

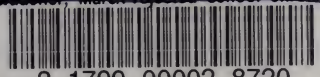
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SECOND BIENNIAL REPORT

OF

The State Civil Service Commission

OF

Colorado



1921-1922

DENVER, COLORADO
EAMES BROTHERS, STATE PRINTERS
1922

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SECOND BIENNIAL REPORT

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The State Civil Service Commission

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DENVER, COLORADO
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1922

**STATE CIVIL SERVICE
COMMISSIONERS**

WILLIAM V. ROBERTS, President

NANCY KIRKLAND

E. L. TROUNSTINE

Alice M. Morley, Secretary

Mae F. Thomas,
Clerk and Stenographer

Ruth A. Springer,
Clerk and Stenographer

OFFICE

State Capitol Building

Denver, Colorado

LETTER OF TRANSMITTAL

November 30th, 1922.

To His Excellency,

OLIVER H SHOUP.

Governor of the State of Colorado.

Sir: The Civil Service Commission presents herewith for your consideration its Second Biennial Report for the biennial period ending November 30th, 1922.

(Signed) WILLIAM V. ROBERTS,
President,

(Signed) NANCY KIRKLAND,
Commissioner,

(Signed) E. L. TROUNSTINE,
Commissioner.



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SECOND BIENNIAL REPORT
of
THE STATE CIVIL SERVICE COMMISSION
of
COLORADO
1921 - 1922

Denver, Colorado, November 30, 1922.

Sir: The State Civil Service Commission herewith presents a report of its proceedings during the biennial period of 1921 and 1922, under the Constitutional Amendment adopted by the people on November 5, 1918, and subsequent act of the Legislature, Chapter 20, Session Laws of 1919.

HISTORY OF ORGANIZATION

On January 9th, 1919, Governor Julius C. Gunter, under the provisions of Article XII, Section 13 of the Constitution, appointed the following Commission:

George T. Bradley, for a term of six years;
William V. Roberts, for a term of four years;
Nancy Kirkland, for a term of two years.

On January 10th, 1922, Commissioners Bradley and Roberts resigned, and on January 12th, 1922, Governor Oliver H. Shoup issued the following executive order:

EXECUTIVE ORDER

Members, State Civil Service Commission

Ordered:

That Mr. William V. Roberts, of Fort Collins, Larimer County, Colorado, be and he hereby is appointed a member of the State Civil Service Commission for a term expiring January 9, 1927; that Mrs. Nancy Kirkland, of the City and County of Denver, Colorado, be and she hereby is appointed a member of the State Civil Service Commission to fill the vacancy occasioned by the resignation of Mr. George T. Bradley, said term expiring January 9, 1925; and that E. L. Trounstone, of the City and County of Denver, Colorado, be and he hereby is appointed a member of the State Civil Service Commission to fill the vacancy occasioned by the resignation of Mr. William V. Roberts, said term expiring January 9, 1923.

Given under my hand and the Executive Seal this twelfth day of January, A. D. 1922.

(Signed) OLIVER H. SHOUP,
Governor.

Subsequent to the issuance of above executive order, the Commission met and elected William V. Roberts President. Hence the present personnel of the State Civil Service Commission is as follows:

William V. Roberts, President, January 9, 1927;
Nancy Kirkland, January 9, 1925;
E. L. Trounstine, January 9, 1923.

In April, 1921, after the General Assembly had passed the Long Appropriation Bill, allowing appropriations for the biennial period, it was found that no appropriation had been made for Miss Alice M. Morley, Chief Clerk, an employee of the Commission since 1913. Commissioners Roberts and Kirkland were of the opinion that the experience and knowledge of this employe, who had assisted in organizing the filing system, compiling all the records of the Commission, and in conducting examinations, and who had a personal knowledge of the record of practically every employe in the classified service, made her invaluable to the Commission, and at the meeting of the Commission held April 13, 1921, the services of M. D. Bowen, Secretary, were terminated and the Chief Clerk promoted to the position of Secretary, effective April 19, 1921.

The classified service comprises practically every appointive position in the state service, with but very few exceptions, and every effort was made during the past biennial period to completely and impartially enforce the provisions of Article XII, Section 13 of the Constitution and the law, rules and regulations of the Civil Service Commission, and to bring the merit system in the State of Colorado to the highest point attainable.

Inadequate appropriations have severely handicapped the Commission, and until the appropriation committees of the General Assembly appreciate the scope of the Commission's work and allow sufficient funds with which to properly function, it will be impossible to obtain the results which must necessarily follow a complete and impartial enforcement of the civil service law.

The Commission has at times been criticised by antagonistic and uninformed newspapers and individuals for not making exceptions and granting privileges to a favored few not in accord with the spirit of the merit system, but the Commission is of the opinion that had these persons acquainted themselves with the amount of work accomplished during the past two years, on so inadequate a sum of money, they would realize that the Commission had put forth every effort to give to the public all it possibly could under existing conditions.

Not upon the Civil Service Commission does the burden rest for inefficiency and lack of discipline in office work. Such conditions are due to lack of administrative force on the part of the department head, and the responsibility must be borne by him alone. A civil service commission has but brief time in which to ascertain the qualifications of an applicant for appointment, while supervision by the head of the department of the daily work of the appointee gives him ample opportunity to become familiar with the applicant's fitness for the position. The heads of all state departments have full control of their employes, and when they retain idle and incompetent help, through the belief that they possess certain personal or political influence, such department heads are directly violating the civil service law, and hindering the growth of the merit system. If an employe is incompetent or inattentive to his duties or is, for other legitimate reasons, objectionable, he may be removed by following the special procedure set forth in the law, rules and regulations of the Civil Service Commission. If the employe is permanent, he is entitled to a hearing.

During the past biennial period, the Commission held one hundred and seventeen (117) formal meetings, a complete and detailed record of which is on file. Informal meetings were called whenever the business of the Commission required.

Requests were received from the heads of many departments and institutions for increases in salaries of numerous employes. These were permitted, when, in the opinion of the Commission, they appeared warranted. In some instances, only a portion of the requested increase was allowed, and in others denied entirely, as the amount requested would have placed the salary out of proportion to that paid positions having similar duties elsewhere in the service.

At the time this report goes to press there are in the classified service one thousand three hundred and fifty-four (1,354) employes, of which one thousand and thirty-four (1,034) are males, and three hundred twenty (320) females. It is the duty of the employes of this Commission to maintain a roster containing the name of each employe, and showing every change affecting his employment. A permanent roster in specially made record books is also kept, so that a double record is available for inspection at all reasonable times.

There is in the office a numerical card index of every application filed. This card shows name, address, application number and all other pertinent information of every applicant. An alphabetical index, giving name and location of every employe in the classified service is also kept.

Payrolls from forty-three state departments and fourteen institutions, showing the names, the number of days worked and the amount due each employe, are checked against the roster and certified to each month.

EXPENDITURES FOR BIENNIAL PERIOD

3 Commissioners' salaries	\$18,000.00
1 Secretary, salary	4,800.00
1 Clerk and stenographer, salary.....	2,400.00
Office supplies, stationery, postage, advertising, conducting examinations, additional help and incidentals.....	2,407.73
	\$27,607.73

COMPLAINTS AND CHARGES

The following complaints and charges were filed with the Commission during the biennial period ending November 30th, 1922. In each case a thorough investigation was made, and when the Commission felt it was warranted, a formal hearing was held, witnesses summoned, testimony taken, and a complete record of the case transcribed and placed on file. The Commission endeavored to give a fair and impartial hearing in each instance, and for the future, funds should be provided so that in conducting hearings the Commission would not in any way be hampered in making a complete investigation:

CASE No. 11.

Board of Capitol Managers vs. McClellan Rusan, Janitor. Insubordination, inefficiency and demoralizing the balance of the force (janitors) through agitation. Civil Service Commission ordered suspension and removal. Mandamus issued by District Court ordering the Commission to vacate its order of January 10, 1921, and afford said Rusan a hearing upon any pending charges. Order issued by Commission vacating order and hearing set for November 7, 1921. Suspension and removal from service made permanent.

CASE No. 12.

Board of Capitol Managers vs. J. L. Alexander, Janitor. Insubordination, inefficiency and demoralizing the force (janitors) through agitation. Suspension and removal from service made permanent.

CASE No. 13.

Fred A. Diez et al. vs. A. S. Willburn, Water Commissioner, District No. 16. Failing to maintain standard of efficient and impartial service in distribution of water; absenting himself from office and duties; showing favoritism to some and discrimination to others. Removal made permanent.

CASE No. 14.

T. J. Erhart, Highway Commissioner, vs. James A. Holland, Assistant Field Engineer. Inaccuracy in instrument work; carelessness; physical inability. Suspension and removal made permanent.

CASE No. 15.

H. R. Holmes et al. vs. Arthur J. Vagg, Water Commissioner, District No. 38. Insubordination. Permanently dismissed from the service.

CASE No. 16.

Dr. Victor C. Alderson vs. J. W. Watkins, Janitor. Hasty and insolent remarks to complainant. Suspended without pay from June 18th to 30th, 1921; reprimanded for misconduct and breach of discipline.

CASE No. 17.

Carl S. Milliken vs. Ella Gordon, Stenographer. Habitually late in reporting for duty; work unsatisfactory. Suspension and removal made permanent.

CASE No. 18.

L. D. Blauvelt, State Highway Engineer, by R. H. Higgins, Superintendent of Maintenance, vs. R. M. Webster, Foreman. Inefficiency; work unsatisfactory. Removed from position of Foreman. Recommendation made that respondent be given employment in some other capacity for which he is better suited.

CASE No. 19.

Carl S. Milliken vs. John L. Hennesy. Guilty of misconduct unbecoming a faithful, loyal and honest officer or employe of the state. Respondent reprimanded and suspension of thirteen days without pay approved.

CASE No. 20.

W. L. Vernon vs. Earl Wilson, Insurance Commissioner. Guilty of misconduct; inefficiency; failure to perform his duties with justice and impartiality. Civil Service Commission recommended to the Governor that respondent be permanently relieved and dismissed from duty as a provisional appointee as State Commissioner of Insurance. Action of the Commission was upheld by the District Court and confirmed by the Supreme Court.

CASE No. 21.

C. R. Glasson vs. L. A. Poteet, Deputy Game Warden. Entire time not devoted to the performance of his duties. Complaint dismissed.

CASE No. 22.

Samuel J. Lutz vs. H. P. Saunders, Deputy Water Commissioner, District No. 16. Absent July 5, 6, 7, 1921; rendered bill and collected pay for services not rendered. Respondent resigned before hearing was held.

CASE No. 23.

E. J. McCune vs. E. S. Counselor, Irrigation Division Engineer, Division No. 3. Neglect of duty; failure to comply with certain provisions of the law, and requests of State Engineer. Upon agreement between complainant and respondent, case was dismissed.

Charges were filed with the Commission by certain individuals against W. S. Abbott and T. Sandoval, Deputy Water Commissioners of District No. 16, but on account of the stress of work during the water season, it was impossible to give a fair and impartial hearing, as the Commission did not have sufficient funds with which to hold a hearing outside of Denver, nor to summon witnesses to appear before them in Denver. The charges are still pending and cases held in abeyance.

LEGAL OPINIONS

March 30, 1921, the Attorney General held that the Civil Service Commissioners would be entitled to receive their salaries, whether or not same were included in Long Appropriation Bill.

April 25, 1921, an opinion that, in accordance with House Bill 603, positions of motor vehicle inspectors are abolished and former incumbents no longer in the classified service.

April 30, 1921, opinion stated that under House Bill 106, the position of State Highway Commissioner ceased to be in the classified service.

April 30, 1921, the Attorney General held that since the appointment of Mr. M. D. Bowen as Secretary of the Civil Service Commission was merely provisional and not permanent, it was legally within the province of the Commission to dispense with his services.

July 13, 1921, an opinion that William Thomas, appointed by the State Board of Charities as Investigator, whose right to the position was questioned by the Secretary of that Board, was entitled to his salary if he had performed the duties of Investigator.

November 28, 1921, an opinion to the effect that the Secretary of State may, when it appears to be for the good of the service, transfer superintendents of free employment bureaus in this State, from an employment bureau in one town or city, to an employment bureau in another.

October 20, 1922, an opinion that the Civil Service Commission is without power to control the salaries of persons employed at the University of Colorado, even though such persons be in the classified service.

SUPREME COURT DECISIONS

Sustaining removal of the Bookkeeper and Deputy Clerk of the County Court of the City and County of Denver. Position not in classified service.

Sustaining removal of Earl Wilson, provisional appointee, from the position of Commissioner of Insurance, and appointment of Jackson Cochrane to said position.

Ordering payment of salary to McClellan Rusan, Janitor, Board of Capitol Managers, from time of his removal on January 1st, 1921, until suspension and removal was made permanent by action of the State Civil Service Commission.

Denying right of General Assembly to insert the word "Male" in creating and appropriating for the position of Investigator in the State Board of Chairities and Corrections; ordering payment of salary to Alice Adams Fulton for duties performed as Secretary of the State Board of Chairities and Corrections, as provided in statute creating that Board.

Removal of eight Inspectors, Motor Vehicle Department, by Secretary of State, on account of change of title and duties of positions, upheld in decision of Judge Julian H. Moore in the District Court. Appeal made to Supreme Court and case now pending.

Alternative writ of Mandamus by William C. Thomas for salary as Investigator of the State Board of Chairities and Corrections now before the District Court of the City and County of Denver.

SUMMARY AND RECOMMENDATIONS

As previously stated, lack of appropriations has severely handicapped the Commission in the enforcement and advancement of the civil service law. During the past biennial period, only six hundred dollars was available with which to hold examinations. An appropriation of six hundred dollars (\$600.00) for the year 1921 and six hundred dollars (\$600.00) for the year 1922 was allowed the Commission by the last General Assembly for "traveling expenses," which was far in excess of the amount needed. No appropriation whatever was allowed for conducting examinations, which entails considerably more expense than is realized without reference to the provisions of the law under which examinations are held. The Commission appeared before the State Auditing Board and requested that following the words "traveling expenses," they insert the words "and incidentals," which would make this appropriation available for the other needs of the Commission. This request was not granted until late in the year 1921,

and in 1922 the Commission, with a fund of only six hundred dollars (\$600.00), advertised and held fifty-one assembled and non-assembled examinations, some being for the most important positions in the classified service. This is the largest number of examinations held by any Civil Service Commission since the merit system first became operative in Colorado, with so small a sum of money, and with only two employes in the office to assist the Secretary and Chief Examiner.

It is recommended that sufficient funds be appropriated so examinations may be held regularly on stated dates to establish eligible lists for every position in the classified service; to allow a survey of all state institutions; to permit a re-classification of all positions by an investigation into the duties and responsibilities involved, in order that all salaries may be standardized, and those performing like duties may be compensated accordingly. In this connection, the Commission wishes to recommend that appropriations for all departments may be made on a budget basis, thus enabling the Commission to establish minimum and maximum salaries, so that trained and efficient employes, long in the service, would receive a higher rate of pay than persons just entering the service. Also to allow the establishing of an efficiency record system, which would place promotions in the classified service on a matter-of-fact basis instead of on a speculative basis, as at present. A higher standard of efficiency is obtained by promotion whenever it is practicable to promote. The appropriation for examinations should also be sufficient to permit the Commission to employ additional examiners to assist in preparing and rating technical examination papers.

It is further recommended that a sum be allowed to permit of the holding of hearings and investigations of all attempted violations of the law, when, in the judgment of the Commission, same is warranted.

It is also recommended that sufficient money be appropriated so that an adequate office force may be maintained at all times. The classified service of this state is growing rapidly, which means that the work in the office of the Commission is also increasing and the employes are often obliged to remain after regular office hours in order to keep up with the daily routine. During the past year while examinations were being prepared and conducted, the volume of work became so great it was necessary on several occasions to obtain help from other departments.

The Commission desires to further recommend that a sum from the General Fund be allowed sufficient to employ two or three assignable clerks and stenographers, who would report daily to the Civil Service Commission and be assigned work in any department in need of emergency help. In this way, competent employes with a knowledge of the routine followed in the departments in the classified service would be available, and this knowledge and training would greatly expedite the work.

In preparing the questions to be used in assembled examinations, the Commission adhered strictly to the duties involved in the position for which examination was given, and asked only such questions as would bring forth concise and definite answers, showing knowledge and qualifications possessed by the candidate. In grading the papers, careful consideration was given the education, training, experience and personal qualifications of each candidate. Non-assembled examinations were covered by questions pertaining entirely to training and experience, answers to which were sworn to by the applicant.

The splendid assistance rendered the Commission by the officers and teachers of the State educational institutions made it possible for the Commission to have the advice and help of trained persons in preparing and rating examination papers for technical positions. The Commission wishes to take this opportunity to thank those who, without compensation, so kindly assisted, especially Professor E. B. House of the State Agricultural College, and Lathrop A. Taylor, Secretary of the same institution, both of whom were called upon innumerable times, and willingly complied with every request of the Commission.

Respectfully submitted,

(Signed) WILLIAM V. ROBERTS,
President.

(Signed) NANCY KIRKLAND,
Commissioner.

(Signed) E. L. TROUNSTINE,
Commissioner.

SCHEDULE OF EXAMINATIONS.

1922

June 19th, 1922.

Examination will be held in Denver, Fort Collins and Pueblo	}	Stenographer.....Departments and Institutions Clerk and Stenographer.....Departments and Institutions Registrar.....Departments and Institutions Cashier.....Secretary of State
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June 21st, 1922.

Game and Fish Commissioner.

June 22nd, 1922.

Auditor—Highway Department.

June 26th, 1922.

Supervisor—Motor Vehicle Department—Secretary of State.

June 28th, 1922.

Deputy Building and Loan Inspector—Auditor of State.

June 29th, 1922.

Auditor—Statistician—State Inspector of Oils.

July 6th, 1922.

Appraiser—Inheritance Tax Department—Attorney General.

July 10th, 1922.

Pure Food and Drug Commissioner—State Board of Health.

July 13th, 1922.

Purchasing and Traffic Agent—Highway Department.

July 17th, 1922.

Special Accountant—Highway Department.

July 19th, 1922.

Chief Clerk—Highway Department.

July 20th, 1922.

Superintendent of Maintenance—Highway Department.

July 21st, 1922.

Deputy State Bank Commissioner.
Secretary—State Bank Commissioner.

July 26th, 1922.

Statistical Clerk—State Industrial Commission.
Statistician—Superintendent of Public Instruction.
Statistician—Secretary of State.

July 27th, 1922.

Chief of Claim Department—State Industrial Commission.
Assistant Claim Adjuster—State Industrial Commission.
Secretary—Public Utilities Commission.
Rate Expert—Public Utilities Commission.

NON-ASSEMBLED EXAMINATIONS

June 20th, 1922.

Secretary—Teacher of Adult Blind.
 Secretary—Blind Benefit Commission.
 Assistant Secretary—Child Welfare Bureau.

June 24th, 1922.

State Officer—Bureau of Child and Animal Protection.
 Inspector—Board of Stock Inspection Commissioners.
 Deputy State Inspector of Oils.
 Deputy Factory Inspector.

June 30th, 1922.

Hatchery Superintendent—Department of Game and Fish.
 Hatchery Helper—Department of Game and Fish.
 Spawn Taker—Department of Game and Fish.
 Deputy Game Warden—Department of Game and Fish.
 Guards and Overseers—Colorado State Penitentiary and Reformatory.

July 11th, 1922.

Messenger.
 Janitor—Departments and Institutions.
 Watchman—Departments and Institutions.
 Matron—Departments and Institutions.
 Assistant Matron—Departments and Institutions.
 Elevator Pilots—Departments and Institutions.
 Fireman—Departments and Institutions.
 Machinists—Departments and Institutions.

ASSEMBLED EXAMINATIONS

October 27th, 1922.

State Highway Engineer—State Highway Department.

November 10th, 1922.

Commissioner of Insurance	} Insurance Department.
Fire Insurance Rate Advisor	

November 15th, 1922.

Tax Commissioner—State Tax Commission.
 Assistant Railway Engineer and Chief Inspector—Public Utilities Commission.

November 20th, 1922.

Assistant to Supervisor, Motor Vehicle Department.
 Asssistant Supervisor, Auto Theft Department.
 (Secretary of State.)

SUMMARY OF 1922 OPEN COMPETITIVE EXAMINATIONS

Kind.	No.	Number of Persons		
		Applied.	Examined.	Passed
Assembled	31	183	168	138
Non-assembled	20	240	149	149
	<u>51</u>	<u>423</u>	<u>317</u>	<u>287</u>
Total number of applicants				423
Total number examined, males.....				219
Total number examined, females.....				98
				<u>317</u>
Total number of eligibles, males.....				199
Total number of eligibles, females.....				88
				<u>287</u>

EMPLOYEES IN CLASSIFIED
SERVICE

Male	1,034
Female	320
Total	<u>1,354</u>

APPOINTMENTS RESULT
EXAMINATIONS

Permanent	186
Temporary	5
	<u>191</u>

CHANGES IN SERVICE

Promotions	75
Transfers	48
Reinstatements	43
Demotions	13
Resignations	310
Discharges	25
Deaths	11
Suspensions	2
Leaves of absence.....	105
Declinations of appointment..	8

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 employes 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, except 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.

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 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.

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 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 investigation 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 first 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 candidates, 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 can not, 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.

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, draughtsman, or other examinations requiring the used 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 examiner 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 are finished, 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 examiner 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 examiner any written or printed matter that you may have which might, if used, aid 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 completed. 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. Examiners 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.

Amended and Approved to November 30, 1920.

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.

Colorado Industrial Workshop for the Blind.

House of Detention.

SUB-CLASS 2. Assistant Superintendents.

(Same.)

State Home for Dependent and Neglected Children.

Colorado School for the Deaf and 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. Commandants.

Colorado Soldiers' and Sailors' Home.

SUB-CLASS 6. Commissioners.

State Bank Commissioner.
 State Game and Fish Commissioner.
 State Highway Commissioner.
 Commissioner of Immigration.
 Commissioner of Insurance.
 Commissioner of Public Printing.
 Pure Food Commissioner.
 Board of Corrections.
 State Tax Commissioners.
 Jury 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 Board of Charities and Corrections.
 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 Department.
 State Bank Commissioner.
 Inspector of Steam Boilers.
 Board of Capitol Managers.
 Board of Charities and Corrections.
 Board of Pardons.
 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 Commissioners.
 Jury Commissioners.
 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 Children.
State Industrial School for Girls.
State Penitentiary.
State Historical and Natural History Society.
Commission for Revision of Statutes.
State Board of Immigration.

SUB-CLASS 3. Bookkeepers.

Office of—

Auditor of State.
State Insurance Department.
Secretary of State.
State Treasurer.
State Home for Dependent and Neglected Children.
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.
Board of Charities and Corrections.
Board of Pardons.
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.
 State Historical and Natural History Society.
 Public Utilities Commission.
 Industrial Commission.
 Commission for Revision of Statutes.
 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.
 State Normal School.
 University of Colorado.
 State Home for Dependent and Neglected Children.
 State Penitentiary.
 State Hospital.
 State Board of Immigration.

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.

Director V. D. State Board of Health.

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, Superintendent of Equipment.

State Hospital.

State Home and Training School for Mental Defectives.

State Penitentiary.

State Reformatory.

State Highway Commission.

Overseer.

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.
 Industrial Workshop for the Blind.
 State Penitentiary.
 State Reformatory.
 State Highway Commission.

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 Department.
 State Highway Department.

Bailiffs.

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

Gatemen.

State Hospital.
 State Penitentiary.

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 Children.

Soldiers' and Sailors' Home.

SUB-CLASS 4. Nurses and Attendants.

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.

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. Principal 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 Commission.
- Public Utilities Commission.
- State Industrial Commission.

SUB-CLASS 2. Hydrographers, Water Commissioners.

Department of—

- State Engineer.

SUB-CLASS 3. Draftsmen.

Department of—

- State Engineer.
- State Geological Survey.
- Public Utilities Commission.
- Industrial Commission.
- State Highway Commission.

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

Department of—

- State Highway Commission.

SUB-CLASS 5. Steam Engineers and Tractor Engineers.

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. Chainmen, 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, Master Mechanic and Mechanic.**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 Investigators.
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 qualifications.

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.
 Industrial Workshop for the Blind.

Statisticians.

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

SUB-CLASS 5. Rate Experts, Investigator.

Public Utilities Commission.
 Industrial Commission.
 Insurance Department.
 Tax Commission.

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 and Investigators 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.
 State Highway 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 the 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 the 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 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.
Soldiers' and Sailors' Home.
House of Detention.

SUB-CLASS 8. Seamstress.

Colorado School for the Deaf and the 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 marks and said mark witnessed.

(2) Every application shall bear the certificate 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 requirements 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 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.

(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.

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 appointing officer must select for appointment the person certified by the Commission, unless proof of his unsuitability is submitted to the Commission, in which case the Commission may certify an additional name.

(4) 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.

(5) 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.

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

(7) 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.

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 competitive 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 or 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 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 be the same for all persons having like duties.

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) A person who has been permanently appointed to a position in the classified service and who has been separated from the service through no delinquency or misconduct on his part, 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 the date of separation.

The names of such persons, except of those who have resigned from the service, shall be entered upon lists of separated appointees in the order of their original appointment, and shall remain there for a period of one year, and upon notice of a vacancy in the same or a similar position in any department or institution, names from such list of separated appointees shall be certified to the appointing officer in preference to names from the eligible lists; Provided, however, that the names of such persons who have resigned from the service on account of illness, removal to another locality, or for a similar reason which, in the opinion of the Commission, should entitle them to the provisions hereof, may be entered on such lists of separated appointees.

(2) Whenever, for lack of work, or funds, or for other like cause, it becomes necessary in any department or institution to reduce the force in any employment, the person last appointed shall be first discharged; and when such force is increased, persons so discharged shall be reinstated in the order of their original appointment.

(3) No vacation with pay shall be granted by any department or institution without the 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 may be granted by the head of the department where such absence does not exceed one month or, in case of sickness, six months, but the Commission, in exceptional cases, the circumstances of which shall be stated in its minutes, may extend such periods, not, however, to exceed one year.

(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, or by a disciplinary board designated by the Commission for that purpose. 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 may be in writing or in person before the said Commission or disciplinary board, as the Commission may direct.

(3) Upon receipt of the explanation, or at the conclusion of a hearing, if such hearing shall be granted, the Commission or disciplinary board shall fix the penalty, if any; but the findings of the disciplinary board shall be subject to the approval of the Commission; and the findings of the Commission or of the disciplinary board when

so approved, 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 service, or where economy requires cutting down of the force in such department or the reduction of salaries.

(4) The provisions of this rule as to discharges for cause may be waived, in the discretion of the State Civil Service Commission, in cases of discharges for cause from the penal and charitable institutions of the State.

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

(6) Whoever discharges an employee otherwise than in accordance with this rule 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.

(7) Where a provisional appointment has been approved by the State Civil Service Commission to a position in the State government, and the head of a department, board or commission desires to be relieved of said appointee for any cause whatsoever, it will be necessary to notify the Civil Service Commission in writing, at least five days before the provisional appointee may be permanently relieved from duty, setting forth fully the reasons for such contemplated dismissal, and it must appear to the Commission to be for the best interests of the service.

This rule applies **only** to those provisionally appointed, and not to employees who were holding positions at the time the Constitutional Amendment took effect.

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 any one requesting the same and shall allow him an opportunity to be heard if he so desires.

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