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Biennial Report

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STATE OF MINNESOTA

Department of Civil Service

BIENNIAL REPORT

July 1, 1970 through June 30, 1972

Pursuant to

Minnesota Statutes 1971, Section 43.06 (5)

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BIENNIAL REPORT

July 1, 1970 - June 30, 1972

INTRODUCTION

The mission and scope of the Civil Service Department remained much the same during the period of this report, thereby permitting a concentration on improvement in service and development of more efficient and effective methods.

Although experiencing a change in the office of the Governor and in the emphasis in the Legislature, the stability of the civil service system was preserved by the continuity of the Civil Service Board and the policies and rules surrounding the system.

The membership of the Civil Service Board changed on May 10, 1971, when Mr. William Watters replaced Mr. Sidney Feinberg. The present members are: Mr. Roger G. Wheeler, Chairman; Mrs. E. Virginia Mears; and Mr. William D. Watters.

RECRUITING AND EXAMINING

External Influences

1. Change in Labor Market

A change in the labor market occurred whereby large numbers of people with all levels of skill were available, many of them turning to the public sector. Whereas this made the supply much more attractive, it also placed a considerable burden upon the processes to assure proper examination and appropriate consideration of all applicants.

2. Minority Employment

The period was affected by the building up of the intensity by various groups regarding the issues of minority employment. Their attentions were directed at the public sector which, although having a different historical response to the concerns of minority groups over the past two or three decades, nevertheless was considered by many as falling behind private industry in its efforts.

3. Federal Funds

There was a significant increase in the efforts and interests of the Federal Government in personnel matters. Unemployment gave rise to programs such as the Emergency Employment Act. In addition, a new thrust was instituted, directed at the improvement of personnel management practices at state, county and municipal levels. The main vehicle was the establishment of the Intergovernmental Personnel Act which offered not only opportunities and funds to the State Government as a system itself, but also involved the state in a new role with county and municipal governments in the seeking and application of funds to develop programs which would benefit the personnel systems at all levels.

Programs & Developments

Encouraged by funds and interest of government managers, legislators and the Governor's office, as well as the availability of the federal funds mentioned above, significant new programs were instituted which either have demonstrated or reflect the potential of improved personnel management in the field of recruiting and examining.

1. Emergency Employment Act

One of the new developments was reflected in experimentation in response to the Emergency Employment Act whereby certain restraints required in the state civil service system were eliminated in the selection process. An example was a change in the rule of three, which was supplanted by free choice of any applicant on the eligible list. Unfortunately, there has not yet been sufficient time to evaluate the long range impact of this change.

2. Affirmative Action Program

The affirmative action program was instituted by federal legislation to bring state and local governments under the existing federal laws. By the end of the biennium, the principles were established and certain machinery had been set up. At this point, programs need to be refined and implemented, and major issues such as compatibility of affirmative action programs with the merit system need to be resolved.

3. Intergovernmental Personnel Act

Aided by both the availability of federal funds through the Intergovernmental Personnel Act as well as the interest generated by the existence of such projects directed toward state, county and local levels, interesting developments have occurred in the following areas:

a. Common Application Form

A common application form for certain types of positions which can be utilized by many government agencies, therefore not requiring applicants to duplicate effort in order to gain consideration for similar work with different agencies.

b. Testing Programs

The establishment of testing programs that can be used by a number of participating governmental agencies, thereby requiring the applicant to subject himself to testing only once. The results are available to several agencies.

c. Test Validation

Further development in the field of test validation aimed both at securing better results through testing and at eliminating cultural biases which can be considered discriminatory in nature.

EMPLOYEE DEVELOPMENT

External Influences

Concentration of Training

Throughout this biennium, efforts have been concentrated on three major areas of development: 1) coordinating state training activities; 2) development of total programs or systems; and 3) the offering of specific courses. By far the easiest to accomplish and in which to measure results is the third activity. Consequently, in our earlier stages of development our efforts had been in this area.

Programs & Development

1. Coordinating State Training Activities

One of the main objectives of the Training Division is to coordinate all departmental training efforts. To this end, each department was requested to submit a training activities report in December, 1970. Such information as type of course, number of participants, man hours involved, and cost of these activities, were to be included. The purpose of the report was to make possible the evaluation of training activities past, present and future, to enable comparisons and to eliminate duplication where possible. For various reasons, the reports were not as complete as had been hoped; however, the information obtained does allow for some comparisons. This report became the beginning for a statewide reporting system and has encouraged some of the operating departments to formalize their training activities as well as their record keeping. Hopefully, future reports will be more comprehensive and complete.

2. Training Program Development

Due to rapid expansion, the Training Division has reorganized its structure around five basic categories of training courses. These are: Management Development, Job Skills, Clerical, Service, and General Knowledge.

It is anticipated that in the near future a core curriculum for each area will be developed. This will permit concentration on broad areas of need rather than devoting large amounts of time to individual courses. Comparisons of departmental participation and needs will be able to be made more realistically. Not only will the number of employees in a specific course be ascertained, but also the difficulty or duration for each course or program. The new approach will allow allocation of efforts towards specific need areas.

3. Training Courses

It was evident by the beginning of this biennium that the cause of training had been advanced to a considerable degree. This fact was even more obvious during the first year of the biennium. The number of course offerings of the Training Division was doubled. In addition, feedback received from operating departments makes this advancement evident as well in departmental training efforts throughout the state service.

MANPOWER PLANNING

External Influences

This biennium was marked predominantly by the development and improvement of understandings and techniques in the field of manpower planning, information management, and certain computer techniques available to the departments.

Program Development

As a generalization, the major thrust was aimed at both developing awareness and improving some preliminary and elementary techniques to make the processes of manpower planning more understandable and usable.

1. Manpower Management Information System

Major attention was given to the development of the manpower management information system which involved working closely on the design of the employee file and the securing of information to load the file. Inherent in this process were all the typical difficulties of coordination and priorities as well as the problem of accuracy of information. With progress having developed in this area, it is interesting to note how the availability of such information now enhances and facilitates response to requests from operating departments, which in turn brings more operating department requests for information regarding employees.

2. Management Development

Management development activities engaged in by this office primarily relate to the development and encouragement of the Career Executive System which was established in the previous biennium. At the present time, there are a total of 69 individuals now designated as members of the Career Executive System.

3. Personnel Research

Additional research has been conducted to lay the groundwork for information gathering and study having to do with relationships of various occupations within the service, planning models which will aid in projecting the needs and composition of state employment in the future, and providing an analytical service for the examination and solution of personnel problems raised by operating departments.

SALARY ADMINISTRATION AND CLASSIFICATION

Introduction

Some of the major external factors that affected the classification and salary administration programs of the State of Minnesota during the past two years were:

- (1) Establishment of the Federal Pay Board.
- (2) Establishment of the Legislative Interim Commission on Classified and Unclassified Personnel.
- (3) Passage of the Intergovernmental Personnel Act.
- (4) Extension of deliberations of the Legislature on the pay plan into the special session ended in October, 1971.
- (5) A revived interest by the Legislature to encourage excellence in individual performance of employees in the state system.

SALARY ADMINISTRATION

External Influences

1. Federal Pay Board
Phase I of the federal pay regulations had a marked effect upon salary administration in two ways: (1) a constraint on the size of promotional increases that previously had been given, both by limiting the amounts that could be given on "bona fide promotions" and the prohibition against promotional increases as such in so-called "growth promotions"; and (2) the constraints upon starting salaries. In addition, limitations of the Pay Board on size of increases seemed to affect the legislative decisions regarding pay legislation.
2. Legislative Interim Commission on Classified and Unclassified Personnel
The Commission was organized shortly after the close of the special session in the latter months of 1971 and, in effect, was in an exploratory phase throughout the balance of that fiscal year. It did, however, provide an opportunity for the Civil Service Board and Department to provide for the Commission's consideration a description of fundamental principles regarding classification and compensation as applicable to the state system.
3. Intergovernmental Personnel Act
The Federal Intergovernmental Personnel Act provided funds to deal with the issues of classification and salary administration. Most of the programs, projects and funds, although channeled through the state system, were directed at county and municipal levels inasmuch as the state systems were in a more advanced stage and much more could be gained by directing the efforts toward areas where the need was greater. The Civil Service Department, however, provided guidance and leadership in securing the funds and the development of direction in regard to classification and salary administration.
4. Extended Legislative Session
In addition to the demands placed upon the staff because the pay plan issues were not resolved until the end of the special session, the major effect of the extended effective date was on the attitudes

of employees. Whereas such attitudes were difficult to measure, they were observable by actions of organized groups of employees and by statements of individual employees. This was particularly disturbing to the employees when pay board regulations were issued on August 15, 1971, which, in effect, prohibited retro-activity to the beginning of the fiscal year (July, 1971), a condition that most people had anticipated up to that point.

5. Individual Performance -
Excellence

A newly revived interest was observed amongst members of the Legislature regarding the question of greater efficiency and effectiveness through performance of individuals, associated as in the past with improvement in methods and procedures. This was evidenced by explorations as to how individuals could be helped to be more effective, how motivation could be energized to greater degrees, and how individuals could be encouraged to produce greater results.

Major Programs and Direction

Major directions and programs that stand out during the biennium period of 1970-72 were as follows:

1. Achievement Awards

The opportunity for managers to recognize up to 20% of classified employees by a 4% individual Achievement Award (salary increase) was reinstated into the salary plan following a period from 1969 to 1971 wherein individual progress in salary ranges was prohibited. Unfortunately, the approval to reinstate this practice was held up by the Federal Pay Board and was not made effective until May 31, 1972.

2. Pay Legislation

Pay legislation was passed in October, 1971, providing for a 10% general salary increase for civil service employees effective as of November 17, 1971, and another additional 4% increase effective July 12, 1972. In addition, the pay plan provided for a cost of living increment to be added to each civil service employee's salary providing the cost of living rose a predetermined amount during a specified period. However, the cost of living did not rise sufficiently to justify the increase and, consequently, no such increase was awarded.

At the close of this reporting period, the entire legislative pay plan was under challenge by the Federal Pay Board. Considerable staff effort in conjunction with the Commissioner of Administration, the Attorney General, and the Governor was devoted to documenting and developing supportive data in behalf of the pay legislation before the Federal Pay Board.

3. Unclassified Pay Act

A major development which in one sense occurred outside the jurisdiction of the Civil Service Board, but involved the contributions of the department in providing staff assistance, was the passage of the pay bill, sometimes referred to as the Pillsbury Bill, pertaining to pay for unclassified employees. This had the effect of establishing and articulating the principles of equity of pay between the classified and unclassified employees for similar levels of work, and also contributed to establishing a far more disciplined approach to the identification of, and evaluation of, unclassified positions. For the first time, they were subject to formal job description evaluation under an established evaluation plan and to comparison with existing positions in the market by use of well-accepted survey techniques. In addition to this, the action taken by the Legislature on the specific salary figures themselves had the effect of raising the lid placed upon higher level civil service salaries, thereby permitting them to be far more competitive in the market place.

In compliance with Minnesota Statutes 1971, 15A.021, the Civil Service Board established salary ranges for 44 unclassified positions in the state service, with the basis of such ranges being comparability with similar positions in the classified state service.

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CLASSIFICATION PLAN

External Influences

1. Equal Employment Opportunity

As with other functions of the Civil Service Department, the continuing efforts of citizens' groups, minority groups, the Federal Government, and state officials regarding minority employment and equal opportunity challenged the classification specifications of some positions. Specific allegations were raised regarding qualifications and specifications for employment and promotion.

2. Emerging Functions in State Government

New services, new functions and new ways of providing services continued to emerge in state government as a whole. These, in turn, translated themselves into the need for new occupational specialties in the personnel system. In turn, this created the need for development of new position descriptions and new class specifications to adequately fill these positions and thereby meet the new requirements for service.

New Programs & Developments

1. Specifications Review

With encouragement from the Interim Commission on Classified and Unclassified Personnel, a comprehensive review of occupational specifications in the existing classifications was initiated to determine the validity of the requirements and specifications which are used in selection and examination. This review extended not only to the entry positions, but also to those that provided promotional opportunities to employees. The net effect was a shift from the emphasis on credentials, such as diplomas or degrees or certificates, to the identification of requirements in terms of knowledges, skills or other specific abilities.

2. Correctional Counselor
Classification

Another major program was the establishment of the Correctional Counselor series which was symbolic in its nature and role. The classifications that resulted, career ladders that were established, and the salary structure that was recommended, all were aimed at the securing and developing of people to support the new concept in correctional work. The significance of this program is the demonstration of how both classification and compensation can be used as an aid in the accomplishment of operating goals of the organization, rather than solely being applied to protect people from the effects of a spoils system.

A P P E N D I X

Appendices I through XX summarize in tabular form the activities of the Civil Service Department and certain actions of the Civil Service Board for the period July 1, 1970 through June 30, 1972.

APPENDIX I

RECRUITING AND EXAMINING RESULTS

<u>7-1-70 to 6-30-71</u>	<u>Open Comp.</u>	<u>Prom.</u>	<u>Total</u>	<u>Per Cent</u>
Candidates:				
Applying	30,752	4,919	35,671	100.0
Accepted	29,722	4,315	34,037	95.4
Examined	22,547	3,997	26,544	74.4
Placed on lists	13,889	3,122	17,011	47.7
Appointed	5,325	1,820	7,145	20.0

7-1-71 to 6-30-72

Candidates:				
Applying	27,966	7,683	35,649	100.0
Accepted	26,946	7,577	34,523	96.8
Examined	20,734	7,324	28,058	78.7
Placed on lists	12,048	5,695	17,743	49.8
Appointed	4,375	2,580	6,955	19.5

	<u>No. of Exams</u>	<u>Comp.</u>	<u>Prom.</u>	<u>No. Diff. Classes</u>
1970 to 1971	2,586	1,788	798	390
1971 to 1972	2,740	1,757	983	519

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>7-1-70 to 6-30-71</u>							
Competitive	4,703	6,250	2,423	80	425	8	13,889
Promotional	<u>1,143</u>	<u>961</u>	<u>867</u>	<u>25</u>	<u>125</u>	<u>1</u>	<u>3,122</u>
Totals	5,846	7,211	3,290	105	550	9	17,011
<u>7-1-71 to 6-30-72</u>							
Competitive	4,433	5,139	2,103	69	299	5	12,048
Promotional	<u>1,915</u>	<u>1,446</u>	<u>1,916</u>	<u>33</u>	<u>383</u>	<u>2</u>	<u>5,695</u>
Totals	6,348	6,585	4,019	102	682	7	17,743

APPENDIX III
ANALYSIS OF APPLICATIONS RECEIVED

	<u>7-1-70 to 6-30-71*</u>	<u>7-1-71 to 6-30-72*</u>	<u>Increase or Decrease over Previous Year</u>
Number of applications received	35,671	35,649	- 22
Number of applicants examined	26,544	28,058	+ 1,514
Number of names placed on lists	17,011	17,743	+ 732
Number of applicants who failed	9,533	10,315	+ 782
Number of applicants who failed to appear	7,380	6,421	- 959
Number of applicants rejected	1,725	1,170	- 555

*Fiscal years ended June 30 of each year.

APPENDIX IV

THE TWENTY GROUPS OF CLASSES FOR WHICH THE GREATEST
NUMBER OF APPLICATIONS WERE RECEIVED
July 1, 1970 THROUGH June 30, 1972

<u>Class</u>	<u>Number</u>
Clericals (I, II, Senior & Intermediate)	11,521
College Placement Examination	5,986
Highway Maintenance Worker (Senior, Supervisor & Foreman)	2,024
Janitor	1,934
Natural Resources Aide & Technician	1,871
Highway Technician (Senior & Intermediate)	1,587
Highway Patrol Officer	1,505
Custodial Worker (Senior)	1,355
Correctional Counselor (Trainee, I, II & III)	1,307
Account Clerk (Senior & Intermediate)	1,031
Food Service Worker	1,007
Corrections Agent & (Senior)	777
Hospital Aide	616
Natural Resources Manager (I to V)	596
Unemployment Claims Clerk	573
Accounting Technician (Senior & Intermediate)	516
Stores Clerk	513
Parks Worker	503
Rehabilitation Counselor (Aide, Senior & Supervisor)	501
Special Schools Counselor & (Senior)	461

During the second year of the biennium ended June 30, 1972, 35,649 applications were received in comparison to 35,671 received during the previous year.

APPENDIX V

EXAMINING CENTERS WHERE THE GREATEST
NUMBERS OF WRITTEN TESTS
WERE PROCESSED

Twin Cities	24,914
Mankato	1,560
Brainerd	1,500
Duluth	1,360
St. Cloud	1,300
Marshall	1,134
Rochester	1,106
Cambridge	1,007
Faribault	983
Bemidji	916
Anoka	849
Willmar	843
Owatonna	773

During this biennium, 4,276 candidates were given civil service examinations with the help of the Department of Manpower Services local offices.

There are a number of state colleges, state hospitals, and highway district offices that administer their own examinations for us. These are not included in our count. The classes are as follows: Clerical I, Hospital Aide, Psychiatric Technician, and Highway Field Assistant.

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APPENDIX VI
 CLASSIFICATION STATISTICS
 7- 1-70 through 6-30-72

		<u>Total Number of Positions Studied</u>
A. Individual Audits		
No change in allocation	217	
Reallocation to a higher class	388	
Reallocation to a lower class	<u>39</u>	644
B. Positions Studied by Review of Written Materials - No Audit Interview		
No change in allocation	208	
Reallocation to a higher class	2,737	
Reallocation to a lower class	<u>523</u>	3,468
C. Initial Allocation of New Positions		<u>1,601</u>
	Total	5,713

APPENDIX VII

CLASSIFICATION AND COMPENSATION CHANGES
ENACTED BY THE CIVIL SERVICE BOARD

7- 1-70 through 6-30-72

New classes established	109
Former classes re-established	4
Classes abolished	43
Classes combined without change in salary assignment	11
Classes combined and assigned to higher salary	2
Class titles changed without change in salary assignment	116
Class title changed and assigned to lower salary	1
Classes reassigned to higher salary range (11/17/71)	954

APPENDIX VIII

NUMBER OF ACTIVE CLASSES

Number of classes as of:	<u>7-1-70</u>	<u>6-30-72</u>
"A" Schedule	833	956
"B" Schedule	<u>83</u>	<u>70</u>
Total	916 plus:	1,026 plus:
	Special Teacher	
	Inst. Ed. Admin.	
	Inst. Ed. Supvr.	
	Dir. of Civil Service	
Grand Total	920	1,030*

*Increase in number of classes due to new occupational categories and the establishment of intermediate class levels in various occupational series to provide career ladders.

APPENDIX IX

TWENTY LARGEST CLASSES IN NUMBER
OF FULL-TIME EMPLOYEES

June 30, 1972

Psychiatric Technician	1,886
Clerk Typist	1,165
Highway Maintenance Worker (Senior)	950
Janitor	613
Clerk II	589
Sr. Highway Technician	556
Clerk Stenographer	548
Highway Maintenance Worker	512
Highway Technician	479
Clerk Typist Intermediate	448
Custodial Worker	355
Clerk I	343
Natural Resources Manager I	336
Registered Nurse	268
Correctional Counselor II	267
Hospital Aide	254
Sr. Clerk	227
Sr. Clerk Stenographer	218
Food Service Worker	209
Correctional Officer	151
	<hr/>
Total	10,374
All Others	<u>13,256</u>
TOTAL NUMBER OF FULL-TIME EMPLOYEES	23,630

APPENDIX X

SALARIES OF FULL-TIME EMPLOYEES
IN THE CLASSIFIED SERVICE

June 30, 1972

<u>Monthly Salaries</u>	<u>Number of Employees</u>
\$ 250-299	0
300-349	25
350-399	1,590
400-449	2,453
450-499	2,250
500-549	1,409
550-599	1,436
600-649	2,071
650-699	1,415
700-749	2,066
750-799	1,960
800-849	1,490
850-899	1,496
900-949	482
950-999	528
1,000-1,049	860
1,050-1,099	320
1,100-1,149	260
1,150-1,199	177
1,200-1,249	148
1,250-1,299	227
1,300-1,349	148
1,350 and over	819
	<hr/>
TOTAL	23,630

APPENDIX XI

FULL-TIME EMPLOYEES IN THE
CLASSIFIED SERVICE BY DEPARTMENT

June 30, 1972

<u>Department</u>	<u>Number of Full-Time Classified Employees</u>
Public Welfare	6,645
Highways	5,156
State Colleges & Board	1,604
Corrections	1,505
Manpower Services	1,474
Natural Resources	1,151
Public Safety	1,013
Taxation	855
Administration	748
Education	693
Health	428
Jr. Colleges & Board	341
Public Service	331
Agriculture	251
Labor & Industry	173
Pollution Control	122
Veterans Home & Board	113
Public Examiner	96
Commerce, Banking Div.	78
Civil Service	70
All Others	<u>783</u>
TOTAL	23,630

*These figures may be below the complements authorized by the Legislature because some positions were unfilled as of June 30, 1972.

APPENDIX XII

STATUS OF FULL-TIME EMPLOYEES
IN THE CLASSIFIED SERVICE

June 30, 1971

Permanent	19,735	84.22%
Probationary	3,629	15.49%
Provisional Promotee	16	.07%
Provisional	<u>52</u>	<u>.22%</u>
Total	23,432	100.00%

June 30, 1972

Permanent	19,015	80.47%
Probationary	4,508	19.08%
Provisional Promotee	16	.07%
Provisional	<u>91</u>	<u>.38%</u>
Total	23,630	100.00%

APPENDIX XIII

FULL-TIME CLASSIFIED EMPLOYEES
BY LENGTH OF SERVICE

June 30, 1971

<u>Years Worked</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
0 - 4	5,091	5,375	10,466	44.66%
5 - 9	3,233	2,032	5,265	22.47%
10 - 19	3,318	1,558	4,876	20.80%
20 - 29	1,405	522	1,927	8.23%
29 years and over	<u>655</u>	<u>243</u>	<u>898</u>	<u>3.84%</u>
Total	13,702	9,730	23,432	100.00%
	58.48%	41.52%		

June 30, 1972

<u>Years Worked</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
0 - 4	4,912	4,868	9,780	41.39%
5 - 9	3,541	2,382	5,923	25.06%
10 - 19	3,411	1,643	5,054	21.39%
20 - 29	1,489	531	2,020	8.55%
29 years and over	<u>620</u>	<u>233</u>	<u>853</u>	<u>3.61%</u>
Total	13,973	9,657	23,630	100.00%
	59.13%	40.87%		

APPENDIX XIV

FULL-TIME CLASSIFIED EMPLOYEES
BY AGE GROUPS

<u>June 30, 1971</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
25 & under	1,308	2,842	4,150	17.72%
26 - 30	1,811	795	2,606	11.12%
31 - 35	1,398	494	1,892	8.07%
36 - 40	1,414	550	1,964	8.38%
41 - 45	1,430	700	2,130	9.09%
46 - 50	1,687	897	2,584	11.03%
51 - 55	1,663	1,120	2,783	11.88%
56 - 60	1,411	1,218	2,629	11.22%
61 - 64	936	672	1,608	6.86%
65 & over	644	442	1,086	4.63%
Total	13,702	9,730	23,432	100.00%

58.48% 41.52%

<u>June 30, 1972</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Per Cent</u>
25 & under	1,239	2,764	4,003	16.94%
26 - 30	1,981	879	2,860	12.10%
31 - 35	1,536	499	2,035	8.61%
36 - 40	1,416	562	1,978	8.37%
41 - 45	1,428	660	2,088	8.84%
46 - 50	1,640	871	2,511	10.63%
51 - 55	1,745	1,089	2,834	11.99%
56 - 60	1,421	1,201	2,622	11.10%
61 - 64	1,105	762	1,867	7.90%
65 & over	462	370	832	3.52%
Total	13,973	9,657	23,630	100.00%

59.13% 40.87%

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

APPENDIX XV (continued)

<u>Quarter</u>	<u>1970</u>			<u>1971</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	22,632	961	4.25	23,457	730	3.11
October to December	22,632	493	2.18	23,457	507	2.16
		<u>1971</u>			<u>1972</u>	
January to March	23,280	428	1.84	23,497	476	2.03
April to June	23,280	677	2.91	23,497	677	2.88
<u>Six Month</u> <u>Period</u>		<u>1970</u>			<u>1971</u>	
July to December	22,632	1,454	6.42	23,457	1,237	5.27
		<u>1971</u>			<u>1972</u>	
January to June	23,280	1,105	4.75	23,497	1,153	4.91
		<u>1970-1971</u>			<u>1971-1972</u>	
Fiscal Year	23,457	2,559	10.91	23,596	2,390	10.13

*Figures are the average working force for the period covered.
 **Rates are given in number of resignations per 100 employees.

APPENDIX XVI

CLASSES IN WHICH THE CIVIL SERVICE BOARD AUTHORIZED
NATIONWIDE EXAMINATIONS UNDER PROVISIONS OF MINN-
ESOTA STATUTES 1971, 43.13, SUBDIVISION 2a

July 1, 1970 through June 30, 1971

Administrative Engineer (Nuclear)
Agricultural Products Analysis Coordinator
Assistant Medical Services Director
Athletic Trainer
Bacteriologist
Chief Bacteriologist
College Laboratory Assistant
Conservation Manager III (Big Game Specialist)
Corrections Agent
Dental Hygienist
Deputy Chairman - Adult Corrections Commission
Education Specialist II (Mental Retardation)
Education Specialist II (Public Library Consultant)
Education Specialist II (Voc.-Tech. Prog. Plng.)
Education Specialist II (Voc.-Tech. Tchr. Edu.)
Education Specialist III (Comm. School Dir.)
Executive II
Head Start Program Coordinator
Hearings Reporter
Hospital Pharmacist
Human Rights Program Director
Institution Community Relations Coordinator
Insurance Analyst
Musical Instrument Repairman
Nutritionist
Pesticide Control Specialist
Planner II (State)
Planner III (State)
Planning Director
Planning Director (State) - (Comprehensive
Health Planning Research)
Radio/TV Supervisor
Switchboard Operator
Theatre Technician

July 1, 1971 through June 30, 1972

Chief Boiler Inspector
College Placement Officer
Community Development Specialist III
Correctional Counselor
Correctional Staff Services Supervisor
Crime Investigator I
Dental Services Chief
Education Specialist II (Traffic and Safety Education)
Education Specialist II (Elementary Curriculum)
Education Specialist II (Elementary Education)
Education Specialist II (Health Occupations)
Health Education Director
Health Statistical Unit Supervisor
Human Rights Program Director - Enforcement
Hydrologist II
Instructional Communications Technician
Mental Retardation Division Director
National Development Field Representative
Natural Resources Manager IV (Park Visitor Service)
Physical Plant Director
Planner I (State)
Planner II (State) - (CAMPS)
Planner II (State) - (Water Quality)
Planner III (State)
Planner III (State)- (CAMPS)
Planning Director (State) - (CAMPS)
Principal Engineer
Rehabilitation Specialist
Residence Hall Director
Senior Electronics Technician
Senior Hydrologist
Theatre Technician

APPENDIX XVII

CLASSES IN WHICH CIVIL SERVICE BOARD AUTHORITY WAS
GRANTED FOR PROVISIONAL EMPLOYMENT UNDER PROVISIONS
OF MINNESOTA STATUTES 1971, 43.20, SUBDIVISION 2

July 1, 1970 through June 30, 1971

Account Clerk
Carpenter
Chief of Service
Cook Supervisor
Employment Counselor
Executive I
General Repairman
Houseparent
Laborer I
Laborer II
Legal Secretary
Medical Records Librarian
Mining Aide
Nutritionist
Painter
Personnel Technician
Physical Plant Director
Physical Therapist
Seamstress
Senior Public Health Engineer
Senior Registered Nurse
Senior Staff Physician
Special Teacher
Staff Physician
Switchboard Operator

July 1, 1971 through June 30, 1972

Assistant Commissioner of Public Welfare
Attorney I
Clerk I
Cook Supervisor
Community Development Specialist II
Community Mental Health Services Administrator
Employment Interviewer
Hearing and Vision Technician I
Legal Secretary
Planner III (State)
Research Analyst I
Senior Clerk Stenographer
Senior Clerk Typist
Senior Staff Physician
Special Teacher
Special Teacher Aide
Staff Physician
Welfare Executive III

APPENDIX XVIII

CLASSES IN WHICH THE CIVIL SERVICE BOARD
GRANTED AUTHORITY FOR EXTENSION OF
TEMPORARY EMPLOYMENT UNDER MINN-
ESOTA STATUTES 1971, 43.20, SUBD. 5

July 1, 1970 through June 30, 1971

Carpenter
Laborer I
Laborer II
Painter

July 1, 1971 through June 30, 1972

Assistant Commissioner of Public Welfare
Community Mental Health Services Admin.
Employment Interviewer
Research Analyst I
Special Teacher Aide
Welfare Executive III

APPENDIX XIX

TRANSFERS FROM OTHER JURISDICTIONS APPROVED
BY THE CIVIL SERVICE BOARD UNDER PROVISIONS
OF MINNESOTA STATUTES 1971, SECTION 43.31,
AND CIVIL SERVICE RULE 90e

Approval Date

- 8-20-70 Transfer of Mr. Mark J. Hogan from a Statistical Research Analyst I position with the Merit Employment Department of the State of Iowa, to a Research Analyst I position in the Department of Manpower Services.
- 10-30-70 Transfer of Mr. Dwight V. Dixon from a Welfare Director III position with the Scott County Welfare Department to a Community Social Services Specialist position in the Department of Public Welfare.
- 3- 8-72 Transfer of Mr. Michael Krajna from the Goodhue County Welfare Department, County Welfare Merit System, to a state classified position in the Department of Manpower Services.
- 4-17-72 Transfer of Mr. William L. Lucas from the City of Minneapolis to a Planning Grants Analyst II position with the Governor's Crime Commission.
- 5- 2-72 Transfer of Mr. Richard J. Astrup from a Sanitarian I position with the Anoka County Comprehensive Health Department to a District Sanitation Inspector position with the Department of Health.

APPENDIX XX

HEARINGS AND APPEALS BE-
FORE CIVIL SERVICE BOARD

Hearings and Appeals

Type of Appeal:	Dismissal-Demotion-Automatic Resignation	20
	Allocation of position	1
	Applicant qualifications	1
	Legality of appointment of another	1
		<u>23</u>
Disposition:	Withdrawn before hearing, or failure to appear	7
	Resolved at pre-hearing conference	3
	*Disposed of by hearing	10
	Pending at end of period	3
	*Findings favorable to employee	5
	Action sustained	5

Hearings on Civil Service Rules

Proposals for change in the rules were submitted and hearings conducted on the following subjects:

- Transfer.
- Leaves of absence.
- Adoption and Amendment of Rules.
- Definitions.
- Overtime.
- Maternity leaves of absence.
- Restoration of sick and annual leave accrual rates upon reappointment.
- Deleted language made obsolete by adoption of rules for restoration of accrual rates.
- Restoration of accumulated but unused balance of sick leave upon reappointment.