

*Colorado - Civil Service Commission -
Constitutional Amendment, Law,
Rules and Regulations, etc.*

PR1/9.2/L41/1936
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STATE
CIVIL SERVICE
COMMISSION
OF
COLORADO

Constitutional Amendment, Law,
Rules and Regulations, and
Classification of Positions



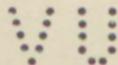
Approved by
STATE CIVIL SERVICE COMMISSION
September 9, 1919
January 1, 1936

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STATE
CIVIL SERVICE
COMMISSION
of
COLORADO



Constitutional Amendment, Law, Rules
and Regulations, and Classifica-
tion of Positions



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CONSTITUTIONAL AMENDMENT.

Article XII, Section 13 of the Constitution of the State of Colorado:

Appointments and employments in and promotions to offices and places of trust and employment in the classified civil service of the State shall be made according to merit and fitness, to be ascertained by competitive tests of competence, the person ascertained to be the most fit and of the highest excellence to be first appointed. All appointees shall be qualified electors of the State of Colorado, except as to those offices or positions held by the Civil Service Commission to require special training and technical qualifications, in which cases competitive tests need not be limited to qualified electors and may be held without the State.

The classified civil service of the State shall comprise all appointive public officers and employees and the places which they hold, except the following: Judges of courts of record and one stenographer of each judge, one clerk for each court of record, persons appointed to perform judicial functions, receivers, jurors, members of boards or commissions appointed by the Governor and serving without pay, members of the State Industrial Commission of the Public Utilities Commission and of the State Civil Service Commission, the Governor's private secretary and three confidential employees of his office, appointees to fill vacancies in elective offices, one deputy of each elective officer, the

position involving the duties incident at present to the position of that deputy of the Secretary of State, known as Deputy Commissioner of Labor and the incumbent thereof, officers and teachers in educational institutions not reformatory or charitable in character, all attorneys at law serving as such, and the officers and employees of the General Assembly.

Persons in the classified service shall hold their respective positions during efficient service and shall be graded and compensated according to standards of efficient service which shall be the same for all persons having like duties. They shall be removed or disciplined only upon written charges, which may be filed by the head of a department or by any citizen of the State, for failure to comply with such standards, or for the good of the service, to be finally and promptly determined by the Commission upon inquiry and after an opportunity to be heard. No person shall be discharged for a political or a religious reason. In cases of emergency or for employment of an essentially temporary character, the Commission may authorize temporary employment without a competitive test.

Laws shall be made to enforce the provisions of this section and to establish a State Civil Service Commission to consist of three members who shall be appointed for overlapping terms by the Governor alone and who shall be persons of known devotion to the merit system. The first three Commissioners appointed hereunder shall hold for two, four and six years respectively. Thereafter the term of a Commissioner shall be six years, ex-

cept where an appointment is made to fill an unexpired term. A salary of not less than \$2,500 per annum shall be paid to each commissioner. The making and enforcement of rules to carry out the purposes of this amendment and of the laws enacted in pursuance hereof, the alteration and rescission of such rules, the conduct of all competitive tests, the determination of all removal or disciplinary cases, the standardization of all positions, the determination of standards of efficient service and the determination of the grades of all positions in the classified service shall be vested in the Commission. No person in the classified service shall be paid until a certificate is furnished by the Commission that the appointment has been made pursuant to law.

Adequate appropriations shall be made to carry out the purposes of this section and in the absence of such adequate appropriations the salaries and expenses of the Commission shall be paid as are the salaries and expenses of the Executive officers of the State government.

All persons holding positions in the classified service as herein defined when this section takes effect shall retain their positions until removed under the provisions of the laws enacted in pursuance hereof.

This section shall be self-executing.

Approved by the People November 5th, 1918.

Proclaimed by the Governor December 31st,
1918.

Chapter 20
Session Laws 1919
Page 143
(House Bill No. 591, by Mr. Lambert.)

AN ACT

TO APPLY THE MERIT SYSTEM TO APPOINTMENTS IN THE CIVIL SERVICE OF THE STATE OF COLORADO, PURSUANT TO ARTICLE XII, SECTION 13, OF THE CONSTITUTION OF THE STATE OF COLORADO.

Section 1. That pursuant to Article XII, Section 13 of the Constitution of Colorado a State Civil Service Commission created by said Article is hereby established; to consist of three members appointed for overlapping terms by the Governor alone and who shall be persons of known devotion to the merit system. The three Commissioners heretofore appointed under said Article XII, Section 13 of the Constitution of Colorado shall hold for two, four and six years respectively. Thereafter the term of a Commissioner shall be six years, except where an appointment is made to fill an unexpired term. Each Commissioner shall receive as compensation for his services an annual salary of Three Thousand Dollars, payable monthly, and his actual necessary expenses incurred in the performance of his duties; the Commission is hereby authorized to

appoint a secretary at a salary of Twenty-four Hundred Dollars per annum.

Section 2. Appointments and employments in and promotions to offices and places of trust and employment in the classified civil service of the State as provided by Article XII, Section 13 of the Constitution of the State of Colorado shall be made according to merit and fitness, to be ascertained by competitive tests of competence, the person ascertained to be the most fit and of the highest excellence to be the first appointed. All appointees shall be qualified electors of the State of Colorado, except as to those offices or positions held by the Civil Service Commission to require special training and technical qualifications, in which case competitive tests need not be limited to qualified electors and may be held without the State as provided in Article XII, Section 13 of the Constitution of the State of Colorado.

Section 3. The classified civil service of the State shall comprise all appointive public officers and employees and the places which they hold, except the following: Judges of courts of record and one stenographer of each judge, one clerk for each court of record, persons appointed to perform judicial functions, receivers, jurors, members of boards or commissions appointed by the Governor and serving without pay, members of the State Industrial Commission, of the Public Utilities Commission and of the State Civil Service Commission, the Governor's private secretary and three confidential employees of his office, appointees to fill vacancies in elective offices, one deputy of each elec-

tive officer, the position involving the duties incident at present to the position of that deputy of the Secretary of State, known as Deputy Commissioner of Labor and the incumbent thereof, officers and teachers in educational institutions not reformatory or charitable in character, all attorneys at law serving as such, and the officers and employees of the General Assembly.

Section 4. Persons in the classified service shall hold their respective positions during efficient service and shall be graded and compensated according to standards of efficient service which shall be the same for all persons having like duties. They shall be removed or disciplined only upon written charges, which may be filed by the head of a department or by any citizen of the State, for failure to comply with such standards, or for the good of the service, to be finally and promptly determined by the Commission upon inquiry and after an opportunity to be heard. No person shall be discharged for a political or a religious reason. In cases of emergency or for employment of an essentially temporary character, the Commission may authorize temporary employment without a competitive test.

Section 5. The making and enforcement of rules to carry out the purposes of the constitutional provision and of this act; the alteration and rescission of such rules, the conduct of all competitive tests, the determination of all removal or disciplinary cases, the standardization of all positions, the determination of standards of efficient service, and the determination of the

grades of all positions in the classified service shall be vested in the Commission. No person in the classified service shall be paid until a certificate is furnished by the Commission that the appointment has been made pursuant to law.

Section 6. All persons holding positions in the classified service as defined in the constitutional amendment pursuant to which this act is drawn, when said Article became effective, shall retain their positions until removed under the provisions of said constitutional amendment and this act.

Section 7. Whoever makes an appointment to office, or selects a person for employment contrary to, or discharges an employee otherwise than in accordance with the provisions of Article XII, Section 13 of the Constitution of the State of Colorado, or of this Act, or of any rule of the Commission, or refuses or otherwise neglects to comply with the provisions of Article XII, Section 13, of the Constitution of the State of Colorado, or of this Act or of any rule of the Commission shall be deemed guilty of a misdemeanor and for each and every offense shall, upon conviction be punished by a fine not to exceed one thousand dollars.

Four times the amount of any payment contrary to the provisions of Article XII, Section 13, of the Constitution of the State of Colorado, or of this Act or of any rule of the Commission may be recovered from any member of a board or officer signing, or countersigning any warrant therefor or paying any such warrant, or from the sureties on the official bonds of any such officer or member, or from the officer and

his said sureties, in an action brought by the State, or by any taxpayer. The amount of such judgment shall be paid to the State.

Section 8. It shall be the duty of the Commission to investigate all alleged breaches of Article XII, Section 13 of the Constitution, of this Act, and of its rules, and in the course of such investigation they, or any of them, may subpoena witnesses, administer oaths, compel the testimony of witnesses, and the production of books, papers and records relevant to such inquiry, and it shall be the duty of any person subpoenaed to appear and testify, and to produce such books, papers and records as are called for in such subpoena. The same compensation shall be allowed for the attendance of witnesses and service of papers by officers as is allowed by law in the district courts of the respective counties in which such investigations shall be held, and the Commission shall certify such amounts to the Auditor of State, for payment from the fund which shall be appropriated for the purpose of carrying Article XII, Section 13, of the Constitution, this Act and the rules of the Commission into effect.

Section 9. The Commission shall keep records of its proceedings and of all examinations held by it, or under its authority. All records and documents filed with the Commission shall be preserved as public records. The minutes of the proceedings of the Commission and all eligible lists, shall be open at all reasonable times to public inspection.

The Commission shall, on or before the 1st day of December preceding each regular session

of the General Assembly, make a report to the Governor of its work during the preceding two years, including all rules adopted, and any suggestions for legislation to carry out the purposes of Article XII, Section 13, of the Constitution and of this Act. This report shall be printed and distributed as a public document.

Section 10. Every applicant for examination shall pay the Commission a fee of one dollar (\$1.00), for the purpose of defraying so far as possible the expense of conducting said examination and other expenses of the Commission. All moneys received or collected by the Commission shall be paid into the State Treasury daily, and shall be by the State Treasurer placed in a separate account to the credit of the Commission to be paid out only on order of the Commission, for the purpose of paying expenses incurred by the Commission, and no person shall be examined or certified to any eligible list until such fee has been paid.

Section 11. If any section, sub-section, sentence, clause or phrase of this Act is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this act. The legislature hereby declares that it would have passed the Act, and each section, sub-section, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, sub-sections, sentences, clauses or phrases be declared unconstitutional.

Section 12. An Act of the General Assembly, entitled "An Act concerning Civil Service and to repeal an Act entitled 'An Act in relation to

Civil Service in the State Institutions and municipalities,' approved March 30, 1907, and to repeal an Act entitled 'An Act to amend an act entitled "An Act in relation to Civil Service in State Institutions and Municipalities," approved March 30, 1907, so that the title will read "An Act relating to Civil Service" and to amend Sections 3, 10, 17 and 21, and to repeal Section 11 of said Act' adopted by the people of the State of Colorado, effective January 22, 1913," approved April 10th, 1915, known as Chapter 51, Laws of 1915, be and the same is hereby repealed, as well as all other acts and parts of acts inconsistent with the provisions of this Act.

Section 13. The General Assembly hereby declares this Act necessary for the immediate preservation of the public peace, health, and safety.

Section 14. Whereas, in the opinion of the General Assembly an emergency exists, therefore this act shall take effect and be in force from and after its passage.

Approved April 9, 1919—1 :20 p. m.

REGULATIONS

INSTRUCTIONS TO APPLICANTS FOR THE CLASSIFIED SERVICE.

I. General Suggestions.

These instructions should be carefully read, as they answer most of the questions which applicants ask. The Commission cannot undertake to answer inquiries as to vacancies in the service, duties, salaries, prospect of appointment or promotion, or as to the course of preparation which applicants should follow, or inquiries relating to cases which are not officially before it for decision; nor can it decide, except in the case of actual applicants, questions respecting the application of the rules. Where no exceptions are specified none are allowed. Inquiries in regard to examinations and other business should be made directly to the State Civil Service Commission, and preferably by calling in person at its office.

II. Obtaining and Filling Out Application Blanks.

Applicants for examination or registration must file applications for the particular examination or registration which they seek, within the time advertised for that purpose, on a form furnished on request by the Commission, and receive official notice of the examination or registration before they can be examined or registered.

Full instructions for the execution of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions.

The certificates of three vouchers required in the application papers are of the utmost importance. Applicants should seek as vouchers men who have employed them or who have known them practically in their calling. The certificates are of weight only so far as they show real or close knowledge of the can-

didates, and the Commission's action can in no way be biased by the political influence, real or supposed, of the signers. No recommendation other than those provided for in the application blank shall be filed with the Commission.

All statements in applications and in certificates of vouchers shall be subject to investigation by the Commission.

An application will be good for only one examination, and if an applicant desires to take more than one he must file a separate application for each.

All applications which show the applicant to be ineligible for the examination or registration which he seeks, will be disapproved and retained in the files of the Commission. All applications which are defective in their execution and can be corrected by the applicant, will be returned for correction. All unused applications will be cancelled, after they have been on file one year, on the order of the Commission.

Applications which have been approved or disapproved and all examination papers of competitors form a part of the official records of the Commission and cannot, under any circumstances, be returned to the applicants.

III. Persons Who Will Not Be Examined, Registered or Certified.

No person shall be examined, registered or certified for a position:

1. Who has not paid the Commission the sum of one dollar. This applies to all applicants except unskilled laborers.

2. Who has not, within the time limited by the Commission, filed an application upon the form prescribed for the particular examination or registration which he seeks and does not exhibit an official notice to appear for such examination or registration.

3. Who is found to lack any preliminary requirement for the examination or service which he seeks.

4. Who is not within the age limit prescribed for the service which he seeks.

5. Who is physically unfit for the service which he seeks.

6. Who is addicted to the habitual use of intoxicating beverages to excess.

7. Who has been guilty of a crime or notoriously disgraceful conduct.

8. Who has, within two years, been dismissed from the public service for delinquency or misconduct.

9. Who has intentionally made a false statement of any material fact or practiced, or attempted to practice, any deception or fraud in his application, or examination, or in securing eligibility or appointment.

10. Who is not a qualified elector of the State of Colorado, except as to those offices or positions held by the Civil Service Commission to require special training and technical qualifications, as provided in Article XII, Section 13, of the Constitution of the State.

IV. Examinations.

Official notice of the time and place of examination will be given to all candidates whose applications have been duly filed and approved.

The subjects of examination and their relative weights will vary with the requirements of the service for which the examination is held. Practical and oral tests may be given.

Where physical capacity is of importance, a certificate from a reputable physician or a physical examination may be required.

Unskilled laborers will not be examined for registration except as to age, residence, physical condition, ability to labor, sobriety, industry and experience, as to which the application with accompanying certificates will usually be sufficient evidence.

Any candidate in a competitive examination who shall have served in the military or naval service of the United States at a time of war, for a period of at least six months, and who can show honorable discharge from such forces, shall be allowed $2\frac{1}{2}$ points if such service was in the United States and an additional $2\frac{1}{2}$ points if the service was in a foreign country, making a total of five points for any candidate who served overseas; provided that candidate must receive at least 70 per cent in the examination, which is the average that must be attained to secure entry on an eligible list.

V. What Applicants Should Bring to Examination Room.

Persons taking the stenographer and typewriting examinations must provide themselves with typewriting machines and stands or tables; those taking the bookkeeper, draftsman, or other examinations requiring the use of instruments, must furnish the instruments required. All competitors must provide themselves with pens, penholders, pencils, erasers, ink and blotters. Competitors should not bring any paper for use in the examination room, as sufficient blank paper will be furnished for all purposes.

Each applicant must present his notice of examination to be admitted to the examination.

VI. Conduct of Examinations.

The following is a copy of the regulations which are given to each competitor at the beginning of every examination:

1. Before proceeding to answer the questions in the examination, you will fill out and sign a declaration sheet and seal the same in an official envelope. At the close of the examination this envelope and your papers shall all be marked by the person in charge with an identical number to be known as your examination number. **You must not fill in the blank provided for this number on your papers.** If any name or other means of identification is found on any papers or envelope, the papers will not be examined.

2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets, which must all be returned at the close of the examination. Competitors are held responsible for errors and omissions.

3. Note in the proper blank spaces the place and date of the examination, and the time of commencing and completing each examination sheet.

4. You are not limited in time on any sheet, but you should gauge your work so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

5. Do not leave the room with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. Competitors are allowed to leave the examination room for luncheon on the completion of any sheet of questions, after 12 o'clock. No additional allowance of time will be granted on account of such absence. No competitor shall leave the room at any time without permission of the examiner.

6. Read carefully the printed instructions on each sheet before commencing work thereon.

7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

8. A question sheet spoiled by you can not be exchanged for another of the same kind.

9. Perform all work on each examination sheet with ink.

10. Pencil and scratch paper may be used in preliminary work, except in spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

11. Use no scratch paper except that furnished by the person in charge and, on completing an examination sheet, hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is collected, not for consideration in the marking, but for destruction.

12. No helps of any kind are allowed. Before the examination is commenced, hand to the person in charge any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions to be taken from the examination room.

13. All conversation or communication between the competitors during the examination is strictly prohibited.

14. CAUTION. Every competitor is cautioned not to attempt to copy from the work of any other competitor nor to permit any competitor to copy from his work or look over the sheets in his possession. All work, as soon as written, should be carefully covered with a blotter or turned over as the sheets are com-

pleted. Evidences of copying or collusion in an examination may result in the cancellation of the examination papers and in debarring those guilty from all future examinations.

15. All necessary explanations will be made to the whole class. Persons in charge are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

16. No unnecessary delay will occur in marking your papers, and you will be notified of your standing, whether you pass or fail, as soon as your papers are marked. You are requested not to increase the labors of the Commission by making inquiries in regard to your standing.

VII. Notice of Standing to Competitors.

A notice of standing will be sent to each candidate examined, as soon as practicable, after the papers are rated. The notice will show the general average obtained, which must be at least 70 per cent to secure the entry of the candidate's name on the appropriate eligible list.

VIII. When Period of Eligibility Begins and Ends.

The name of each successful candidate is entered upon the appropriate eligible list as soon as practicable after the completion of the rating of the papers. The period of eligibility on all lists is two years from the date of entering the name upon it, unless continued for a third year by the Commission. All persons will be notified when their eligibility has terminated.

IX. Change of Address.

Applicants and eligibles must keep the Commission informed of any change of postoffice address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of examination or appointment. Requests to have the address changed should be made by letter, and should state whether the applicant has been examined. Such letter should relate only to the change in address. All communications should be directed to the State Civil Service Commission, State Capitol, Denver, Colorado.

RULES

I.

ORGANIZATION AND POWERS OF THE COMMISSION.

(Constitutional Provision, Article XII, Section 13, and State Civil Service Law, Section 5.)

1. The making and enforcement of rules to carry out the purposes of this amendment and of the laws enacted in pursuance thereof, the alteration and rescission of such rules, the conduct of all competitive tests, the determination of all removal or disciplinary cases, the standardization of all positions, the determination of standards of efficient service and the determination of the grades of all positions in the classified service shall be vested in the Commission.

II.

CLASSIFICATION.

1. All positions in the State Civil Service of Colorado shall be classed as follows:

CLASS "A." EXECUTIVE SERVICE.

All positions, the duties of which are of an executive character.

SUB-CLASS 1. Superintendents (Penal and Charitable institutions—except such as are hereinafter specially provided for.)

State Home for Dependent and Neglected Children.

State Industrial School for Boys.

State Industrial School for Girls.

SUB-CLASS 2. Assistant Superintendents.

(Same.)

State Home for Dependent and Neglected Children.

Colorado School for the Deaf and the Blind.

SUB-CLASS 3. Wardens (Penal Institutions.)

Colorado State Penitentiary.
Colorado State Reformatory.

SUB-CLASS 4. Deputy Wardens (Same.)

Colorado State Penitentiary.
Colorado State Reformatory.

SUB-CLASS 5. Commander.

Colorado Soldiers' and Sailors' Home.

SUB-CLASS 6. Commissioners.

State Bank Commissioner.
State Game and Fish Commissioner.
Commissioner of Immigration.
Commissioner of Insurance.
Commissioner of Public Printing.
Pure Food Commissioner.
State Tax Commissioners.

SUB-CLASS 7. Deputy Commissioners.

Chief Deputy State Bank Commissioner.
Deputy State Bank Commissioners.
Deputy State Game and Fish Commissioner.
Deputy Commissioner of Immigration.
Deputy Dairy Commissioner.

CLASS "B." CLERICAL SERVICE.

All positions, the duties of which are of a clerical character, and which are not otherwise specially provided for herein.

SUB-CLASS 1. Secretaries.

State Board of Capitol Managers.
State Bureau of Child and Animal Protection.
Child Welfare Bureau.
State Civil Service Commission.
State Geological Survey.
State Industrial Commission.
State Highway Commission.
State Board of Pardons.

Public Utilities Commission.
State Board of Stock Inspection Commissioners.
State Tax Commission.
State Wage Board.
Blind Benefit Commission.
Universities and Colleges—
Deans' Secretaries.

Adjutants.

Soldiers' and Sailors' Home.

Chief Clerks.

Civil Service Commission.
State Inspector of Coal Mines.
State Insurance Department.
State Game and Fish Department.
State Board of Land Commissioners.
State Board of Immigration.
Bureau of Mines.
Secretary of State.
State Industrial School for Boys.
State Penitentiary.
State Reformatory.
State Board of Health.

Examiners.

Civil Service Commission.

Registrars.

Colorado School of Mines.
State Treasurer.

Deputy Registers.

State Board of Land Commissioners.

SUB-CLASS 2. Clerks (except as otherwise provided for herein.)

Office of—

Auditor of State.
Attorney General, Inheritance Tax Dept.
State Bank Commissioner.
Inspector of Steam Boilers.
Board of Capitol Managers.
Bureau of Child and Animal Protection.

Inspector of Coal Mines.
State Engineer.
State Board of Equalization.
State Game and Fish Department.
Governor.
State Board of Health.
State Insurance Department.
State Board of Land Commissioners.
Traveling Library Commission.
Superintendent of Public Instruction.
Public Utilities Commission.
Industrial Commission.
State Highway Commission.
Secretary of State.
State Board of Stock Inspection Commis-
sioners.
State Tax Commission.
State Treasurer.
State Agricultural College.
Fort Lewis School of Agriculture.
State Normal Schools.
University of Colorado.
Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Chil-
dren.
State Industrial School for Girls.
State Penitentiary.

SUB-CLASS 3. Bookkeepers.

Office of—
Auditor of State.
State Insurance Department.
Secretary of State.
State Treasurer.
State Home for Dependent and Neglected Chil-
dren.
State Industrial School for Girls.
State Home and Training School for Mental
Defectives.
State Penitentiary.
Soldiers' and Sailors' Home.
Industrial Commission.

State Highway Commission.
State Agricultural College.
State Teachers' College.
University of Colorado.

SUB-CLASS 4. Librarians.

Traveling Library Commission.
Assistant State Librarian.
Supreme Court.
School of Mines.
University of Colorado.
Soldiers' and Sailors' Home.
State Agricultural College.

SUB-CLASS 5. Stenographers.

Office of—

Attorney General.
Inheritance Tax Department.
Auditor of State.
Public Examiner.
State Bank Commissioner.
Inspector of Steam Boilers.
Bureau of Child and Animal Protection.
Inspector of Oils.
Civil Service Commission.
State Engineer.
State Entomologist.
State Dairy Commissioner.
Game and Fish Department.
State Board of Health.
State Highway Commission.
State Insurance Department.
State Board of Land Commissioners.
Bureau of Mines.
Superintendent of Public Instruction.
Public Utilities Commission.
Industrial Commission.
Secretary of State.
State Board of Stock Inspection Commissioners.
State Treasurer.

State Tax Commission.
State Agricultural College.
Fort Lewis School of Agriculture.
State Teachers' College.
University of Colorado.
State Home for Dependent and Neglected
Children.
State Penitentiary.
State Hospital.

SUB-CLASS 6. Cashiers.

Office of—
Secretary of State.
State Treasurer.

SUB-CLASS 7. Telephone Operators.

Office of—
Board of Capitol Managers.
State Agricultural College.
State Teachers' College.
State Hospital.
University of Colorado.

SUB-CLASS 8. Messengers, Office Boys.

Office of—
Governor.
Secretary of State.
University of Colorado.
State Highway Commission.

CLASS "C." MEDICAL SERVICE.

All positions, the duties of which require medical or pharmaceutical knowledge.

SUB-CLASS 1. Medical Superintendents.

State Hospital.
State Home and Training School for Mental
Defectives.

SUB-CLASS 2. Assistant Medical Superintendents.

State Hospital.

Physicians and Surgeons.

State Home for Dependent and Neglected Children.

State Industrial School for Boys.
State Industrial School for Girls.
State Penitentiary.
State Reformatory.
Soldiers' and Sailors' Home.

SUB-CLASS 3. Assistant Physicians.

State Hospital.
State Home and Training School for Mental
Defectives.

Internes.

University of Colorado—Medical School.

**SUB-CLASS 4. Pharmacists, Apothecaries,
Druggists, Hospital Stewards.**

University of Colorado—Medical School.
State Penitentiary.
Soldiers' and Sailors' Home.
State Hospital.

SUB-CLASS 5. Medical Inspectors.

State Board of Health.

SUB-CLASS 6. Veterinarians.

The State Veterinarian.

CLASS "D." CUSTODIANS.

All positions, the duties of which are the charge
of property or persons, or as attendants, except as
classified in Class "E."

SUB-CLASS 1. Stewards.

State Hospital.
State Home and Training School for Mental
Defectives.
State Penitentiary.
State Reformatory.

Overseers.

State Penitentiary.
State Reformatory.
State Agricultural College.

Quartermasters.

Soldiers' and Sailors' Home.

SUB-CLASS 2. Matrons.

Board of Capitol Managers.
Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
State Penitentiary.

Storekeepers.

Colorado School for the Deaf and the Blind.
Colorado School of Mines—Chemical Laboratory.
State Highway Commission.

Commissaries.

Soldiers' and Sailors' Home.

SUB-CLASS 3. Captains and Lieutenants of Guards.

State Penitentiary.

SUB-CLASS 4. Parole Officers, State Agents, Humane Officers.

Penitentiary and Reformatory.
Industrial School for Boys.
Industrial School for Girls.
State Home for Dependent and Neglected Children.
State Bureau of Child and Animal Protection.

SUB-CLASS 5. Cottage Matrons, Matrons in Charge of Children.

State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Penitentiary.

SUB-CLASS 6. Boys' and Girls' Attendants and Supervisors.

Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.

SUB-CLASS 7. Foremen. (Grounds, Buildings, Shops, etc.)

State Board of Capitol Managers.
State Agricultural College.
State Normal Schools.
University of Colorado.
State Penitentiary.
State Reformatory.

SUB-CLASS 8. Janitors.

State Board of Capitol Managers.
State Agricultural College.
Colorado School for the Deaf and the Blind.
Colorado School of Mines.
State Teachers' College.
State Normal School (Gunnison.)
University of Colorado.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.

Watchmen.

Board of Capitol Managers.
State Agricultural College.
Colorado School for the Deaf and the Blind.
Colorado School of Mines.
University of Colorado.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Hospital.

Keepers.

State Penitentiary—Cell House Keepers.

Guards.

State Penitentiary.
State Reformatory.

Turnkeys.

State Penitentiary.

Guides.

Board of Capitol Managers.
Colorado School for the Deaf and the Blind—
Visitors' Attendants.
State Penitentiary.

Custodians.

Board of Capitol Managers—War Relics Dept.
State Highway Department.

Ward Sergeants.

Soldiers' and Sailors' Home.

SUB-CLASS 9. Chief Game Wardens.

State Game and Fish Department.

SUB-CLASS 10. Deputy Game Wardens.

State Game and Fish Department.

CLASS "E." NURSING SERVICE.

Officers, Nurses, Attendants, etc., having care of
the sick or insane.

SUB-CLASS 1. Head Nurses.

State Hospital.

State Home and Training School for Mental
Defectives.

University of Colorado—Medical School.

SUB-CLASS 2. Trained Nurses.

In all State Institutions when needed.

SUB-CLASS 3. Head Ward Nurses.

State Hospital.

State Home and Training School for Mental
Defectives.

State Home for Dependent and Neglected Chil-
dren.

Soldiers' and Sailors' Home.

SUB-CLASS 4. Nurses and Attendants.

Colorado School for the Deaf and the Blind.

State Home for Dependent and Neglected Chil-
dren.

State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.
University of Colorado—Medical School.

CLASS "F." TEACHING SERVICE.

All positions, the duties of which are scholastic instruction or to educate or test the ability to instruct. (Educational institutions excepted.)

SUB-CLASS 1. Principals of Schools in the institutions which are subject to the provisions of this law.

State Industrial School for Boys.
State Industrial School for Girls.
State Home for Dependent and Neglected Children.
State Reformatory.

SUB-CLASS 2. Teachers in all branches, other than such as are specially provided for in this classification.

State Industrial School for Boys.
State Industrial School for Girls.
State Home for Dependent and Neglected Children.
State Home and Training School for Mental Defectives.
State Reformatory.
State Hospital.
Child Welfare Bureau, Organizer.

SUB-CLASS 3. Examiners (Scholastic.)

CLASS "G." ENGINEERS.

All positions where qualifications of an engineering or cognate character are required.

SUB-CLASS 1. Civil Engineers.

Department of—
State Engineer.
State Geological Survey.
State Highway.
Public Utilities Commission.
State Industrial Commission.

SUB-CLASS 2. Hydrographers.

Department of—
State Engineer.

SUB-CLASS 3. Draftsmen.

Department of—
State Engineer.
State Geological Survey.
Public Utilities Commission.
Industrial Commission.
State Highway.

SUB-CLASS 4. Supervisors and Inspectors of Road Construction.

Department of—
State Highway.

SUB-CLASS 5. Steam Engineers and Gas Engine Men.

Department of—
State Board of Capitol Managers.
Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
Colorado School of Mines.
State Penitentiary.
State Reformatory.
State Highway Department.
State Soldiers' and Sailors' Home.
University of Colorado.

**SUB-CLASS 6. Electrical Engineers, Dynamo
Tenders, Electricians.**

Department of—

State Board of Capitol Managers.

Public Utilities Commission.

Colorado School of Mines.

State Reformatory.

SUB-CLASS 7. Mechanical Engineers.

Department of—

Public Utilities Commission.

State Highway Department.

SUB-CLASS 8. Chainman, Rodmen and Axmen.

State Highway Department.

SUB-CLASS 9. Firemen.

Department of—

Board of Capitol Managers.

Colorado School for the Deaf and the Blind.

State Home for Dependent and Neglected
Children.

State Hospital.

State Home and Training School for Mental
Defectives.

Soldiers' and Sailors' Home.

State Industrial School for Boys.

Fort Lewis School of Agriculture.

Colorado School of Mines.

State Teachers' College.

University of Colorado.

SUB-CLASS 10. Elevator Pilots.

Department of—

Board of Capitol Managers.

**CLASS "H." MECHANICS AND
CRAFTSMEN.**

All positions requiring special mechanical skill, or
as craftsmen, not classified as laborers.

SUB-CLASS 1. Blacksmiths.

Industrial School for Boys.

State Penitentiary.

State Highway Department.

SUB-CLASS 2. Carpenters.

Board of Capitol Managers.
State Industrial School for Boys.
State Hospital.
State Penitentiary.
Soldiers' and Sailors' Home.
State Agricultural College.
State School for the Deaf and the Blind.
University of Colorado.
State Highway Department.

SUB-CLASS 3. Machinists.

Industrial School for Boys.
Colorado School of Mines.
State Highway Department.

SUB-CLASS 4. Masons and Concrete Experts.

State Industrial School for Boys.
State Highway Department.

SUB-CLASS 5. Plumbers.

State Hospital.
University of Colorado.

SUB-CLASS 6. Printers.

State Industrial School for Boys.
University of Colorado.

SUB-CLASS 7. Shoemakers.

State Industrial School for Boys.

**SUB-CLASS 8. Instructors in any handicraft or
mechanical or other trade.**

State Industrial School for Boys.

CLASS "I." AGRICULTURAL SERVICE.

All positions, the duties of which require agricultural or horticultural knowledge, including arboriculture and the breeding and care of domestic animals, or any similar knowledge or qualifications, and which are not otherwise specially provided for herein.

SUB-CLASS 1. Horticulturists and Assistants.

State Agricultural College.

SUB-CLASS 2. Farmers, Farm and Ranch Superintendents.

- State Home for Dependent and Neglected Children.
- State Industrial School for Girls.
- State Hospital.
- State Home and Training School for Mental Defectives.
- State Penitentiary.
- State Reformatory.
- State Agricultural College.

SUB-CLASS 3. Florists, Gardeners.

- State Home for Dependent and Neglected Children.
- State Industrial School for Boys.
- State Hospital.
- Soldiers' and Sailors' Home.

SUB-CLASS 4. Dairymen.

- State Home for Dependent and Neglected Children.
- State Hospital.
- Fort Lewis School of Agriculture.

SUB-CLASS 5. Stockmen, Herdsmen.

- State Industrial School for Boys.
- Soldiers' and Sailors' Home.
- State Agricultural College.
- State Penitentiary.

CLASS "J." LEGAL SERVICE.

All positions requiring some legal qualifications, and positions in the Courts of Record.

SUB-CLASS 1. Claims Department, Chief and Assistants.

- Industrial Commission.

SUB-CLASS 2. Clerks of Courts (not exempt.)

- District Courts.
- County Courts.
- Juvenile Courts.

SUB-CLASS 3. Deputy Clerks of Courts.

Supreme Courts.
District Courts.
County Courts.
Juvenile Courts.

**SUB-CLASS 4. Taxing, Transcript, Index Clerks,
etc., in Courts of Record.**

District Courts.
County Courts.
Juvenile Courts.

**SUB-CLASS 5. Reporters of the Appellate
Courts.**

Supreme Court.

**SUB-CLASS 6. Deputy Appraisers and Investiga-
tors.**

Inheritance Tax Department.

**SUB-CLASS 7. Shorthand Reporters in Courts of
Record.**

District Courts.
County Courts.
Juvenile Courts.
Public Utilities Commission.
Industrial Commission.

CLASS "K." MATHEMATICIANS.

All positions requiring special mathematical quali-
fications.

SUB-CLASS 1. Public Examiners.

Department of Auditor of State.

**SUB-CLASS 2. Deputy Public Examiners, State
Examiners.**

Department of Auditor of State.

**SUB-CLASS 3. Clerks in the office of the Public
Examiner.**

Department of Auditor of State.

SUB-CLASS 4. Actuaries.

State Insurance Department.
State Industrial Commission.

Accountants.

Public Utilities Commission.
State Agricultural College.

Statisticians.

Public Utilities Commission.
Secretary of State—Labor Department.
Industrial Commission.
State Board of Health.

SUB-CLASS 5. Rate Experts.

Public Utilities Commission.
Industrial Commission.
Insurance Department.

CLASS "L." INSPECTORS AND SPECIAL AGENTS.

All positions, the duties of which are the inspection of materials, workmanship or sanitation, and all positions requiring detective ability.

SUB-CLASS 1. Inspectors of Material and Workmanship and Safety Conditions.

Public Utilities Commission.
Industrial Commission.
Inspectors of Steam Boilers.
Inspectors of Oils.
Inspectors of Mines.
Inspectors of Factories.
Inspectors of Buildings and Loans.
State Plumbing Inspector.
Motor Vehicle Department.
Inspectors Ore Buyers' Department.

SUB-CLASS 2. Deputy Inspectors (Same as above.)

SUB-CLASS 3. Inspectors of Sanitary Conditions.

Food Inspectors,
Drug Inspectors,
—Board of Health.
Meat Inspectors—Meat Inspection Department.
Brand and Sanitary Inspectors,

Mange Inspectors,
—Board of Stock Inspection Commissioners.
Dairy Inspectors—Dairy Department.
Fieldmen—Dairy Department.
Bee Inspectors,
Pest Inspectors,
—Entomological Department.

SUB-CLASS 4. Superintendent and Assistant Superintendent of Free Employment Bureaus.
Department of Secretary of State.

SUB-CLASS 5. Land Appraisers.
State Board of Land Commissioners.

SUB-CLASS 6. Insurance Examiners.
State Insurance Department.

SUB-CLASS 7. Mineral Superintendents.
State Board of Land Commissioners.

CLASS "M." SCIENTISTS.

All positions requiring special scientific knowledge.

SUB-CLASS 1. Geologists.
State Geological Survey.

SUB-CLASS 2. Assistant Geologists.
State Geological Survey.

SUB-CLASS 3. Entomologists.
State Entomological Department.

SUB-CLASS 4. Chemists.
State Board of Health.
State Geological Survey.

SUB-CLASS 5. Bacteriologists.
State Board of Health.

SUB-CLASS 6. Paleontologists.
State Geological Survey.

SUB-CLASS 7. Museum Curators.
State Historical and Natural History Society.
Bureau of Mines.

CLASS "N." PISCICULTURISTS.

All positions, the duties of which require a knowledge of the culture of fish.

SUB-CLASS 1. Superintendent of Fish Hatcheries.

State Field Superintendent.

SUB-CLASS 2. Superintendents of Fish Hatcheries.

SUB-CLASS 3. Fish Culturists, Spawn Takers.

SUB-CLASS 4. Assistants in taking spawn; at hatcheries, etc.

(All above positions in the State Game and Fish Department.)

CLASS "O." MISCELLANEOUS POSITIONS.

Including all positions requiring expert or other qualifications not embraced in other groups in this classification.

SUB-CLASS 1. Chaplains.

Industrial School for Boys.
State Penitentiary.
State Reformatory.
Soldiers' and Sailors' Home.

SUB-CLASS 2. Musicians.

Industrial School for Boys.
Industrial School for Girls.

SUB-CLASS 3. Drivers, Hostlers.

Industrial School for Boys.
State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 4. Bakers.

Colorado School for the Deaf and Blind.
Industrial School for Boys.
State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 5. Butchers.

State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 6. Laundrymen, Laundresses.

Colorado School for the Deaf and Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.

SUB-CLASS 7. Cooks.

Colorado School for the Deaf and Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.
House of Detention.

SUB-CLASS 8. Seamstresses.

Colorado School for the Deaf and Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Girls.

SUB-CLASS 9. Tailors.

State Industrial School for Boys.
State Penitentiary.
State Reformatory.
Soldiers' and Sailors' Home.

SUB-CLASS 10. Other positions, except those specifically named in this classification as in other groups or hereafter included in them.

(1) The omission in the above classification of any official designation or appellation of a position in the service shall not exclude such position from the classification, as it will be comprised in the class and sub-class to which it belongs by the general definition and specifications of such class and sub-class.

(2) The Commission may further subdivide, for the purpose of examination, the positions in any class, or sub-class thereof, so as to test practically the special qualifications requisite for such positions.

III.

FEES AND APPLICATIONS.

(1) No person shall be admitted to examination or registration for a position in the classified service until he shall have filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant except that persons who are unable to write may have their applications filled out by some other person, but must have their names identified by their mark and said mark witnessed.

(1-a) Persons provisionally appointed to such positions as printing instructor, matron, nurse supervisor, cook, seamstress, gardener, attendant, laundryman, laundress, ranch hand, domestic, baker, butcher, tailor, fireman and all other positions of same or similar type, who have filed applications and performed their duties satisfactorily for a period of six months or more shall be certified permanently to their positions. Persons registered for positions of this type shall file applications on blanks furnished by the Commission and these shall be placed on file and upon request of the head of an institution, certification will be made according to qualifications and those of highest excellence shall be first certified.

(2) Every application shall bear the certificates of at least three reputable persons to the effect that they have personally known the applicant; that they read his statement and believe it to be correct; that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further facts concerning him as they possess; Provided, that the Commission may, in its discretion, waive the requirement as to certificates, and accept, in lieu thereof, references to three reputable persons

who have personally known the applicant and can give the information required.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

(4) A defective application shall be returned for correction and shall be accepted if returned in correct form before the date of examination.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed, and is a qualified elector of the State of Colorado, except as provided in Article XII, Section 13 of the Constitution of the State.

(6) Where physical qualifications are necessary the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or in its discretion may require the applicant to submit to examination before physical examiners appointed by the Commission.

(7) Applications when presented shall be dated, numbered and recorded in the order of their receipt. An application that has been accepted and filed shall not be returned for any reason to the applicant.

IV.

EXAMINATIONS.

(1) Examinations shall be open to all those who comply with the requirements in regard to applications and fees and who are not debarred for sufficient cause under Article XII, Section 13 of the Constitution of the State of Colorado, the civil service statute and the rules of the Commission; but no person shall be examined who is not a qualified elector of the State of Colorado. The Commission may, however, waive this requirement in connection with particular examinations because of the technical or professional character of the position to be filled, or because of the difficulty in procuring applicants who are electors of the State of Colorado.

(2) All examinations shall be public and shall relate to such matters as will fairly test the relative ca-

capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed and may include special practical tests of fitness for any particular positions requiring scientific, professional and technical knowledge or manual skill.

(3) So far as practicable examinations shall be held annually and the dates of examinations published at the beginning of the year.

(4) All examinations shall be advertised at least two weeks prior to the final date for the receipt of applications by at least two insertions in one or more newspapers published in the State, or by such other methods as the Commission may elect. Notices of examination shall, at the same time, be posted in the office of the Commission and sent to at least ten of the principal newspapers throughout the State and to at least one hundred of the principal postmasters and to all county recorders, with a request that they be posted in their offices. The notice of examination shall set forth in each case (a) the title of the position, (b) the time and place of examination, (c) the date upon which receipt of applications will close, (d) such other information as the Commission may deem pertinent and necessary.

(5) Competitive examinations, except for positions in grade 4, 5 or 6, shall be held simultaneously in the City of Denver and in such other counties as the Commission may designate as being to the best interests of the service.

(6) The Commission may designate three persons at each state institution and wherever expedient, to act as a local board of examiners, and to perform such duties in the administration of the State Civil Service Act, as the Commission shall direct.

(7) The subjects of examinations and the weight to be attached to each subject in marking shall be determined by the chief examiner, subject to the direction and approval of the Commission.

(8) Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment. No person shall be placed upon the eligible list whose final average is less than 70 per cent.

(9) In preparing the questions to be used in an examination the chief examiner may consult with the

head of the department or with experts, in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(10) Whenever practicable the examinations shall be written, but the Commission may determine whether the examination shall be written or oral, or both, provided the same is decided upon in advance of the examination, and a written record is made of the oral examination.

(11) Medical and physical examinations, when deemed necessary, shall be conducted by physicians designated by the Commission, and a failure to pass such examinations shall absolutely debar a candidate from the eligible list.

When, in the opinion of the Commission, an oral interview is necessary to determine the personal qualifications and general fitness of candidates in examinations for positions in the classified service, the Commission shall notify such candidate when and where to appear for such oral interview, and grades obtained in oral interview will be used only should candidate obtain a passing grade in the practical test.

(12) Whenever, in its opinion, any position to be filled in the competitive class has a fiduciary or executive character the Commission may require, as a part of the examination, such special certificates by reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper and expedient. All such special certificates shall be properly filed and retained as records in the office of the Commission.

(13) When the position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond in such amount as the Commission may deem reasonable.

(14) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet, giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelope shall be placed in a sealed package and deposited in

a safe place, and the package shall be opened for the identification of the papers only after the marking has been completed on all the papers. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(15) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his papers.

(16) No request for a review of the marking shall be entertained by the Commission unless made within ten days of the date when the notice as to the standing of the candidates is sent out, nor unless the applicant shall specify the matters to which he objects; and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

(17) No person shall be permitted to examine the lists of questions or the examination papers in the hands of the Civil Service Commission unless in the opinion of all the members of the Commission, such examination is required in the interest of public service.

V.

ELIGIBLE LISTS.

(1) The names of all candidates who receive a final average rating of 70 per cent or over in the examination shall be placed on the appropriate eligible list in the order of their standing in the examination, and against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

(2) When two or more eligibles have received the same average rating the person first filing his application, or if the examination be for promotion, the first appointed in the department shall have priority. In the discretion of the Commission this rule at any time may be waived.

(3) A name will be removed from the eligible list at the expiration of two years, unless, in the judgment

of the Commission, it is advisable that the names of all those whose eligibility is about to expire be continued on the list for a third year. Persons shall be notified when their eligibility has terminated.

VI.

REQUISITION, CERTIFICATION AND APPOINTMENT.

(1) The requisition shall state specifically the title and duties of the position to be filled, the compensation to be paid, and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average obtained in the examination of the person standing highest upon the most appropriate list, and shall immediately notify such person by mail of such certification, and the title and salary of the position to be filled. A certification shall remain in force for 15 days. If there be more than one vacancy to be filled the Commission shall certify as many names as there are vacancies, but appointments must be made in the order of standing on the eligible list.

(3) The person selected for appointment or promotion shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment or promotion.

(4) The name of any person certified as eligible for probationary appointment who shall decline such appointment shall be stricken from the eligible list unless such declination be for one of the following reasons: (a) residence in a county other than that in which the duties are to be performed; (b) insufficiency of the compensation offered; (c) temporary inability, physical or otherwise, the evidence of which must be acceptable to and approved by the Commission and set forth in its minutes.

An eligible who has declined appointment on the ground of residence shall not again be certified for another position in the same county as the one declined.

An eligible who has declined appointment by reason of the insufficiency of the compensation offered shall not again be certified for a similar position at the same or any less compensation.

The failure of an eligible to accept an offer of appointment within one week next succeeding the mailing of notice of appointment shall be considered a declination.

On notification from an appointing officer that a person named in a certification has declined appointment, and on receipt of such declination in writing, or of evidence of the failure of such person to respond to a notice properly sent, such certification shall be completed by the addition of the name of the eligible next in order.

(5) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the Commission, shall be revoked.

(6) All persons appointed or promoted in the classified service shall be assigned to, and perform the duties of, the position to which appointed or promoted. In case of exigency an employee may be temporarily assigned without extra pay to other than his regular duties. But no such assignment shall be for a period of more than ten days without the consent in writing of the Commission thereto.

(7) The Commission may at any time refuse to accept the payroll of any State Department or Institution which does not agree in every respect with the records on file with the Commission.

VII.

PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.

(1) Whenever there are urgent reasons for filling a vacancy for which no appropriate eligible list exists the Commission may authorize the appointing power to nominate a person who may be appointed provisionally. The Commission shall, as soon as practical, proceed to advertise and hold a competitive examination and upon completion of the eligible list the provisional appointment shall cease. In case the com-

petitive examination does not furnish an appropriate eligible list the Commission may allow the provisional appointment to continue.

The Commission may, however, in its discretion, after a temporary or provisional appointment has been made, permit said appointment to be made permanent, if within one year prior to the date of such appointment it has held a competitive examination for the position in question and has been unable to create or establish an eligible list therefrom.

(2) When services of a temporary or occasional character are required, and for periods in the aggregate not exceeding six months in any one year, the appointing officer shall notify the Commission, which shall either certify the person standing highest on the eligible list who is willing to accept such temporary appointment of a person designated by the appointing officer. But no such appointment shall continue beyond the period authorized by the Commission. Neither acceptance nor declination of any such temporary employment shall affect the right of the eligible to continued certification for permanent employment; nor shall acceptance confer upon such eligible any of the rights of promotion, transfer or reinstatement.

(3) Where there is a vacancy of an emergency character in a position in the classified service, and it is not practicable either to secure a person by certification from an eligible list or to conduct a competitive examination in the absence of such a list in time to meet such emergency, an appointment may be made without certification or examination, subject to the subsequent approval of the Commission, for a period not exceeding one month.

(4) Inmates or students at the State institutions may be assigned by the lawful authorities without examination or registration to such minor duties in their respective institutions as they are fitted to perform; but the compensation of such inmate or student for such services shall not exceed fifty dollars in any month.

VIII. PROMOTIONS.

(1) A change in rank or grade shall constitute a promotion or a reduction. A material change in

duties and in responsibilities shall be deemed a change in rank, and an increase in salary beyond the limits fixed for the grade by clause 7 of this rule, shall be deemed a change in grade.

Whenever a change in grade occurs without a change in position or a material change in duties or responsibilities, persons so affected may be promoted without further examination, when, in the opinion of the Commission, their merit and fitness have been determined by previous examinations or law, and by the records of efficiency of the department or institution in which they are employed.

(2) Vacancies in positions in the classified service above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

(3) The Commission shall send to each person entitled to compete for promotion an application blank, upon which, if he desires to enter the examination, the candidate shall state in full his experience in the service and before entering the service as qualifying him to enter the examination. Such application shall be signed and sworn to, and may be given such weight as the Commission shall see fit.

(4) Examinations for promotion shall be ordered as often as may be necessary to meet or anticipate the needs of the service, and, so far as practicable, shall be held periodically.

(5) If the vacancy to be filled is in a position in Grade 3, 4, 5 or 6, the Commission may, if it deems that on account of the executive ability required to fill the position promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(6) The examination shall be conducted, the eligible list drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules IV, V and VI.

(7) The grades for all departments, offices and institutions shall be the following:

- Grade 1. All positions, the compensation of which is at the rate of not more than seven hundred dollars (\$700) per annum.
- Grade 2. All positions, the compensation of which is at the rate of more than seven hundred dollars (\$700) and not more than one thousand dollars (\$1,000) per annum.
- Grade 3. All positions, the compensation of which is at the rate of more than one thousand dollars (\$1,000) and not more than fifteen hundred dollars (\$1,500) per annum.
- Grade 4. All positions, the compensation of which is at the rate of more than fifteen hundred dollars (\$1,500) and not more than two thousand dollars (\$2,000) per annum.
- Grade 5. All positions, the compensation of which is at the rate of more than two thousand dollars (\$2,000) and not more than twenty-five hundred dollars (\$2,500) per annum.
- Grade 6. All positions, the compensation of which is at the rate of more than twenty-five hundred dollars (\$2,500) per annum.

For purposes of this section, full maintenance in state institutions shall be valued at \$300.00 per annum.

IX.

TRANSFERS.

(1) A person who has been permanently appointed in the classified service may be transferred, with the consent of the State Civil Service Commission and of the heads of the departments affected thereby, to a similar position in the same class, sub-class and grade. In special circumstances, one or more of the limitations concerning class, sub-class and grade shall be made to a position, which, in the opinion of the Commission, can be adequately filled by promotion.

X.

REINSTATEMENTS.

(1) Whenever a person who has been permanently appointed to a position in the classified service is separated from the service through no delinquency or misconduct on his or her part, the name of such employee shall be entered upon a separated list of eligibles to be known as the "Preferred list of Eligibles," and such list shall take precedence over any and all other eligible lists, and he or she shall be certified into any vacancy existing or occurring in the service, and duties of which are of a same or similar character.

Any position occupied by a provisional appointee shall be immediately vacated when it is found that anyone on the preferred list of eligibles is qualified to fill such position.

The names of these placed upon the preferred list of eligibles shall remain there for a period of two and one-half years from date salary ceased in original position, and if during said period of two and one-half years original position is again available, they shall be entitled to certification thereto with full and original civil service rights.

(2) Whenever for lack of funds or work, or for other like cause, it becomes necessary in any state department or institution to reduce the force in any employment, the person last appointed shall be the first discharged, and the person last promoted shall be the first demoted, so that the seniority rights of all persons in the classified service shall be fully protected. When employment is again available, persons so discharged shall be reinstated in the order of their original employment. An employee who has resigned from the service may be reinstated in a position in the same class, sub-class and grade in the same department or institution, at the request of the appointing officer within one year from date of separation.

(3) No vacation with pay shall be granted by any department or institution without consent of the Commission to any person in the classified service for more than two weeks in any year; nor unless such person shall have been in the service at least one year

and his services shall have been satisfactory during such period; nor unless the duties of his position can, during such vacation period, be performed without any additional expense to the State; and the Commission shall be immediately notified of the giving of such vacation in the same manner as all other changes. In special circumstances, one or more of the above-named conditions may be waived by the Commission.

(4) Leave of absence without pay is permissible only with the consent of the Civil Service Commission for a period of one month, or in case of sickness, six months, which in exceptional cases, the circumstances of which shall be stated in the minutes, may be extended; not, however, to exceed one year. Whenever the Commission has proof that an employee in the classified service obtained a leave of absence through misrepresentation, such employees shall be immediately dismissed from the service, and deprived of all civil service rights and protection.

(5) Absence without leave for a period of five days, unless it can be subsequently shown that such absence was unavoidable, may be construed as a resignation.

XI.

SUSPENSION, REDUCTION AND DISCHARGE.

(1) Officers or employees in the classified service shall be suspended, removed or discharged, or reduced in rank or compensation, for inefficiency, misconduct or insubordination, or to promote the efficiency of the service, only in the manner following, to-wit:

Persons in the classified service shall hold their respective positions during efficient service and shall be graded and compensated according to standards of efficient service which shall be the same for all persons having like duties. They shall be removed or disciplined only upon written charges which may be filed by the head of a department or by any citizen of the State or by the Commission or members of its staff for failure to comply with such standard, or for

the good of the service, to be finally and promptly determined by the Commission upon inquiry and after an opportunity to be heard. No person shall be discharged for a political or a religious reason.

(2) Such charges shall thereupon be investigated by the Commission. The person concerned shall be given a full copy of the charges, and shall be allowed at least five days in which to make reply to such charges, which reply shall be in writing.

(3) Upon conclusion of a hearing, the Commission shall fix the penalty, if any; and the findings of the Commission shall be final. Such penalty may be reprimand, to be made a matter of record; fine, not exceeding thirty days' pay, or both; or permanent reduction in rank, grade or compensation; or removal from the service. In fixing the penalty, the Commission shall take into account the previous record of the person charged with an offense. The Commission shall thereupon transmit its findings to the head of the department where the person affected is employed, and such findings and decision shall forthwith be enforced; except that heads of departments, with the approval of the Commission, may dispense with services or reduce the compensation of any person employed in a department for any time, irrespective of this section, when there shall be no appropriation to pay for such services, or where economy requires cutting down of the force in such department or the reduction of salaries.

(4) The Commission may, at any time, suspend without pay for ten days any employee who, in its judgment, is guilty of any misconduct or breach of discipline; and if, within that period, charges are filed with the Commission against such person, the Commission may continue such suspension until the Commission shall hear and decide the charges, which must be done within thirty days after the same are filed.

(5) The appointing power may, with the approval of the Civil Service Commission, at any time suspend without pay for ten days any employee who, in its judgment, is guilty of any misconduct or breach of discipline; and if, within that period, charges are filed with the Commission against such person, the Commission may continue such suspension until the

Commission shall hear and decide the charges, which must be done within thirty days after the same are filed.

XII.

AMENDMENT OF RULES.

(1) No amendment to these rules shall be adopted by the Commission at the same meeting at which it is proposed, and no final action shall be taken on any amendment in less than five days after its proposal. The Commission shall furnish a copy of the proposed amendments to anyone requesting the same and shall allow him an opportunity to be heard if he so desires.

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