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SIXTH BIENNIAL REPORT
 OF
 THE STATE CIVIL
 SERVICE COMMISSION
 OF
 COLORADO
 1929-1930



STATE PRINTING AND GOVERNMENT RESEARCH
 DEPARTMENT OF COLORADO
 BOULDER, COLORADO

THE BRADFORD-ROBINSON Ptg. Co.
 DENVER, COLORADO
 1931

SIXTH BIENNIAL REPORT
OF
THE STATE CIVIL
SERVICE COMMISSION
OF
COLORADO

1929-1930



THE BRADFORD-ROBINSON PTG. CO.
DENVER, COLORADO
1931

STATE CIVIL SERVICE COMMISSIONERS

ELIZABETH QUEREAU, President

WILLIAM T. LAMBERT, JR.

JOHN M. JONES

ALICE M. GAFFY, *Secretary*

MAE F. THOMAS, *Chief Clerk and Stenographer*

EMMA BORTT, *Stenographer*

OFFICE

STATE CAPITOL BUILDING

DENVER, COLORADO

LETTER OF TRANSMITTAL

November 30, 1930.

To His Excellency,

WILLIAM H. ADAMS,
Governor of Colorado,
Executive Chambers, Denver.

Sir :

The State Civil Service Commission presents herewith for your consideration its Sixth Biennial Report, for the period December 1, 1928, to November 30, 1930.

(Signed) ELIZABETH QUEREAU,
President.

(Signed) WM. T. LAMBERT, JR.,
Commissioner.

(Signed) J. M. JONES,
Commissioner.



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Sixth Biennial Report
OF
THE STATE CIVIL SERVICE COMMISSION
OF
Colorado

Denver, Colorado, November 30, 1930.

The State Civil Service Commission herewith presents a report of its proceedings during the biennial period December 1, 1928, to November 30, 1930, under the Constitutional Amendment adopted by the people on November 5, 1918, and subsequent act of the Legislature, Chapter 20, Session Laws of 1919.

The appointment of Commissioner P. J. Hamrock expired December 30, 1928, and to this vacancy Governor William H. Adams appointed John M. Jones, issuing the following executive order:

ORDERED :

That Mr. John M. Jones of Boulder, Boulder County, Colorado, be and he hereby is appointed State Civil Service Commissioner, for a term of six years, commencing December 31, 1928.

GIVEN under my hand and the Executive Seal this thirty-first day of December, A. D. 1928.

(Signed) Wm. H. ADAMS,

(Seal)

Governor.

At a meeting of the Commission held January 3, 1929, Commissioner Elizabeth Quereau was elected president of the Commission. At this time the personnel of the Commission is as follows:

Elizabeth Quereau, President, term expires December 30, 1930.

Wm. T. Lambert, Jr., Commissioner, term expires December 30, 1932.

John M. Jones, Commissioner, term expires December 30, 1934.

The classified service, which comprises practically every appointive position in the state service, totals eighteen hundred and ninety-two (1892) employes; fourteen hundred twenty-nine (1429) males and four hundred sixty-three (463) females.

There are eight hundred twenty-six (826) permanent employes in the classified service; eight hundred sixty-five (865) provisionals and two hundred one (201) temporary employes.

The greatest number of provisional and temporary employes are in institutions, occupying positions for which it has been practically impossible to establish eligible lists, on account of the very small salaries paid. The Commission also recently included in the classified service approximately three hundred patrolmen and patrolmen's helpers in the State Highway Department, for which positions examinations have not yet been held.

The Commission holds formal weekly meetings, at which all matters pertaining to the employment of persons in the classified service are discussed. Informal meetings are called whenever the business of the Commission warrants.

A complete and detailed record of the employment of every person in the classified service is kept in the office of the Commission. Any changes affecting an employe are recorded in the minutes of the meetings of the Commission, on a roster card containing the name and other pertinent information relative to the employe's services, and in a permanent book roster, so that a complete and detailed record of every employe is available at all times.

Payrolls containing the names of all employes in the classified service are certified by the Commission each month. Payrolls must agree in every respect with the roster on file in the office of the Commission.

APPROPRIATIONS AND EXPENDITURES

December 1, 1928, to June 30, 1931†

APPROPRIATIONS

	Dec. 1, 1928 to June 30, 1929	July 1, 1929 to June 30, 1931
Three Commissioners, Salaries.....	\$ 5,250.00	\$18,000.00
Secretary, Salary.....	1,400.00	4,800.00
Chief Clerk and Stenographer.....	875.00	3,000.00
Stenographer, Salary.....	700.00	2,400.00
Travel.....	583.35	2,000.00
Incidental and Contingent.....	583.35	2,000.00
Examination Expense.....	218.75	750.00
	<u>\$ 9,610.45</u>	<u>\$32,950.00</u>

EXPENDITURES

	Actual Dec. 1, 1928 to June 30, 1929	Estimated July 1, 1929 to June 30, 1931
Three Commissioners, Salaries.....	\$ 5,250.00	\$18,000.00
Secretary, Salary.....	1,400.00	4,800.00
Chief Clerk and Stenographer, Salary.....	875.00	3,000.00
Stenographer, Salary.....	700.00	2,400.00
Travel.....	324.20	2,000.00
Incidental and Contingent.....	583.35	2,000.00
Examination Expense*.....	750.00
	<u>\$ 9,132.55</u>	<u>\$32,950.00</u>

*Not available until May, 1929.

†Biennial period changed by last General Assembly—to end June 30 instead of November 30. Appropriations made for new biennial period and an additional seven months' period.

COMPLAINTS AND CHARGES

The following complaints and charges were filed with the Commission during the biennial period ending November 30, 1930. The Commission thoroughly investigated all cases brought before it and if the case were of sufficient consequence, 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 fair and impartial hearings and its findings in every case were based entirely upon the evidence presented. Of the amount appropriated for General Incidental expenses for the biennial period, approximately Nine Hundred Dollars (\$900.00) were expended by the Commission in conducting hearings of complaints and charges:

CASE No. 55.

Charles M. Armstrong vs. Elizabeth Wilson, Registrar, office of Secretary of State. Charging that respondent secured leave of absence through misrepresentation. Hearing held. Commission found charges not sufficient to justify removal and placed respondent's name on preferred eligible list, to be assigned to duty after January 1, 1929.

CASE No. 56.

Edgar R. Holmes and P. A. Phillips vs. F. E. Crawford, Warden, State Penitentiary. Charging respondent guilty of wastefulness, incompetency, neglect of duty, etc. Commission held charges were not sufficiently corroborated, definite or specific to warrant placing defendant on trial; plaintiffs failed to disclose source of their knowledge of alleged offenses, appeared without counsel and declined to give name of their attorney. For these and other reasons case was dismissed by the Commission.

CASE No. 57.

Dr. Geo. E. Morton, State Dairy Commissioner, vs. W. H. Skitt, Inspector. Charging incompetency, insubordination, failure to promote efficiency of service. Hearing held. Commission found respondent guilty of certain charges in complaint and suspended him for 15 days without pay.

CASE No. 58.

George H. Sweeney vs. F. S. Hoag, member Colorado Board of Corrections. Charging respondent has failed to comply with standards of efficient service; let contracts in illegal way; purchased from favored dealers and paid higher prices for supplies than necessary, etc. Hearing held. Majority of Commission found respondent guilty of certain charges and ordered his re-

moval. Upon appeal to District Court, respondent was re-instated, and order affirmed by Supreme Court.

CASE No. 59.

F. E. Crawford, Warden, State Penitentiary, vs. Marion Ringle, Cell House Keeper. Charging failure to obey orders; collusion with inmates, general inefficiency. Respondent failed to reply to charges. Suspension made permanent.

CASE No. 60.

E. B. Morgan vs. C. P. Link, member, Colorado Tax Commission. Charging inefficiency, misconduct in office, insubordination, etc. Hearing held. Respondent found guilty of certain charges and removed from position.

CASE No. 61.

H. C. Getty, Division Engineer, vs. W. O. Roberts, Water Commissioner. Charging respondent lacks diplomacy, is a trouble maker; breeder of dissension, etc. Hearing held. Majority of Commission found evidence not sufficient to warrant removal, but reprimanded respondent and admonished him as regards his future conduct.

CASE No. 62.

F. E. Crawford, Warden, State Penitentiary, vs. G. M. Madden, Overseer. Charging respondent with continued agitation among officers and inmates, etc. Respondent failed to reply to charges. Suspension made permanent.

CASE No. 63.

F. E. Crawford, Warden, State Penitentiary, vs. H. H. McCauley, Cell House Keeper. Charging respondent knew that a prisoner was in possession of a revolver and failed to report it to officers of the Penitentiary; that he had been too friendly with certain prisoners. Hearing held. Respondent found guilty as charged. Suspension made permanent.

CASE No. 64.

Charles M. Armstrong, Secretary of State, vs. Minor Harwood, clerk. Charging respondent absented himself from duty without leave and repeatedly reported for duty in an intoxicated condition. Respondent failed to reply to charges. Suspension made permanent.

CASE No. 65.

F. E. Crawford, Warden, State Penitentiary, vs. J. W. Pease. Charges withdrawn. Case dismissed without prejudice.

CASE No. 66.

James Roberts vs. J. W. Graham, Deputy Coal Mine Inspector. Charging respondent was guilty of permitting a certain mine to operate, violating provisions of the Mining Law. Hearing held. Commission reprimanded respondent and suspended him for 15 days without pay.

CASE No. 67.

Miguel Martinez, Water Commissioner, vs. Willie Garcia, Deputy Water Commissioner. Charging negligence and inefficiency. Commission advised complainant it would not proceed with hearing of charges until such time as a satisfactory settlement is made of the claim for wages due Mr. Garcia for services performed in 1926. No reply from complainant.

CASE No. 68.

F. E. Crawford, Warden, State Penitentiary, vs. E. M. Brown, Cell House Keeper. Charging failure in performance of his duties. Hearing held. Respondent found guilty as charged. Suspension made permanent.

CASE No. 69.

Dr. F. H. Zimmerman, Acting Superintendent, Colorado State Hospital, vs. Dr. E. H. Steinhardt, Assistant Physician. Respondent resigned before hearing was held. Charges dismissed without prejudice.

CASE No. 70.

State Board of Stock Inspection Commissioners vs. Laura Sabine, Brand Clerk. Charging respondent made numerous errors in performance of her duties. Commission forwarded copy of respondent's answer to the Board members and asked what disposition they wished made of the case. They failed to reply or to press the case further.

LEGAL OPINIONS

October 1, 1929. An opinion regarding the inclusion in the Rules and Regulations of the Commission, a proposed rule pertaining to probationary appointment.

January 6, 1930. An opinion regarding the right of the Commission to disapprove a provisional appointment made by a department head in the absence of an eligible list.

June 2, 1930. Attorney General held it would be proper to continue to certify salary of J. P. Karsh, Chief Information Clerk, office of Secretary of State, pending final determination of the litigation by the Supreme Court.

SUPREME COURT DECISIONS

Action in mandamus brought in the District Court by Mary L. Beates against the Civil Service Commission and the Secretary of State to require the Civil Service Commission to certify her name to the Secretary of State for appointment to the position of Chief Information Clerk. Judgment awarded defendant by District Court. State Civil Service Commission and Secretary of State made application for writ of supersedeas to the Supreme Court, where the case is still pending.

Action in mandamus brought by Frank S. Hoag in the District Court for reinstatement as member. Colorado Board of Corrections. Judgment awarded to defendant by District Court. Majority of the Commission appealed to the Supreme Court, which affirmed the judgment of the lower court.

RECOMMENDATIONS

We recommend to the Legislature that the biennial appropriation of seven hundred fifty (\$750.00) dollars for the examining work be increased. It is eminently proper that the work of choosing fit persons should be absolutely divorced from politics. This cannot be done without adequate funds.

An effort will be made to show the appropriation committees of the General Assembly the needs of the Commission. If these committees will make an investigation of what is required of the Commission confidence is felt that the requested appropriations will be allowed.

We find that it is the experience of Civil Service Commissions throughout the United States that the merit system is a subject of education. It must be made clear that the selection of candidates by competitive examinations is practical, fair and impartial. We find that other commissions have spent large sums of money and much time in educating the people to a belief in this system. Civil Service has been adopted by nine states, and over two hundred and fifty of the largest American municipalities. It is an important factor in the economic and efficient performance of the public business. Governments are operated not for the financial profit of a few political leaders and their office-holding friends, but for the benefit of all the people.

SUMMARY OF OPEN COMPETITIVE EXAMINATIONS
1929-1930

Class of Examination	Number	Number of Persons		
	Held	Applied	Examined	Passed
Assembled	24	139	128	91
Non-assembled	11	130	121	109
	<hr style="width: 50px; margin: 0 auto;"/> 35	<hr style="width: 50px; margin: 0 auto;"/> 269	<hr style="width: 50px; margin: 0 auto;"/> 249	<hr style="width: 50px; margin: 0 auto;"/> 200
Total number of eligibles, males.....				180
Total number of eligibles, females.....				20
				<hr style="width: 50px; margin: 0 auto;"/> 200

EMPLOYEES IN CLASSIFIED • SERVICE	APPOINTMENTS, RESULT OF EXAMINATIONS	
Male	Permanent	81
Female	Temporary	8
		<hr style="width: 50px; margin: 0 auto;"/>
1,392	Declinations	89
		7

CHANGES IN CLASSIFIED
SERVICE

Promotions	12
Transfers	3
Reinstatements	5
Resignations	285
Discharges	34
Deaths	28
Suspensions	5
Leaves of Absence.....	337

Respectfully submitted,

(Signed) ELIZABETH QUEREAU,
President.

(Signed) WM. T. LAMBERT, JR.
Commissioner.

(Signed) J. M. JONES,
Commissioner.

Please Post Conspicuously

November 8, 1929

NOTICE OF EXAMINATION

Notice Is Hereby Given That the State Civil Service Commission of Colorado will hold an open competitive examination as follows:

All Applicants Must Be Electors of Colorado (citizens of the United States, over 21 years of age, who have resided in Colorado for the past year). Applications must be on blank forms obtained from the Commission, which will be sent upon request.

Applications Completely Filled in and Sworn to Must Be in the Office of the Commission Not Later than Seven (7) Days Prior to the Date of the Examination, Together with Examination Fee of \$1.00.

Oral test will be given if the Commission deems it necessary in order to further determine the qualifications of an applicant. The rating on the oral test shall be included in rating allowed for Education, Training, Experience and Fitness—which are taken into consideration by the Commission in addition to the written examination.

Practical questions to be used in the examination may be either written or oral.

Ex-Service Men Kindly Present Certificate of Discharge from the United States Army or Navy, When Filing Application for Examination.

Applicants must furnish pens, pencils, erasers, ink, etc.

Unless Otherwise Designated on This Schedule, all assembled examinations will be held on the stated days at 9:30 a. m., in the House Chamber, State Capitol Building, Denver.

ASSEMBLED EXAMINATIONS

Last Day for
Filing

November 29, 1929

November 22, 1929

DEPUTY INSPECTOR OF BOILERS—Office of State
Inspector of Boilers.

Salary \$1,800.00 per annum and actual traveling expenses.

Applicants must have not less than five years' actual practical experience in the operation of steam engines, steam boilers and steam machinery. One position.

Last Day for
Filing**November 29, 1929****November 22, 1929****CHIEF CLERK AND DRAFTSMAN**—Office of State Engineer.

Salary \$2,000.00 per annum.

Applicants must have had at least one year's experience in general office work and detail; must be familiar with filing and indexing and systems of court decrees pertaining to water rights and adjudication proceedings; must have some knowledge of drafting and hydrography and possess a general information of water laws of the state, and be able to receive, account and bank funds. One position.

November 29, 1929**November 22, 1929****HYDROGRAPHER**—Office of State Engineer.

Salary \$1,800 per annum.

Applicants must be high school graduates and preferably with two years' college training in engineering. Must possess a knowledge of stream gaging, measurement of water in open channels and knowledge of hydraulic formulae, of elementary surveying including use of level. Must be physically fit to perform duties of the position. Four positions.

December 3, 1929**November 26, 1929****STATE EXAMINER**—Office of Auditor of State.

Salary \$1,800.00 per annum.

Applicants must have some training in checking and summarizing, or experience equivalent thereto. Three positions.

December 3, 1929**November 26, 1929****COMMISSIONER OF HAIL INSURANCE**—State Hail Insurance Dept.

Salary \$3,000.00 per annum.

Must possess executive training and have a knowledge of the insurance laws of Colorado. One position.

December 6, 1929**November 29, 1929****BACTERIOLOGIST**—State Board of Health.

Salary \$900.00 per annum.

Applicants must be graduates in bacteriology or sanitary chemistry from a recognized university or

technical institution and shall show a record of training and experience indicating that they are fully qualified to perform the ordinary bacteriological, chemical and biological tests on water and sewage. One position.

Last Day for
Filing

December 6, 1929

November 29, 1929

TECHNICIAN—Division of Bacteriology, State Board of Health.

Salary \$1,500.00 per annum.

Applicants must have a degree of bacteriology from an accredited college, or possess training and experience equivalent thereto. One position.

December 10, 1929

December 3, 1929

PURE FOOD AND DRUG INSPECTOR—State Board of Health.

Salary \$1,500.00 per annum.

Applicants must be high school graduates and must be licensed pharmacists. One position.

December 10, 1929

December 3, 1929

INVESTIGATOR AND INSPECTOR—Bureau of Venereal Diseases, State Board of Health.

Salary \$1,800.00 per annum. One position.

December 13, 1929

December 6, 1929

FIELD ORGANIZER AND ASSISTANT DIRECTOR OF MARKETS—Office of Director of Markets.

Salary \$1,500.00 per annum.

Applicants must be graduates of an accredited agricultural college; must be experienced in organizing farmers for productive and marketing purposes; have intimate knowledge of co-operative marketing associations in United States, Canada and Europe; a knowledge of the relations existing between the United States Department of Agriculture and the Director of Markets; must be trained in the methods of inspecting and grading fruits and vegetables. One position.

December 13, 1929

December 6, 1929

FIELD AGENT—Colorado Director of Markets.

Salary \$1,500.00 per annum.

Applicants must have a general knowledge of the

marketing law of this state and at least two years' experience in organizing farmers' organizations. One position.

Last Day for
Filing

December 13, 1929

December 6, 1929

PUBLICITY MAN—Colorado Director of Markets.

Salary \$1,200.00 per annum.

Applicants must have had at least two years' experience in newspaper and publicity work and have a knowledge of that type of advertising which appeals directly to the farmer. Must possess thorough knowledge of marketing law of Colorado. One position.

December 13, 1929

December 6, 1929

INSPECTOR IN CHARGE—Colorado Director of Markets.

Salary \$1,500.00 to \$1,800.00 per annum.

Applicants must have had at least two years' experience in inspection of fruits and vegetables; must have a knowledge of standardization, grading and diseases of fruits and vegetables grown in Colorado. Three positions.

December 17, 1929

December 10, 1929

CHIEF CLERK AND ASSISTANT CURATOR—Bureau of Mines.

Salary \$1,800.00 per annum.

Applicants must possess knowledge of mineralogy. One position.

December 17, 1929

December 10, 1929

INSPECTOR—District No. 1—Bureau of Mines.

Salary \$2,500.00 per annum.

Applicants must have resided for at least five years continuously in District No. 1, which includes and embraces the counties of Moffat, Routt, Jackson, Grand, Larimer, Boulder, Gilpin, Clear Creek, Jefferson, Denver, Weld, Adams, Arapahoe, Morgan, Logan, Sedgwick, Phillips, Washington and Yuma—designated as the Georgetown district—and shall have had at least seven years' practical experience in mining in the state of Colorado. One position.

Last Day for
Filing

December 17, 1929

December 10, 1929

LIBRARIAN AND FIELD SECRETARY—Colorado
Library Commission.

Salary \$1,200.00 per annum.

Applicants must be trained librarians. One position.

December 30, 1929

December 23, 1929

ASSISTANT REFUND CLERK—Office of State In-
spector of Oils.

Salary \$1,800.00 per annum.

Applicants must be good penmen and trained in
office detail. One position.

December 30, 1929

December 23, 1929

ASSISTANT TO SUPERVISOR OF CERTIFICATION
—Office of State Superintendent of Public Instruction.

Salary \$1,200.00 per annum.

Applicants must be college graduates and must
possess knowledge of valuation of credits and law
governing issuing of teachers' certificates. One posi-
tion.

December 30, 1929

December 23, 1929

ASSISTANT STATISTICIAN—Foreign and Domestic
Tax Dept.—Office of Secretary of State.

Salary \$1,200.00 per annum.

Applicants must be trained in general office work
and possess a knowledge of the various filing in in-
dexing systems. One position.

January 3, 1930

December 27, 1929

ASSISTANT SUPERVISOR—Auto Theft Title Depart-
ment—Office of Secretary of State.

Salary \$1,500.00 per annum.

Applicants must have executive training; be
thoroughly familiar with general office detail and be
able to install various filing systems. One position.

Last Day for
Filing

January 3, 1930

December 27, 1929

COMPTOMETER OPERATOR—State Departments and Institutions.

Salary \$1,200.00 to \$1,380.00 per annum.

Applicants must be graduates of an accredited comptometer school and have had at least two years' experience in operating a comptometer and in general office work. Two positions.

NON-ASSEMBLED EXAMINATIONS

In the following non-assembled examinations, applicants do not appear at any given place for examination. Questions are mailed to candidates and ample time given in which to comply with the following instructions.

Answers to questions in all non-assembled examinations must be in the office of the commission not later than seven (7) days after the date set for the examination for applicants in Denver and ten (10) days for applicants outside of Denver.

November 29, 1929

November 22, 1929

ASSISTANT FOREMAN OF GROUNDS—State Buildings and State Institutions.

Salaries fixed by heads of department or institution.

WATCHMAN—State Buildings and State Institutions.

Salaries fixed by heads of department or institution.

December 3, 1929

November 26, 1929

CABINET MAKER—Board of Capitol Managers.

Salary fixed by Board.

ELEVATOR PILOT—Board of Capitol Managers.

Salary fixed by Board.

CARPENTER—Board of Capitol Managers.

Salary fixed by Board.

December 6, 1929

November 29, 1929

ASSISTANT PAINTER—Board of Capitol Managers.

Salary fixed by Board.

ELECTRICIAN—Board of Capitol Managers.

Salary fixed by Board.

December 10, 1929**December 3, 1929**

JANITOR—Board of Capitol Managers, and Institutions.

Salary fixed by Board, and heads of Institutions.

STATE OFFICER—Bureau of Child and Animal Protection.

Salary fixed by Legislature.

December 13, 1929**December 6, 1929**

AGENT—Law Enforcement Department.

Salary fixed by head of department.

ASSISTANT MULTIGRAPH OPERATOR—Department of Public Printing.

Salary fixed by Legislature.

State Civil Service Commission of Colorado,

315 Capitol Building,

Denver, Colorado.

Please Post Conspicuously**December 30, 1929**

NOTICE OF EXAMINATION

Notice Is Hereby Given That the State Civil Service Commission of Colorado will hold an open competitive examination as follows:

All Applicants Must Be Electors of Colorado (citizens of the United States, over 21 years of age, who have resided in Colorado for the past year). Applications must be on blank forms obtained from the Commission, which will be sent upon request.

Applications Completely Filled in and Sworn to Must Be in the Office of the Commission Not Later than Seven (7) Days Prior to the Date of the Examination, Together with Examination Fee of \$1.00.

Oral test will be given if the Commission deems it necessary in order to further determine the qualifications of an applicant. The rating on the oral test shall be included in rating allowed for Education, Training, Experience and Fitness—which are taken into consideration by the Commission in addition to the written examination.

Practical questions to be used in the examination may be either written or oral.

Ex-Service Men Kindly Present Certificate of Discharge from the United States Army or Navy, When Filing Application for Examination.

Applicants must furnish pens, pencils, erasers, ink, etc.

Examination will be held on the stated day at 9:30 a. m., in the **House Chamber, State Capitol Building, Denver.**

ASSEMBLED EXAMINATION

Last Day for
Filing

January 22, 1930

January 15, 1930

SECRETARY—Colorado State Tax Commission.

Salary \$2,400.00 per annum.

Qualifications: Education equivalent to that represented by graduation from a standard high school; college or university education desirable; successful and responsible experience in office management, part of which shall have been in a supervisory capacity; knowledge of taxation desirable; knowledge of modern office methods and practices; administrative ability; tact; judgment; good address. Legal training desirable.

Duties: Under direction of the Commission, to exercise general supervision over employes of the State Tax Commission, and to perform related work such as making and maintaining records of the proceedings, decisions and orders of the Commission; assigning tasks to and inspecting the work of clerks and other employes; handling correspondence; furnishing information concerning the work of the Commission.

State Civil Service Commission of Colorado,
315 Capitol Building,
Denver, Colorado.

Please Post Conspicuously

January 31, 1930

NOTICE OF EXAMINATION

Notice Is Hereby Given That the State Civil Service Commission of Colorado will hold an open competitive examination as follows:

All Applicants Must Be Electors of Colorado (citizens of the United States, over 21 years of age, who have resided in Colorado for the past year). Applications must be on blank forms obtained from the Commission, which will be sent upon request.

Applications Completely Filled in and Sworn to Must Be in the Office of the Commission Not Later than Seven (7) Days Prior

to the Date of the Examination, Together with Examination Fee of \$1.00.

Oral test will be given if the Commission deems it necessary in order to further determine the qualifications of an applicant. The rating on the oral test shall be included in rating allowed for Education, Training, Experience and Fitness—which are taken into consideration by the Commission in addition to the written examination.

Practical questions to be used in the examination may be either written or oral.

Ex-Service Men Kindly Present Certificate of Discharge from the United States Army or Navy, When Filing Application for Examination.

Applicants must furnish pens, pencils, erasers, ink, and blotters.

Examination will be held on the stated day at 9:30 a. m., in the **House Chamber, State Capitol Building, Denver.**

ASSEMBLED EXAMINATION

Last Day for
Filing

February 21, 1930

February 14, 1930

SUPERINTENDENT—State Home and Training School for Mental Defectives.

(Institutions located at Ridge and Grand Junction, Colo.)

Salary \$3,000.00 per annum and full maintenance.

Applicants must be skilled physicians and have had at least two (2) years' experience in a similar institution; must be competent to direct the medical, hygienic, educational and industrial interests of the institution, and, under the supervision of the Board of Commissioners, direct its management. Must reside at institution.

Duties: Supervising the receiving, classifying and treatment of patients; prescribing medical treatment; observing the effect of treatment, occupation and instruction upon patients; supervising the care and maintenance of buildings, equipment, and grounds; directing the requisitioning, receiving, distributing and accounting of equipment and supplies.

State Civil Service Commission of Colorado,
315 Capitol Building,
Denver, Colo.

State Civil Service Commission of Colorado

Please Post Conspicuously

May 9, 1930

NOTICE OF EXAMINATION

Notice Is Hereby Given That the State Civil Service Commission of Colorado will hold an open competitive examination as follows:

All Applicants Must Be Electors of Colorado (citizens of the United States, over 21 years of age, who have resided in Colorado for the past year). Applications must be on blank forms obtained from the Commission, which will be sent upon request.

Applications Must Be in the Office of the Commission Not Later than Seven (7) Days Prior to the Examination, Together with Examination Fee of \$1.00.

Oral test will be given if the Commission deems it necessary in order to further determine the qualifications of the applicant. Applicants must also submit to physical examinations when required.

Practical questions to be used in the examination may be either written or oral.

Ex-Service Men Kindly Present Certificate of Discharge from the United States Army or Navy, When Filing Application for Examination.

Applicants must furnish pens, pencils, erasers, ink, etc.

Examination will be held on the stated day at 9:00 a. m., in the **House Chamber, State Capitol Building, Denver.**

Last Day for
Filing

July 9th, 10th, 11th, 1930

July 2, 1930

DEPUTY COAL MINE INSPECTOR—State Inspector
of Coal Mines.

Salary \$3,000.00 per annum.

Qualifications: Applicants shall have attained the age of thirty years; shall have had at least eight years' experience in the workings of coal mines in Colorado, three years of which shall have immediately preceded this examination, and shall have had twelve years' experience in the workings of coal mines in the United States.

State Civil Service Commission,
315 Capitol Building,
Denver, Colo.

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 employes 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 employes 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 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 employes 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 employes 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 standardiza-

tion 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 employe 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 districts 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 purposes 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.

During the past biennial period, the Commission approved the adoption of the following amendments to the Rules and Regulations of the State Civil Service Commission:

January 9, 1929, the Commission rescinded paragraph 2 of Rule I.

September 24, 1930, the following rule was adopted, to be designated as paragraph 2, subdivision (11) of Rule IV:

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

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