nurse V
Research Analyst I
Research Analyst III
Psychologist II
Senior Staff Physician
Special Teacher
Staff Physician
Welfare Executive II
Welfare Field Representative

July 1, 1965 through June 30, 1966

Administrative Analyst I
Administrative Analyst III
Assistant Human Rights Consultant
Carpenter
Chief of Service
Civil Engineer II
Clerk Stenographer I
Electrical Technical Advisor
Hearings Reporter II
Hospital Aide
Hospital Pharmacist
Houseparent I
Laborer II
Laundry Supervisor II
Laundry Worker
Librarian III
Mason
Medical Director
Nurse Instructor
Painter
Patient Activities Leader I
Physician
Psychologist II
Psychologist III
Public Health Physician II
Registered Nurse V
Research Scientist I
Senior Staff Physician
Special Schools Counselor I
Special Teacher
Staff Physician
Stores Clerk III
Technical Writer

APPENDIX XVI

CLASSES IN WHICH THE CIVIL SERVICE BOARD
GRANTED AUTHORITY FOR EXTENSION OF TEMPORARY
EMPLOYMENT UNDER MINNESOTA STATUTES 1965, 43.20, SUBD. 5

July 1, 1964 through June 30, 1965

Research Analyst III
Painter

July 1, 1965 through June 30, 1966

Carpenter
Clerk I
Clerk II
Clerk Stenographer I
Clerk Typist II
Electrical Technical Advisor
Hospital Aide
Houseparent I
Laborer II
Laundry Worker
Mason
Painter

APPENDIX XVII

APPROVED TRAINING PROGRAMS IN WHICH APPOINTMENTS WERE MADE UNDER PROVISIONS OF MINNESOTA STATUTES 1965, SECTION 43.32 AND CIVIL SERVICE RULE 8.9

July 1, 1964 through June 30, 1965

Bacteriologist
Corrections Field Replacement
Corrections Student
Counselor (ES)
Crime Laboratory Analyst I
Field Placement
Forester
Health Education
High School Trainee
Institution Trainee I and II
Junior Trainee
Medical Student
Occupational Therapist Student
Physician Fellow
Psychiatric Technician I
Psychologist Intern
Psychology Trainee
Public Administration
Public Health Nursing
Social Worker II
Student Civil Engineer
Student Nurse
Teacher
Undergraduate

July 1, 1965 through June 30, 1966

Bacteriologist
Corrections Field Replacement
Corrections Student
Corrections Summer Trainee
Counselor (ES)
Forester
Institution Trainee I and II
Librarian
Medical Student
Nurse Anesthetist
Occupational Therapist
Orthopedic Shoemaker
Physician Fellow
Psychiatric Technician I
Psychological Intern
Psychology Trainee
Public Administration
Public Health Nursing Assistant
Public Health Sanitarian
Social Worker II
Student Civil Engineer
Student Nurse
Welfare Trainee
Worker with the Blind

APPENDIX XVIII

TRANSFERS FROM OTHER JURISDICTIONS APPROVED BY THE CIVIL SERVICE BOARD UNDER PROVISIONS OF MINNESOTA STATUTES 1965, SECTION 43.31, AND CIVIL SERVICE RULE 8.10e

Approval Date

9-23-64

Transfer effective October 1, 1964, of Neil C. Gustafson, Associate Planner, Fresno, California Planning Department, to a Community Planner III position with the Minnesota Highway Department.

12- 2-64

The Department of Agriculture's proposal to transfer Marketing Inspectors I from the State of Wisconsin to Produce Inspector I positions in Minnesota was approved. These transfers may be effected when Minnesota residents are not available and subject to the qualification of transferees by written examination for the class Produce Inspector I. Roland Nightengale transferred from Wisconsin January 14, 1965, but no other transfers were made under this approved program during the reporting period.

12-16-64

Transfer effective December 16, 1964, of Rodney K. Smith, from the Indiana Department of Employment and Security, to an Employment Interviewer I position with the Minnesota Department of Employment Security.

7- 7-65

Transfer of Milton Marinos, Entomologist (Plant Pathologist) with the Indiana State Service to an Entomologist I position with the Minnesota Department of Agriculture. This transfer was not effected.

1-19-66

Transfer effective January 31, 1966, of Mrs. Alice M. Ericson from an Employment Claims Interviewer I position at the Detroit Youth Opportunity Center to a Youth Advisor position with the Minnesota Department of Employment Security's Minneapolis Youth Opportunity staff.

1-19-66

Transfer effective March 1, 1966, of Edward Allen Wambold, Civil Engineer Associate with the Los Angeles County Flood Control Agency, to a Civil Engineer II (Hydraulics) position with the Minnesota Highway Department.

1-28-66

Transfer effective February 10, 1966, of Jerry L. Peterson from a Social Worker I position in the San Bernadino County Welfare Department to a Corrections Agent I position with the Minnesota Department of Corrections.

APPENDIX XIX

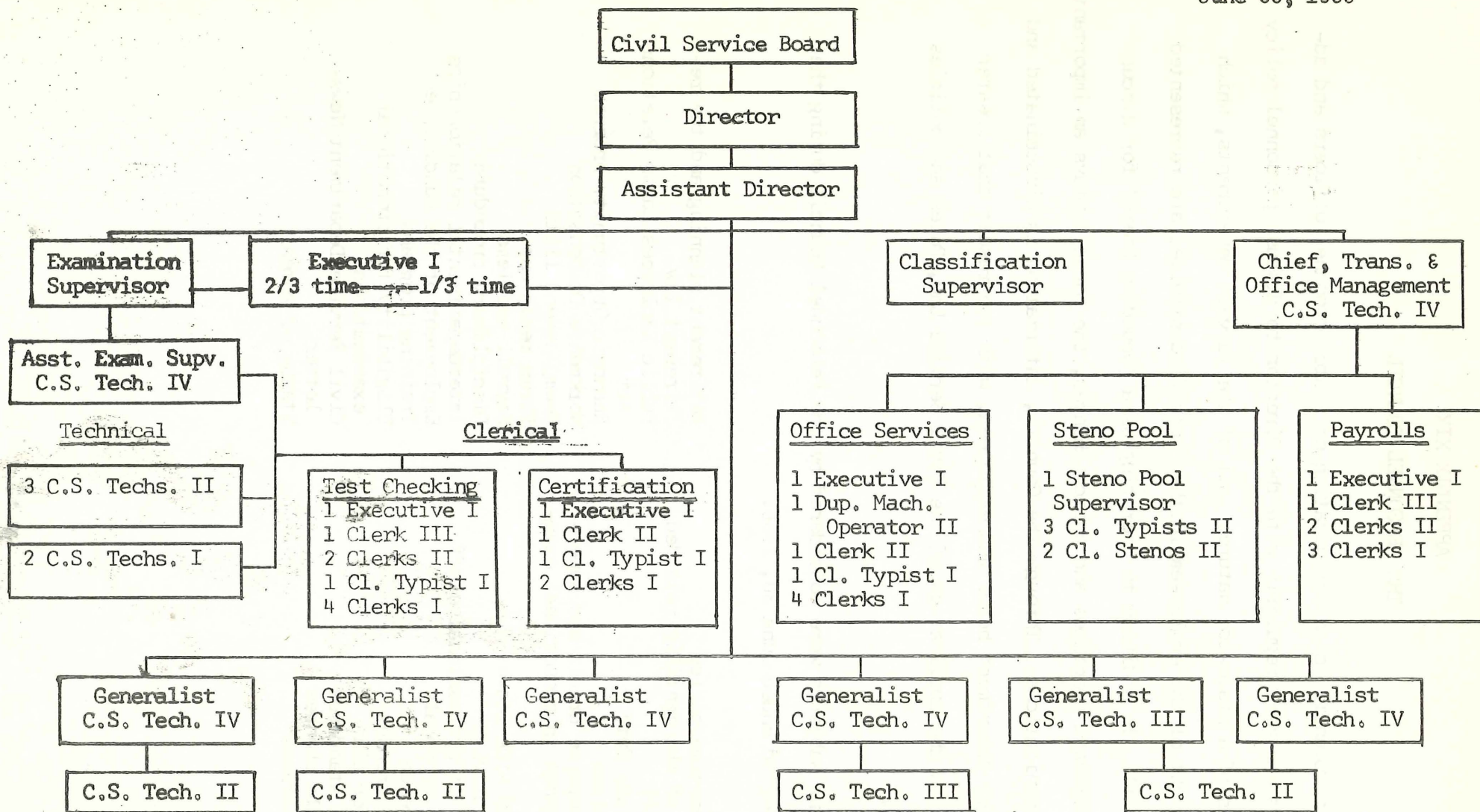
THE PERSONNEL COUNCIL

The Personnel Council is an organization of state personnel officers and administrators who meet regularly with the Director to discuss personnel policy and problems of a statewide nature. All of the largest departments, which employ over 90% of the employees in the classified service, are represented on the Council. In addition to operating as a "sounding board" for discussions of personnel practices and policy changes, the Council plays an important role in communications. Through the Council, information is disseminated and clarified for department heads and employees, with the result that greater consistency in the application of the Civil Service Law, Rules and policies is achieved.

The following subjects were considered by the Personnel Council during the reporting period ended June 30, 1966:

Standard overtime policy
Employment of the mentally retarded
HSPE and CSPE
Policy on jury duty
Salary problems
Length of service credit and supervisory ratings in promotional examinations
Vacation and sick leave
Political activity
Recruitment of professional staff
Legislative proposals
Group insurance
Longevity increases
Junior-senior plan
Performance standards
Proposed rule changes
Holiday practices

Retirement planning and the retirement law
Public Employees Labor Relations Act
Economic Opportunity program
Workmen's Compensation
Reemployment lists
Forms revisions
Payroll problems
Disciplinary procedure
Interdepartmental relationships
Employment of the handicapped
Training programs
Eligibility for promotional examinations
Civil Service Department Newsletter
Status of women



APPENDIX XXI

FINANCIAL REPORT OF THE CIVIL SERVICE DEPARTMENT FOR THE BIENNIUM ENDED JUNE 30, 1966

		<u>Total Appropriations</u>	<u>Reverted to General Revenue</u>	<u>Total Expenditures</u>
Personal Services	1964-1965	\$ 338,315.00	\$ 4,645.65	\$ 333,669.35
	1965-1966	<u>352,238.00</u>	<u>2,152.07</u>	<u>350,085.93</u>
Total Personal Services		\$ 690,553.00	\$ 6,797.72	\$ 683,755.28
Supplies & Expenses	1964-1965	\$ 30,389.00	\$ 232.51	\$ 30,156.49
	1965-1966	<u>33,547.00</u>	<u>536.08</u>	<u>33,010.92</u>
Total Supplies & Expenses		\$ 63,936.00	\$ 768.59	\$ 63,167.41
Totals		\$ 754,489.00	\$ 7,566.31	\$ 746,922.69

Distribution of Departmental Personal Services Expenditures Between Clerical and Technical Activities Estimated from Budgets for the Last Quarter of Each Fiscal Year

	<u>Number of Full- Time Employees on Payroll</u>		<u>Annual Personal Services Expenditures for Full- Time Employees Year Ended 6/30 -</u>		<u>Per Cent Tech- nical & Clerical Expenditures</u>	
	<u>6-30-65</u>	<u>6-30-66</u>	<u>1965</u>	<u>1966</u>	<u>1965</u>	<u>1966</u>
Clerical Staff	36	36	\$124,440.00	\$136,192.00	41.4	44.0
Technical Staff	<u>21</u>	<u>21</u>	<u>176,448.00</u>	<u>173,506.00</u>	<u>58.6</u>	<u>56.0</u>
Totals	57	57	\$300,888.00*	\$309,698.00*	100.0%	100.0%

* Exclusive of personal services expenditures for Civil Service Board members, part time employees, overtime and matching State Employees Retirement and Social Security funds which are included in the Total Expenditure figures above.

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>
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
1964-65	18,052	363,825.84	20.15
1965-66	18,806	383,096.85	20.37

