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Sixth report
of the
Minnesota State Civil Service
Department

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SIXTH REPORT

OF THE

MINNESOTA STATE

CIVIL SERVICE DEPARTMENT

Minnesota. Civil service dept.



**FOR THE FISCAL YEAR
ENDING JUNE 30, 1945**

REPORT ON CIVIL SERVICE ACTIVITIES
FOR THE YEAR
INTRODUCTION

War, with its consequent labor shortages, increased living costs, restlessness and mobility of society, marked the sixth year in the life of the Minnesota State Civil Service Department. As in the preceding two and one-half years the conditions imposed by the war have had a direct influence upon the operations of the Department.

The impact of the war on the labor market made it imperative, in attempting to supply the personnel needs of the state service, that many and frequent examinations be given and that an intensive recruiting program be maintained. The increased cost of living, and the general rise in wage levels created a demand for a revision of the pay plan for state employees. Loss of personnel to the armed forces and mobility of labor during this period contributed in large measure to the increase in the personnel turnover rate. The resulting shifts in work assignments, consolidations and reorganizations of positions, made it difficult to maintain the position-classification plan on a current basis, and thus pointed to the desirability of an extensive review of the position-classification plan. In addition, new legislation and the pursuance of a program of further improvement in the service rendered to operating departments increased the work load of the Civil Service Department this year.

Increasing emphasis has been placed on the principle that the Civil Service Department exists primarily as a service agency for state administrators, state employees and the citizens of the state. Civil service in Minnesota has been most fortunate in that it has experienced from the appointing authorities, the members of the legislature, the administration, the state employees, the press and the public the cooperation essential to the operation of the agency as a service organization and to the development of a real merit system.

Section I

HIGHLIGHTS OF THE YEAR

1. Highlighting this year's activities is the completion of the Public Administration Service survey of the classification and pay plans which served as the basis of the salary bill passed by the state legislature. (For a complete discussion of this survey see page 2.)

2. Another piece of legislation affecting public employees was an act to limit tenure of appointments made during the period from April 24, 1945 to June 1, 1947, or six months after the national war emergency whichever is later. (For a discussion of the effect of this law on the Civil Service Department's operations see page 6. A summary of the act is given on page 9.)

3. Mr. Wilbur Elston, who had been a member of the Civil Service Board since its inception, resigned in December, 1944, after over five years of outstanding service. Mr. George F. Ziesmer of Mankato was appointed by Governor Thye to complete the unexpired term. The continuity of membership on the Board and the high standards of appointment set by former Governor Stassen and maintained by Governor Thye are responsible to a large degree for the effectiveness of the operation of the Civil Service Department.

4. Captain Kenneth C. Pennebaker, Director of the Civil Service Department, who had been on military leave since September, 1943, resigned on May 1, 1945. Captain Pennebaker was selected as the first Director of the Civil Service Department in 1939 following a nation-wide examination in which he ranked first. His untiring efforts were largely responsible for the success of civil service in Minnesota during the first four formative years. In his letter of resignation to the board, Captain Pennebaker stated, "It has been my increasing conviction that prolonged retention of legal rights to key positions in the public service is fair neither to the governmental agency involved nor to its personnel. Because of this conviction my resignation is submitted."

5. Following Captain Pennebaker's resignation, a special committee was appointed by the Board on April 2, 1945 in accordance with the Civil Service Act to conduct examinations for the position of Director of Civil Service. Members of the committee are: Miss Rena B. Smith, Director, 8th United States Civil Service Region, Chairman; Mr. Robert Hunter, President, Illinois Civil Service Commission; and Dr. Lloyd B. Short, Director, Public Administration Training Center, University of Minnesota. Written examinations for the position were held on June 12 in twelve cities throughout the country. There were thirty-one applicants for the position. Those candidates who successfully complete the written portion of the examination will be

Section II

THE YEAR'S ACTIVITIES

A. SALARY AND CLASSIFICATION SURVEY

The cost of living increase experienced during the last few years, the general rise in wage levels brought about by the keen competition in the labor market and the attractive wages offered employees in war plants were reflected in the state service by employee dissatisfaction, personnel turnover, and serious difficulty in recruiting candidates for state jobs. The Legislative Advisory Committee in June, 1944, directed the Civil Service Department to make a comprehensive study of salaries and hours of work in the state service and on the basis of this survey to prepare recommendations to be submitted to the 1945 session of the state legislature.

Because this task was too large to be undertaken by the Civil Service Department without employing additional personnel, and because it was impossible to secure personnel qualified to carry on the project, Public Administration Service of Chicago was engaged to conduct the survey. Public Administration Service, a non-profit organization, had been employed in 1939 to establish the original classification and pay plans for the state. At that time the Civil Service Board, after a thorough investigation of all organizations equipped to provide this service, found Public Administration Service to be the outstanding one in the country. Because of its nation-wide reputation and its familiarity with state government in Minnesota, Public Administration Service was the logical choice for the revision of the existing salary plan.

On July 1, 1944, Public Administration Service contracted to prepare a salary plan based upon a study of rates of pay in comparable positions in private and public employment, of costs and standards of living, and of the state's policy, finances and needs; to study existing policies and practices regarding hours of work and overtime in the state service and to prepare recommendations to provide, insofar as practicable, standard treatment of these problems; and, concurrently with these studies, to assist the Civil Service Department with matters of position classification.

The survey staff, which included employees of Public Administration Service and of the classification section of the Civil Service Department, began work on the survey in July, 1944.

Information on prevailing salaries for positions in private industry was requested of 1200 firms in the state. A questionnaire was sent to the individual firms asking that they state the salaries they paid for selected "key" positions which were described on the questionnaire and that they include information on overtime, annual leave and sick leave policies. Per-

information received on the questionnaire was incomplete or where a call was requested by the cooperating firm.

In order to make comparisons of Minnesota state salaries with those paid in other governmental jurisdictions, a similar questionnaire requesting information on pay policies, vacation leave, sick leave and overtime was sent to twenty-four states. In addition, complete classification and pay plans were obtained from states, counties, and cities in which there are formalized systems of personnel administration.

Since it was not possible or practicable to gather salary data from private industry or other states on every kind of job in the state service, it was necessary to determine the proper relationship of each class of work to every other kind of work in the classification plan and the relationship of each to the "key" classes for which salary data had been obtained. A modification of the factor comparison method of job rating was decided upon as most likely to yield valid results in determining the proper relationships among the classes and consequently in establishing equitable salary ranges. This process has been used successfully by large business firms in recent years but had not been attempted previously on a large scale by any public organization.

The purpose of factor comparison is to aid in evaluating each kind of work. This is done by breaking up the difficulty and responsibility of a job into specific factors, such as length of time required to learn the work, unusual working conditions or hazards, supervision exercised, and supervision received. By analyzing the classes in this manner it was possible to make comparisons between classes on one factor at a time rather than on the class as a whole.

The first step in the factor comparison procedure was the selection of factors. Secondly, after the factors were selected and defined, twenty key classes were selected which were representative of all factors and which were supported by adequate and consistent pay data. Each key class was assigned a point value based upon the outside pay data, each point representing one dollar. The point value for each key class was divided or "spread" among the individual factors on the basis of each factor's relative importance to the particular kind of work. Each class in the classification plan was then rated factor by factor with relation to the key classes.

While the actual salary ranges were determined primarily on the pay data which had been obtained, the results of the factor comparison procedure served as a guide in determining the internal relationships in the plan and as a major factor in determination of the salary ranges where pay data for the class was lacking or inadequate.

The recommended salary plan consisted of 34 salary ranges, each range divided into five equal salary steps. In order that the plan would reflect variations in the cost of living, an economic adjustment was incorporated, based on the Bureau of Labor Statistics' cost-of-living index. This adjustment consisted of adding salary steps to the basic salaries. The number of

and 130 at the time the plan was set up, three steps were to be added to the basic salaries. As it was planned, four steps would be added if the index reached or exceeded 130; if it reached or exceeded 140 five steps would be added and so on. Conversely, if it fell below 120, the economic adjustment would be reduced to two salary steps; if below 110 to one step and if to 100 or below the basic ranges would apply.

In this manner a tentative salary schedule was prepared. The plan was distributed to departments for posting and to employee groups. Opportunity was granted any employee, department head, or interested groups to submit information or to talk personally to a member of the staff concerning any salary range which they felt was out of line. The recommended salary plan was revised in view of the supplementary information supplied during the course of the interviews and was submitted to the Civil Service Board. The Board, after holding a public hearing, added its revisions, and the plan was submitted to the legislature.

The recommendations were submitted to the proper committees of both houses of the legislature during the early part of the session. After several hearings by a subcommittee a bill was introduced in the House of Representatives by the Committee on Civil Administration. This bill contained for the most part the recommendations of the Civil Service Department.

After passing the House by a unanimous vote the bill was referred to the Senate where it underwent extensive amendment. Subsequently, it was referred to a conference committee of both houses where the final bill was worked out. The act finally adopted contained the following major changes from the bill originally introduced in the House:

1. The economic adjustment is to be reduced to correspond with decreases in the cost-of-living index but may not be increased with corresponding increases in the index.
2. Appointing authorities are required to review each employee's salary once a year to determine whether or not the employee shall receive a merit increase.
3. The Civil Service Board cannot assign any class to a salary range, the minimum of which is \$25.00 more than the minimum of the salary range for that class in the former salary plan.

The pay plan became effective July 1, 1945, after a hearing conducted by the Civil Service Board as provided by the act.

The recommendations of the Public Administration survey with regard to hours of work and overtime were that the work week for all employees in the classified service consist of not less than 40 nor more than 44 hours. The work week for each office or department would be established by the department head. All time worked in excess of the established work week by an employee would be designated as overtime and compensated in cash at a rate based on his adjusted salary, computed on an hourly basis or by allowance of an equivalent amount of compensatory time off, up to a maxi-

num compensatory time off allowance. The work week and overtime plan for each office or department as established within the prescribed limits would be subject to the approval of the Director of Civil Service and the Commissioner of Administration.

These recommendations were submitted to the legislature by the Civil Service Department but were not introduced by the committees to whom they were submitted.

During the course of the salary survey changes in assignment of duties and departmental organization were brought to light. These changes necessitated the reallocation of a number of positions and in some cases consolidation of existing classes. The number of classes combined reduced the number of classes in the classification plan from 775 to 651.

B. RECRUITING AND EXAMINING

Our last annual report proposed that an accelerated examination program be continued for another year. This aim has been accomplished. A total of 350 examinations has been held for 146 classes of employment for original entry into state service. In addition to these were held 132 promotional tests for a like number of classes of service.

During the year the department increased its efforts to recruit qualified personnel for the state service. In an effort to interest applicants in clerical examinations, staff members appeared before student groups in high schools and colleges. One of the most effective methods of recruitment found was contacting school counselors who were informed of positions available, salaries, and examinations to be held and were furnished application blanks for student use.

Classified advertisements in newspapers for institutional and hospital employees were unsuccessful. In order to encourage additional applications for such positions, the number of examination centers was increased from 14 to 33 cities, including each city housing a state institution or highway district office. Staff members also conducted written tests and personal interviews for institutional jobs at each of the state hospitals and institutions so that institution routine would not be disturbed.

Eligible lists must be established in the shortest possible time if initial recruiting is to be successful. To accomplish this end, tests were given frequently, written tests were shortened, scoring was simplified and evaluation of experience and training was omitted in examinations for beginning classes in which experience, though desirable, is not essential. Because of these factors it was possible in many examinations to reduce considerably the time between taking tests and the subsequent certification of eligible candidates. Examinations for Clerk I, Clerk Typist I and Clerk Stenographer I were held each Wednesday night in the Twin Cities. Monitors at these tests were supplied with application blanks so that candidates who had not already submitted an application could take the test and file the application later. Usually by Friday of the same week these tests were scored and the

ing of the test by the applicant, notification to him of the results and certification of the first eligibles was as little as three days. Applications for these examinations outside the Twin City area were accepted at anytime. Because the number of these applicants was relatively small and widely scattered throughout the state, however, it was not possible to hold tests for them at regularly scheduled intervals and places. Instead, arrangements were made for them to take the tests at the nearest examining centers as soon as their applications had been received.

C. WAR DURATION APPOINTMENTS

The war duration appointment act passed by the 1945 legislature limited the duration of appointments from original, promotional and reemployment lists to either June 1, 1947 or until six months after the end of the war emergency as declared by proper federal authority, whichever date is later. During this interval appointments from such lists are to be made with all of the rights and privileges of civil service, except permanent tenure. The law provides that permanent tenure may be granted only at the request of the appointing authority and with the subsequent approval of the Civil Service Board in positions requiring unusual qualifications of a scientific, technical, or administrative nature. The purpose of this act is to provide job opportunities for returning veterans when the war is over.

Permanence of tenure and career opportunities are the most attractive benefits of government service. Passage of this act had the following immediate effect on the operations of the department. A marked diminishing of interest in employment in state service was revealed after circulating to all persons on eligible lists a questionnaire asking if they would be available for employment under the new conditions. The following changes in the availability of eligibles were noted. On the Accountant I list 49 percent of the eligibles stated that they would not be available for employment until permanent appointments could again be made. Thirty-seven percent of the eligibles on the Executive I list, 25 percent on the Civil Engineer I list and 77 percent on the Painter list reported they were not available.

This law necessitated a change in recruiting and examining policies and program. In the past the number of provisional appointees in a class was the primary criterion for the scheduling of examinations. This ceased to be a major factor, especially in tests for classes to which provisional promotions of employees had been made. To give such promotional examinations and to make war duration appointments would be fruitless effort, since those examinations have to be held again when permanent appointments can be made and in the majority of cases will not be affected by the return of servicemen. Emphasis was shifted to the planning and execution of an examining program which would recruit personnel for entrance-level positions such as Clerk I, Clerk Typist I and Clerk Stenographer I, and on opening examinations for many other beginning classes in which returning veterans might wish to compete, in which they readily might be placed in jobs, and in which personnel needs are greatest. To accomplish this aim examinations have been developed to be administered at frequent intervals in clerical,

procedure will result in establishing eligible lists and help to meet the turnover in state positions. However, it appears that the recruiting of well-qualified persons, including returning veterans, will continue to be difficult because many such persons do not wish to compete twice for the same civil service position or accept positions on a provisional basis in the hope of qualifying for permanent status at a later date.

D. SERVICES TO VETERANS

During the year there were quite a few veterans coming home who were interested in state employment and many persons still in military service inquired about state employment by letter. With the end of the war in Europe in May, the volume of the department's correspondence with servicemen increased sharply. A program to aid veterans formerly employed by the state or interested in such employment was inaugurated. Each veteran reinstated to the state service is notified of his opportunity to take promotional examinations held during his absence on military leave. This opportunity was provided the veterans in the rules adopted by the Civil Service Board in the spring of 1944. A number of promotional examinations already have been given to reinstated veterans. A special file of veterans is maintained by the Recruiting and Examining Division and members of its staff have developed arrangements with personnel officers and appointing authorities so that as many vacancies as possible can be filled by returning servicemen.

In response to many requests for information on positions in conservation work, the division with the help of the Department of Conservation developed and printed material for distribution summarizing the kinds of work in this field, salaries, training and experience necessary, and training programs open to veterans by arrangement with the Veterans' Administration.

Close contact is maintained with veterans' representatives in the United States Employment Service, the Veterans' Administration and Veterans' Information and Referral Offices. In the last few months the equivalent of the time of one full-time technician has been devoted by members of the staff of this division to interviewing veterans, to developing informational material for them and to corresponding with servicemen and women interested in state employment. The first drafts of an informational booklet to answer inquiries on opportunities in the state service have been completed and it is expected that it will be ready for publication within a short time. The booklet will be sent to counselors in separation centers and will be distributed to interested groups and individuals. It is hoped that not only will more complete information be available through this publication but that the individual correspondence load will be reduced.

E. TRANSACTIONS AND PROCEDURES

Prior to 1939 when the civil service system was inaugurated and when the Reorganization Act prescribed new rules for the civil service,

increases, terminations, and other personnel adjustments. Personnel policies often were defined loosely and applied inconsistently throughout the state, primarily because of the absence of central direction and regulation.

Personnel administration has become more unified through the adoption of the Civil Service Act and the quarterly budget allotment system. These innovations resulted in more equitable treatment of employees and closer control over state finances, but have necessitated additional record-keeping and reporting by operating departments. The Civil Service Department has always been concerned with the volume of paper work required of appointing authorities to effect personnel transactions and has attempted at all times to improve its services to operating departments. In line with this policy the Transactions Division has simplified its procedures for effecting appointments and separations of seasonal employees, for approving salary increases on promotion and for transferring provisional employees from one department to another. Now in the process of development are other procedures which it is hoped will reduce further the work of the operating departments.

The transition from the salary plan in effect prior to July 1, 1945 to the new salary plan provided for by 1945 law was accomplished with the least possible disruption of the operating departments' activities. Informational material on the effect of the new salary legislation and charts illustrating the method to be used in arriving at employees' salaries under the new pay plan were distributed to department heads in time for their use in preparing their personal services budget estimates. The Transactions Division, aided by other members of the staff, worked closely with the Budget Division of the Department of Administration, so that budget estimates were based upon the accurate application of the new law. To avoid confusion as far as possible, work sheets were made out in advance of the first payroll period under the new salary plan for each department head for his use in preparing the first payrolls for the 1945 fiscal year. The adjustments occasioned by the new salary plan were made in the Civil Service Department so that only the forms regularly submitted for merit increases, promotions, demotions, etc., were required of the appointing authorities.

A new record file which contains cards filed by class title and department for each employee giving his status, salary and date of employment has been developed. It has facilitated work on pay and classification studies, in the planning of examination schedules, and in the publicizing and preparing of examinations. It makes possible the easy identification of individual positions within classes and the discovery of many problems in constructing examinations and in revising the classification plan.

The Civil Service Rules were revised effective October 16, 1944. An act of the 1945 legislature aimed at standardizing rule-making procedures of all agencies (see page 10) will entail new hearings on the rules now in effect. New provisions required by recent legislation and by situations which have developed since the rules were adopted are being drafted for the consideration of the Board and later public hearing.

Section III

LEGAL ASPECTS OF OPERATION

A. LEGISLATION AFFECTING CIVIL SERVICE

TENURE

All vacancies in the classified service of the State or any of its political subdivisions shall be filled on a temporary basis only, for the duration of the present war emergency and six months thereafter, or until June 1, 1947, whichever is the later date. Exceptions may be made in positions requiring unusual qualifications of a scientific, technical or administrative nature if requested by the appointing authority and approved by the Civil Service Board. Appointments to all positions are to be made in accordance with the existing law or charter provisions governing such appointments. At the end of this period the Director of Civil Service is to terminate all duration appointments and proceed to fill the positions on a permanent basis according to the law and rules then in effect. (Laws 1945, Chapter 585)

SALARIES

Thirty-four salary ranges are established as the basic rates of pay for state employees in the classified service. Each range includes five equal salary increases or steps. Positions will be assigned to these ranges by the Director and reviewed by the Board. The salary schedules shall be submitted to the Legislature at the opening of the next legislative session and unless changed will then be the official compensation rates.

Appointing authorities are required to review each employee's salary once a year to determine whether the employee shall receive a salary increase.

Effective July 1, 1945, a cost-of-living adjustment of four steps in the first ten ranges and three steps in all other ranges shall be added to each base salary. This adjustment may be decreased on July 1, 1946 if the cost of living has gone down.

The present basic salary of any employee cannot be reduced by any provisions of this act, and where positions are assigned to new ranges, those who were receiving more than the minimum in the old range will be adjusted to the corresponding step in the new range.

No employee with five or more years of service shall receive an adjusted salary of less than \$120. (Laws 1945, Chapter 598)

MILITARY LEAVE

Any public officer or employee upon returning from military leave shall be reinstated to the position he held or to a public position of like seniority

be made within 90 days after discharge from the service or hospitalization, or within one year of termination of service regardless of length of hospitalization. (Laws 1945, Chapter 489)

ANNUAL LEAVE

Any employee of the state who is transferred or who accepts employment under the jurisdiction of a new appointing authority of the state shall be entitled upon such transfer or acceptance of such new employment to pay for any unused portion of his annual leave allowance. (Laws 1945, Chapter 492)

CLASSIFIED SERVICE

The state treasurer may employ one person in the unclassified service for the purpose of receiving and safekeeping assets deposited and maintained with the state treasurer. (Laws 1945, Chapter 586)

All technical and clerical assistants of the newly created Minnesota Resources Commission shall be appointed in accordance with the civil service regulations of the state. (Laws 1945, Chapter 468)

RULES

New rules and regulations promulgated by agencies having state-wide jurisdiction and authority to make orders, awards, findings, determinations or assessments must be given public hearing and submitted to the Attorney General to determine their legality. Within 90 days of the effective date of this act (April 21, 1945) these agencies must file their existing rules and regulations with the Attorney General. When such rules have been approved and filed with the Secretary of State, they will have the effect of law. (Laws 1945, Chapter 452)

LEGISLATION NOT EFFECTED

In addition to the bills which were passed, numerous bills were introduced which would have affected the operation of the Civil Service Department. Two of the most important were a bill which provided for settlement of labor disturbances in the state service by conciliation, and a bill which provided for an open back door, non-competitive examinations for promotion, a limit on the number of times a position could be reallocated, and for allocation appeals in writing by the appointing authority.

B. ATTORNEY GENERAL'S OPINIONS

ADDRESSED TO CIVIL SERVICE DEPARTMENT

Positions in the Classified Service. Employees of the Minnesota Historical Society are included among state employees entitled to benefits under the retirement fund. They are not, however, state employees within the meaning of the State Civil Service Act. (June 5, 1944)

Positions in the Classified Service. An employee engaged by the State Treasurer to assist in the performance of duties under the provisions of the Laws of 1943, Chapter 591, which relates to authorizing a deposit of assets by certain investment companies with the State Treasurer as security for the payment of certain certificate obligations, who is paid from the funds obtained through the Investors Syndicate is considered a state employee under the classified service. (July 26, 1944)

Disabled Veterans' Preference. (1) "Disabled veteran" means a veteran whose disability has been judged by the United States Veterans' Administration to be service connected and is found to be existing at the time preference is claimed even though there may be a zero percentage of disability under the rating schedule. (Disability is in relation to the last prewar occupation.) (2) The widow of a deceased veteran is entitled to the same preference that her husband would have had if he were entering the service, that is, a distinction is to be made between the widow of a disabled and a non-disabled veteran. (October 18, 1944)

Date of Appointment. In determining whether appointments made are subject to the provisions of Chapter 585 (The act limiting the duration of appointments) when there is an inconsistency between the dates submitted by the appointing authority on the civil service certification form, the date entered under the words "Appointments are hereby made as indicated" shall govern. An affidavit from an appointing officer showing that the actual date of appointment was prior to April 24, 1945 may be filed, however, and shall govern. (May 3, 1945)

Subject: An action in mandamus brought by Hazel V. Jones, employee of the Division of Social Welfare and widow of a veteran, to review the allocation of her position as of April 15, 1945.

Decision: Since Mrs. Jones had taken no appeal to the Civil Service Board for the review of her allocation as provided in the Civil Service Act, the court is powerless to review it because of lack of statutory authority. The court is not a review body for the reviewing or review of other

C. COURT ACTIONS

Subject: Suit for writ of certiorari to review the order of the Civil Service Board of November 1, 1943, allocating the position occupied by Richard F. Spurck on April 22, 1939 to the class Attorney I.

Court: District Court, Second Judicial District

Decision: Continued to October, 1945 term.

Subject: Suit for writ of mandamus to compel the Civil Service Board to restore Richard F. Spurck to the position he held in the classified service of the state on April 22, 1939.

Court: District Court, Second Judicial District

Decision: Continued to October, 1945 term.

Subject: Suit for writ of mandamus to compel payment of the salary Clarence W. Mattson would have received as a Stores Clerk III until he was appointed an Account Clerk II, plus any merit compensation.

Court: District Court, Second Judicial District

Decision: Since there had been no review of the Civil Service Board's failure to award the claimant back salary, any claim for loss of salary prior to November 29, 1943, was eliminated. Further, the reinstatement ordered by the Civil Service Board was conditioned on the existence of a position in the class Stores Clerk III and because on the date of that order there was no position in that class in existence, and because any claim for extra compensation after that date was dependent upon the claimant's holding the position of Stores Clerk III, he could not claim the salary which went with it. Since there was no position in the class available, he was not illegally deprived of it and is not entitled to a writ of mandamus.

Subject: An action in mandamus brought by Hazel V. Jones, employee of the Division of Social Welfare and widow of a veteran, to review the allocation of her position as of April 15, 1940.

Court: District Court, Second Judicial District

Decision: Since Mrs. Jones had taken no appeal to the Civil Service Board for the review of her allocation as provided in the Civil Service Act the court is powerless to review it because of lack of statutory authority. In addition mandamus is not a proper method for reviewing an error in alloca-

Subject: Proceeding in mandamus to review the denial of the Civil Service Board on December 9, 1940 of the appeal by Rose DeWanz, Clerk Stenographer I, in the Highway Department of the allocation of her position.

Court: District Court, Second Judicial District

Decision: Continuance of the case up to the October, 1945 term.

Subject: A review by mandamus of the allocation of the position of Joseph H. DeWitt to the class Parole Agent II as of April 22, 1939.

Court: District Court, Second Judicial District

Decision: Continuance of the case until the return of Mr. DeWitt from a defense leave of absence.

Subject: An appeal of the allocation of the position of Harvey W. Kirchner to the class Social Worker II after hearing by the Board as of April 22, 1939.

Court: District Court, Second Judicial District

Decision: Continuance of the case to the October, 1945 term.

D. HEARINGS OF INDIVIDUAL PERSONNEL ACTIONS
BEFORE THE CIVIL SERVICE BOARD

Subject: Reconsideration on the basis of the second Butters case of the Civil Service Board's decision on June 22, 1942 that it had no power to grant civil service status to William J. Doyle in a position based on duties performed by him prior to April 22, 1939. (Decision was based on first Butters case)

Date of Hearing: September 11, 1944

Order of the Board: William J. Doyle be reinstated in his former position of Garage Mechanic Foreman not later than November, 1944.

Subject: Dismissal of George C. Reilly, permanent employee of the Industrial Commission.

Date of Hearing: February 5, 1945

Order of the Board: Dismissal of the appeal because of the request of the appellant to abandon his appeal.

Subject: Dismissal of Dr. Harold G. Silker, permanent employee of the Rochester State Hospital.

Date of Hearing: May 7, 1945

Order of the Board: Reinstatement not later than June 1, 1945.

Subject: Dismissal of George Wohlferd, permanent Groundsman I at Gillette State Hospital.

Date of Hearing: June 11, 1945

Order of the Board: Dismissal of the hearing because of the agreement of the employee and the appointing authority to convert the dismissal to a resignation.

Section IV

ACKNOWLEDGMENTS

During the past year the Civil Service Department has been fortunate in receiving valuable assistance in examinations from many persons of well-known ability and outstanding reputations in their respective fields. The department wishes to extend its thanks to those appointing authorities and state employees who assisted in the scheduling, administering and developing of examinations for classes of work peculiar to the state. Appreciation for their interest and very valuable help in interviewing and consulting on examinations is extended to the following persons outside the state service who devoted much time and effort toward the advancement of the merit system of public personnel administration in Minnesota:

Miss Ethel M. Ackerman
Dean of Women
Hamline University
Saint Paul, Minnesota

Dr. Ruth E. Boynton
Acting Head
Div. of Prev. Medicine & Pub. Health
University of Minnesota
Minneapolis, Minnesota

Mr. Gordon Berg
Community Chest Inc.
Wilder Building
Saint Paul, Minnesota

Mr. C. Roy Bigelow, Secretary
Civil Service Commission
City & County of Denver
404 Municipal Bldg.
Denver, Colorado

Mr. C. W. Blackburn
Executive Secretary
Family Welfare Association
Minneapolis, Minnesota

Mrs. Helen M. Blood
Director of the Red Cross
Bruns General Hospital

Mr. Floyd D. Borne
Senior Engineer
1217 Post Office & Custom House
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Saint Paul, Minnesota

Miss Florence Brennan, Chairman
Committee on Civil Service
Minnesota Nurses Association

Mr. Howard Bussard
County Engineer
Marshall, Minnesota

Mr. R. T. Campbell
City Engineer
Brainerd, Minnesota

Mr. Oscar Carlson, Chairman
Crow Wing County Agricultural Con-
servation Committee
Brainerd, Minnesota

Mrs. Alice Clendening
Ass't Professor of Social Work
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Minneapolis, Minnesota

Mr. Wright S. Cockroft, Supt.
Construction & Repair
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Mr. J. Grant Dent
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Miss Elizabeth Deuel
Child Welfare Consultant
U. S. Children's Bureau

Mrs. Ruth Devney
Executive Secretary
Hennepin County Welfare Board

Mr. W. E. Duckett
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Mrs. Anne Fenlason
Associate Professor of Social Work
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Minneapolis, Minnesota

Mr. Charles F. Flann, Chairman
Kandiyohi County Agricultural Con-
servation Committee
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