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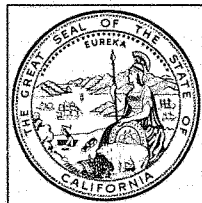
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1972
ANNUAL REPORT

CALIFORNIA STATE PERSONNEL BOARD



CALIFORNIA STATE PERSONNEL BOARD

801 CAPITOL MALL • SACRAMENTO • CA 95814

DECEMBER 6, 1972

RONALD REAGAN, GOVERNOR OF CALIFORNIA

MEMBERS OF THE SENATE

MEMBERS OF THE ASSEMBLY

We are pleased to send you this report of our operations for the Calendar Year 1972. As provided in Government Code Section 18712, this report covers matters under our responsibility relating to the civil service personnel of the State of California.

You will find our recommendations for salary adjustments for the 1973-74 Fiscal Year in this report as well as an assessment of our program accomplishments and objectives.

Because people are an organization's most important resource, we believe that our contributions toward selecting, maintaining, and developing the State's work force are significant. This report summarizes these contributions.

RESPECTFULLY SUBMITTED,

THE CALIFORNIA STATE PERSONNEL BOARD

NITA ASHCRAFT, President

ROBERT M. WALD, Vice President

MAY LAYNE DAVIS, Member

SAMUEL J. LEASK, Member

FRANK M. WOODS, Member

RICHARD L. CAMILLI, Executive Officer

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MESSAGE FROM THE PRESIDENT OF THE BOARD

Our society is currently challenging and questioning long-accepted, traditional values. The State's merit selection system and related personnel management activities have not escaped this scrutiny. Viewpoints expressed are often diametrically opposed in their insistence on either radical changes in existing policies and practices or retention of the status quo.

Our efforts to deal with these issues have been directed toward maintaining a balance which we believe represents the most viable course to follow. We have made and will continue to make changes in policies and practices where these changes are warranted because they improve the personnel system and are responsive to current needs in our society. On the other hand, we continue to reaffirm the fundamental principles of our merit system embodied in the State Constitution and the Civil Service Act.

With this report, we express our conviction that salaries for civil service employees should be adjusted to be reasonably comparable with salaries paid for similar work by both private and other public employers. Our salary adjustment fund recommendation represents a high priority need with respect to attracting, motivating, and retaining a qualified work force.

NITA ASHCRAFT, President
CALIFORNIA STATE PERSONNEL BOARD

EMPLOYEE COMPENSATION

SALARIES . . . A CONTINUING CONCERN

Our responsibility . . .

- To recommend for State civil service like salaries for comparable duties and responsibilities and
- Give consideration to prevailing rates for comparable service in other public employment and in private business . . .
- Limiting adjustments to the amount of appropriations which may be used for salary increase purposes.

Government Code Section 18850

In consideration of . . .

- Comprehensive surveys to determine prevailing rates . . . and an
- Analysis of relationships between State rates and prevailing rates . . . and the
- Need to recruit and retain a competent work force . . .

We recommend that the following funds be appropriated effective July 1, 1973, to meet salary increase needs:

	FUNDS		
	GENERAL	SPECIAL AND OTHER	TOTAL
Needed as of 10/1/72	\$82,000,000	\$72,500,000	\$154,500,000
Projection to 4/1/73 (estimate)	14,900,000	15,700,000	30,600,000
Total	96,900,000	88,200,000	185,100,000

If appropriated, this would amount to an increase of 12.9% of the Civil Service payroll. However, this is not intended to represent an across-the-board salary increase — giving all employees a fixed percentage. Individual increases would vary among the classes to the extent that actual salaries vary from prevailing rates — giving due consideration to the policy of maintaining appropriate internal salary relationships within the various occupational groups. The entire increase is designed to be used to eliminate inequities between State employee salaries and prevailing rates.

PROJECTION OF SALARY NEEDS

Our salary increase recommendation includes a projection of changes in salaries anticipated between October 1972 and April 1973. This projection is based on trends in salaries for private industry and other public jurisdictions. Any significant variance which becomes evident during the Spring 1973 salary survey will be reported.

In our report of last year, no projections were made because of uncertainty in the economic picture as a result of the President's wage and price freeze. This year's recommended salary increase funds, therefore, cover salary lags developed during the 18-month period ending in April 1973 and also unmet salary needs from last year's salary program.

DEVELOPMENTS SINCE OUR LAST REPORT

1972 Salary Program At A Glance

	Increase
▪ Our recommendation	10.7% (\$134 million)
▪ Actual appropriation	8.4%
▪ Allowed by Federal Pay Board	7.5%

In 1972 the Governor recommended and the Legislature appropriated funds sufficient for an overall 8.4% salary increase program. Subsequent legislation provided funds granting an additional 7.5% increase to certain classes in the Correctional and Group Supervisor occupational groups.

FEDERAL PAY BOARD ACTION. The Pay Board in reviewing the State salary program reduced the planned level of increase from 8.4% to 7.5%. This made it necessary to reduce planned salary adjustments for most classes by 1%. However, the Pay Board did allow the additional special 7.5% increase granted to certain classes in the Correctional and Group Supervisor occupational groups.

The State appealed to the Pay Board to reverse its action in reducing the pay program from 8.4% to 7.5%, but this appeal was denied.

This year's recommendations are designed to eliminate the lag in State employee salaries — without estimating what regulations the Pay Board may have in effect next year.

SALARY HEARING — NOVEMBER 1972. On November 15, the Board held a public hearing to receive the views of departments, employees, and employee organizations on salary needs. Many oral and written presentations were offered, which were made part of the decision-making process.

BENEFITS . . . A BRIEF REPORT

IMPROVEMENTS IN 1972

- The State's contribution to health insurance premiums was increased from \$12 to \$16.
- A uniform allowance was provided, allowing a maximum of \$150 per year for uniform replacement costs.

RETIREMENT CREDIT FOR UNUSED SICK LEAVE

This year we supported legislation* which would allow State employees credit toward retirement for unused sick leave.

COMPARISON OF EMPLOYEE BENEFIT COSTS

The chart on the following page presents a comparison of State benefit costs with costs in private industry — as a percent of payroll. Latest available figures are presented.

REVISIONS IN CHART FORMAT

The format of the chart has been revised from previous years to show more clearly which benefits are included as a *part of payroll* (vacations, holidays, sick leave, and other paid leaves) and which are in **addition to payroll**.

The chart has been expanded to show a more complete picture — total compensation rather than benefits only. This reflects a growing trend toward treating compensation as a total package.

It should be noted that these changes in format do *not* reflect changes in the statistical basis of the chart — percent of payroll. All figures are comparable on the same basis as in previous years.

*SB 314 — still pending at the time this is written.

EMPLOYEE COMPENSATION AS A PERCENT OF PAYROLL

NONMANUFACTURING
INDUSTRY IN THE
U.S. — 1971*

A	TOTAL PAYROLL	100.0%
B	PAY FOR HOURS WORKED (INCL. REST PERIODS)³ A Minus J	90.1
C	STRAIGHT TIME PAY FOR HOURS WORKED B Minus D	85.4
D	PREMIUM PAY E Through H	4.7
E	OVERTIME PREMIUM	3.1
F	SHIFT DIFFERENTIALS	0.2
G	EARNED INCENTIVE, PRODUCTION BONUSES, ETC.	1.0
H	HOLIDAY PREMIUM	0.4
J	BENEFITS INCLUDED IN PAY K Through N	9.9
K	VACATION	4.7
L	HOLIDAYS	3.0
M	SICK LEAVE	1.6
N	LEAVES WITH PAY (MILITARY, WITNESS, JURY, ETC.)	.6
P	BENEFITS IN ADDITION TO PAY Q Through W	18.0
Q	PENSION PLANS	6.0
R	SOCIAL SECURITY	4.3 ⁵
S	HEALTH AND LIFE INSURANCE	3.3
T	WORKMEN'S COMPENSATION	0.5
U	UNEMPLOYMENT INSURANCE	0.6
V	SEPARATION PAY	0.1
W	MISCELLANEOUS BENEFITS ⁷	3.2
X	TOTAL BENEFITS J Plus P	27.9

*SOURCE: Chamber of Commerce of the United States, "Employee Benefits, 1971"

¹ Includes: Fire Suppression employees, Fish and Game wardens.

² Includes: "Law Enforcement" employees in Departments of Corrections and Youth Authority. Criminal identification and investigation agents, State narcotics agents, Lifeguards.

³ Rest periods are included in this category because of the lack of accurate data for determining the amount to exclude. It is judged that State practice for this benefit is reasonably comparable with prevailing practice.

STATE OF CALIFORNIA – FULL TIME CIVIL SERVICE EMPLOYEES

ALL EMPLOYEES 101,000	MISCELLANEOUS 87,200	HIGHWAY PATROL 5,500	SAFETY ¹ 2,700	LAW ENFORCEMENT ² 5,600
100.0%	100.0%	100.0%	100.0%	100.0%
86.7				
85.7				
1.0				
0.7 ⁴				
0.3				
—				
—				
13.3				
5.6				
4.3				
3.2				
0.2				
	12.6	33.3	17.7	24.1
	7.3	27.6	15.1	19.1
	2.7	—	—	2.4
	1.6	1.6	1.6	1.6
	1.0	4.1	1.0	1.0
	— ⁶	— ⁶	— ⁶	— ⁶
	—	—	—	—
	—	—	—	—
	25.9	46.6	31.0	37.4

⁴ Premium pay only — compensating time off not included in this amount.

⁵ Includes Railroad Retirement.

⁶ Less than 0.03%.

⁷ Employee discounts, special bonuses, profit sharing, free meals, tuition refunds, thrift plans, and other miscellaneous benefits.

COMPREHENSIVE STUDY OF COMPENSATION PRACTICES . . . AN INTEGRATED APPROACH

Toward the latter part of the year it was determined that State Government should sponsor a comprehensive study of our civil service compensation practices. The Personnel Board acting as project manager is contracting with a private firm to conduct this comprehensive study.

There is an accelerating trend toward an integrated approach to compensation — considering salaries and benefits as a part of a total compensation package. The study will look at compensation practices from this integrated point of view.

The study will consist of two phases:

Phase I will . . .

- Compare employee compensation with prevailing practice.
- Evaluate our compensation survey methods.

Phase II will evaluate our . . .

- Basic Salary-Setting Policies
- Salary-Setting Process
- Internal Salary Administration
- Basic Employee Benefits Policies
- Employees' Preferences for Benefits

It is planned that the results of the study will become available early in 1973. These results will not affect our July 1973 salary program but will be used to develop improved methods and practices, where needed, which will influence future salary programs.

SERVICES

PERSONNEL SELECTION AND RECRUITMENT . . .

UPGRADING THE SELECTION PROCESS

The continuing challenge to provide the State with highly qualified employees presented us with new opportunities for advances and improvements in our selection process.

This year we emphasized upgrading the selection system by . . .

- Increasing its *job-relatedness* . . . and
- Improving its *overall effectiveness*

Among the results of our efforts this year are . . .

- Establishment of the Selection Consulting Center
- Expanded job analysis program
- Broadened managerial selection

ESTABLISHMENT OF THE SELECTION CONSULTING CENTER

The Selection Consulting Center was established to help State and local government agencies improve their personnel selection and fair employment practices.

The Center came into being as the result of initiatives by members of our staff to obtain Federal funds to provide major support for such a center. As a result of these efforts, early in 1972 we received a Federal grant of \$200,000 to provide this support.

We have staffed the Center with a group of experienced personnel consultants who are now providing much needed help to city, county, and State governments. Accomplishments this year include:

- Developing multi-agency task forces in police and fire selection.
- Participating in the development of the California Fair Employment Practices Commission's new fair employment guidelines.
- Contracting with Nevada for cooperative research and training programs.
- Developing and presenting numerous talks and symposia in the area of fair employment and selection regulation compliance.

EXPANDED JOB ANALYSIS PROGRAM

We initiated a program of training selected members of our technical staff in the process of job analysis to improve our capabilities in this area.

The staff allocated increasing amounts of time to performing job analyses in high priority areas in an effort to develop effective job-related selection standards consistent with management needs and ethnic fairness.

BROADENED MANAGERIAL SELECTION

We took steps to broaden selection for managerial classes by enlarging the competitive group from which departments choose their managers.

To accomplish this we adopted and issued a policy that promotional examinations for managerial classes will normally be conducted on a servicewide basis — shifting away from examining for these classes on a department basis.

In addition to the benefits to departments, managers themselves will benefit through broadened promotional opportunities.

PERSONNEL INFORMATION MANAGEMENT SYSTEM . . .

PROGRESS ON A VITALLY NEEDED NEW SYSTEM

In recent years a vast increase in the number and complexity of personnel and payroll transactions has placed tremendous strains on the State's processing system.

Among the factors causing these strains are the following . . .

- | | |
|---|---|
| Types and complexity of personnel actions have greatly increased. Recent changes include: | <ul style="list-style-type: none">▪ Shift differential pay▪ Time and one-half for overtime▪ Graduated leave credits▪ Increased number of health benefit programs▪ Special Federal and State employment programs |
| Vast volumes of duplicate information are included among the data files of the: | <ul style="list-style-type: none">▪ Employee's department▪ State Personnel Board▪ State Controller's Office▪ Public Employees' Retirement System |

Current systems retain little or no history — causing thousands of hours of extra work each year.

To cope with this problem adequately, we need an effective computer based system. Until recently the State did not have the computer hardware required to do this job. With plans now moving ahead on the establishment of four consolidated computer centers for State Government, it will be possible to move realistically toward the establishment of an effective system.

PLANNING A NEW SYSTEM

In March 1972, a committee was established to deal with this problem. The committee is made up of representatives from the . . .

- | | |
|---------------------------------------|--------------------------------|
| ▪ State Personnel Board | coordinated with the . . . |
| ▪ State Controller's Office | ▪ Department of Finance |
| ▪ Public Employees' Retirement System | ▪ Legislative Analyst's Office |

Under the guidance of a private consultant, the committee is developing a System Design plan. This plan will be a major step toward beginning implementation of a new system by July 1974.

EQUAL EMPLOYMENT OPPORTUNITY . . .

AN AFFIRMATIVE ACTION PROGRAM

A major effort this year has been to provide leadership and guidance to all State departments to help them develop and implement their own Affirmative Action/Equal Employment Opportunity programs consistent with merit principles.

POLICY STATEMENT — To provide impetus to these programs, the Board adopted and issued a policy on equal employment opportunity requesting that departments develop and implement their own plans to take affirmative action.

ACCELERATING CAREER OPPORTUNITIES DEVELOPMENT (COD) ACTIVITIES — With a mandate from the Legislature, the COD Program has greatly stepped up its activities in the following areas:

- Job restructuring
- Developing new career ladders
- Removing nonjob-related employment restrictions
- Reorienting recruitment programs
- Developing education and training programs

NEW COD COORDINATORS DESIGNATED — We added this year to the original eight departments with full-time COD Coordinators, six more State departments plus the University of California and the State Universities and Colleges

EMPLOYING WELFARE RECIPIENTS — An additional facet was added to the COD Program under the Welfare Reform Act — developing jobs for welfare recipients leading to permanent employment in the public sector and providing reimbursement to the employer for salary costs while the individual is in training. By mid-September, 1,183 jobs had been developed and contracts negotiated with 30 State departments and local jurisdictions.

GRANTS TO LOCAL GOVERNMENT — By October 31, grants totaling over \$580,000 were provided to local governments to develop, implement, or accelerate their own Career Opportunities Development programs:

CITIES	Oxnard	San Diego	San Jose	Stockton
COUNTIES	Mendocino	San Mateo	Santa Clara	

Additional requests from other local governments are being processed.

DEVELOPMENTS IN EMPLOYEE RELATIONS . . .

INCREASING MOMENTUM

This past year witnessed accelerating developments in employee relations within State civil service. Our role in this rapidly changing scene has been to work for the preservation of the basic principles of the merit system, while responding to the needs of a changing environment.

The system of employee relations that evolves in this changing environment must be based on sound principles — balancing the goals of State management, State employees, and the public interest.

We are committed to enhancing employee participation in matters affecting them as employees. This involves achieving more meaningful communication and participation within the present process and the evolution of new approaches to meet proven needs. We oppose the creation of any system which generates conflict and focuses on differences rather than similarities among State employees.



CALIFORNIA STATE PERSONNEL BOARD

801 CAPITOL MALL, SACRAMENTO, CALIFORNIA 95814

Statistical Supplement to the 1972 Annual Report

The tables attached contain information about the State Civil Service.

These tables were previously provided as part of the California State Personnel Board Annual Report.

Table

- 1 Number of Employees by Time Base
- 2 Employment by Occupational Group
- 3 Average Salary for State Civil Service Employees
- 4 Distribution of State Civil Service Employees
- 5 Number of Full-Time Civil Service Employees by State Department
- 6 Separations in State Civil Service
- 7 Sick Leave Usage - Civil Service Employees
- 8 Disciplinary Appeals and Hearings
- 9 Examinations and Competitors
- 10 Out-Service Training Report

TABLE 1 ^{a/}NUMBER OF EMPLOYEES BY TIME BASE

July 1, 1968 - July 1, 1972

<u>FULL TIME</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>	<u>1972</u>
Male	63,307	63,346	64,166	63,852	63,981
Female	<u>38,059</u>	<u>38,776</u>	<u>38,275</u>	<u>37,546</u>	<u>37,570</u>
TOTAL	101,366	102,122	102,441	101,398	101,551
<u>OTHER THAN FULL TIME</u>					
Male	8,080	8,890	9,781	8,272	9,091
Female	<u>7,104</u>	<u>7,889</u>	<u>8,670</u>	<u>8,809</u>	<u>9,884</u>
TOTAL	15,184	16,779	18,451	17,081	18,975
<u>TOTAL NUMBER OF EMPLOYEES</u>					
Male	71,387	72,236	73,947	72,124	73,072
Female	<u>45,163</u>	<u>46,665</u>	<u>46,945</u>	<u>46,355</u>	<u>47,454</u>
TOTAL	116,550	118,901	120,892	118,479	120,526

NOTE: Exempt employees, including exempt employees of the University of California, the Legislature, and the State colleges are not included in the above totals.

^{a/}Reference source SPB Statistical Table 1.

TABLE 2^{a/}
EMPLOYMENT BY OCCUPATIONAL GROUP
 July 1, 1972

<u>OCCUPATIONAL GROUP</u>	<u>NUMBER OF EMPLOYEES*</u>	<u>% OF TOTAL</u>
Agriculture and Conservation	4,691	4.6
Office and Allied Services	25,224	24.9
Custodian and Domestic Services	4,202	4.1
Education and Library	1,329	1.3
Engineering and Allied Services	10,635	10.5
Fiscal, Management and Staff Services	8,001	7.9
Legal	1,135	1.1
Mechanical and Construction	9,698	9.6
Medicine and Allied Services	12,360	12.2
Regulatory and Public Safety	9,374	9.2
Social Security and Rehabilitation	<u>14,857</u>	<u>14.6</u>
	101,506	100.0

*Includes full-time civil service employees only.

^{a/}Reference source SPB Statistical Table 2.

TABLE 3^{a/}

AVERAGE SALARY FOR STATE CIVIL SERVICE EMPLOYEES

July 1, 1962 - July 1, 1972

<u>Year</u>	<u>Number Full-Time Employees*</u>	<u>Weighted Average</u>
1962	82,044	545
1963	87,005	549
1964	90,637	590
1965	93,794	625
1966	98,462	656
1967	99,180	707
1968	101,363	751
1969	102,429	793
1970	101,789	841
1971	100,688	851
1972	100,794	909

*Does not include trade rate employees or employees receiving only maintenance for self.

^{a/}Reference source SPB Statistical Table 38 and 38A.

TABLE 4 ^{a/}DISTRIBUTION OF STATE CIVIL SERVICE EMPLOYEES

July 1, 1972

<u>LOCATION BY COUNTY</u>	<u>TOTAL EMPLOYEES 1960*</u>	<u>% TOTAL</u>	<u>TOTAL EMPLOYEES 1972*</u>	<u>%</u>
Sacramento	20,147	23.9	29,473	25.1
Los Angeles	15,093	17.9	23,027	19.6
San Francisco	6,667	7.9	6,968	5.9
San Bernardino	4,049	4.8	5,168	4.4
Alameda	2,691	3.2	4,717	4.0
Orange	1,454	1.7	3,839	3.2
San Joaquin	2,913	3.5	3,849	3.3
San Diego	1,613	1.9	3,605	3.0
Sonoma	2,298	2.7	2,953	2.5
Napa	2,580	3.1	3,139	2.7
Santa Clara	2,267	2.7	2,661	2.3
Ventura	2,343	2.8	2,917	2.5
San Luis Obispo	1,865	2.2	2,583	2.2
Tulare	1,489	1.8	2,331	2.0
Fresno	1,589	1.9	2,322	2.0
All Other Counties**	<u>15,187</u>	<u>18.0</u>	<u>17,946</u>	<u>15.3</u>
	84,245	100.0	117,498	100.0

*Includes all full-time and other-than-full-time civil service employees.

**Counties with less than 2,000 State employees in July 1972.

^{a/}Reference source SPB Statistical Table 16.

TABLE 5^{a/}

NUMBER OF FULL-TIME CIVIL SERVICE EMPLOYEES
BY STATE DEPARTMENT

July 1, 1972

	<u>NUMBER EMPLOYEES</u>	<u>%</u>
Agriculture	1,690	1.7
Air Resources	202	.2
Alcoholic Beverage Control	414	.4
California Highway Patrol	7,224	7.1
Conservation	3,068	3.0
Consumer Affairs	652	.6
Controller	553	.5
Corporations	261	.3
Corrections	6,774	6.7
Education	1,736	1.7
Equalization	2,234	2.2
Finance	207	.2
Fish and Game	1,119	1.1
Franchise Tax Board	1,351	1.3
General Services	3,573	3.5
Health Care Services	955	.9
Housing and Community Development	123	.1
Human Resources Development	8,810	8.7
Industrial Relations	2,753	2.7
Insurance	274	.3
Justice	1,917	2.0
Mental Hygiene	15,861	15.6
Military	282	.3
Motor Vehicles	5,160	5.1
Parks and Recreation	1,158	1.1

^{a/}Ref. source SPB Stat. Table 1.

	<u>Number Employees</u>	<u>%</u>
Personnel Board	496	.5
Public Employees Retirement	340	.3
Public Health	1,556	1.5
Public Utilities Commission	724	.7
Public Works	17,685	17.4
Real Estate	216	.2
Rehabilitation	2,024	2.1
Savings and Loan	146	.1
Secretary of State	124	.1
Social Welfare	1,557	1.5
Teachers' Retirement System	269	.3
Veterans Affairs	866	.9
Water Resources	2,671	2.6
Youth Authority	3,233	3.2
All Other Departments With Less Than 100 Full-Time Employees	<u>1,345</u>	<u>1.3</u>
TOTAL	101,603	

TABLE 6 ^{a/}
SEPARATIONS IN STATE CIVIL SERVICE
1967 - 1971 Fiscal Years

	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Total Voluntary Separations*					
Average Monthly Rate per 100 Employees	14,933	17,452	16,597	14,148	14,770
	1.1	1.2	1.1	1.2	1.1
Involuntary Separations					
Military Leave	335	290	207	157	56
Layoff	199	556	158	300	188
Termination of Temporary Appointment	8,289	9,678	9,923	10,535	9,993
Probationary Rejection	106	113	136	161	147
Retirement	1,773	2,006	2,076	2,064	3,622
Death	366	377	417	391	346
Dismissal	96	80	119	129	150
Termination for Cause (Temporary Appointment)	148	131	174	143	145
Total Involuntary Separations	11,312	13,231	13,211	13,904	14,693
Average Monthly Rate per 100 Employees	0.8	0.9	0.9	1.2	1.1
TOTAL SEPARATIONS					
Average Monthly Rate per 100 Employees	26,245	30,673	29,807	28,052	29,463
	1.9	2.2	2.1	2.4	2.1

*Includes resignations from permanent and temporary appointments and automatic resignation following absence without leave.

TABLE 7 a/SICK LEAVE USAGE - CIVIL SERVICE EMPLOYEES

1962-1971 Fiscal Years

<u>Year</u>	<u>Number Full-Time Employees*</u>	<u>Total Days Used</u>	<u>Average Use Per Employee</u>
1962-63	87,458	638,133	7.3 days per yr
1963-64	89,937	701,508	7.8 days per yr
1964-65	94,215	716,034	7.6 days per yr
1965-66	98,212	775,875	7.9 days per yr
1966-67	100,837	776,445	7.7 days per yr
1967-68	100,606	794,787	7.9 days per yr
1968-69	102,420	870,570	8.5 days per yr
1969-70	101,889	794,734	7.8 days per yr
1970-71	101,332	770,123	7.6 days per yr
1971-72	100,551	844,624	8.4 days per yr

*Does not include employees in agencies with less than 50 full-time employees.

a/ Reference source SPB Table 63.

TABLE 8

DISCIPLINARY APPEALS AND HEARINGS
State Civil Service

Fiscal Year 1971-72

Punitive Actions of Dismissal

Total punitive actions of dismissal	147
Appeals from dismissal	113
Dismissal sustained	30
Dismissal revoked	7
Dismissal modified	6
Settlement between agency and employee	23
Proceedings terminated or appeal dismissed	9
Pending or off calendar	38

Punitive Actions of Suspension

Total punitive actions of suspension	408
Appeals from suspension	130
Suspension sustained	41
Suspension revoked	5
Suspension modified	3
Settlement between agency and employee	9
Proceedings terminated or appeal dismissed	30
Pending or off calendar	42

Punitive Actions of Demotion

Total punitive actions of demotion	17
Appeals from demotion	14
Demotion sustained	4
Appeal withdrawn	1
Settlement between agency and employee	3
Proceedings terminated or appeal dismissed	1
Pending or off calendar	5

Punitive Actions of Reduction in Salary

Total punitive actions of reduction in salary	33
Appeals from reduction in salary	10
Reduction sustained	2
Settlement between agency and employee	1
Reduction revoked	1
Proceedings terminated or appeal dismissed	1
Pending or off calendar	5

Punitive Actions of Official Reprimand

Total punitive actions of official reprimand	86
Appeals from official reprimand	24
Reprimand sustained	8
Proceedings terminated or appeal dismissed	2
Pending or off calendar	14

Disciplinary Appeals and Hearings

Rejections During Probationary Period

Total rejections	154
Appeals from rejection	58
Rejection affirmed	12
Rejection affirmed and name restored to list	4
Appeal granted	1
Settlement between agency and employee	17
Proceedings terminated or appeal dismissed	15
Pending or off calendar	9

Performance Reports

Total appeals	13
Appeal denied	2
Proceedings terminated or appeal dismissed	4
Pending or off calendar	7

Denial of Request for Sick Leave

Total appeals	12
Appeal granted	2
Appeal denied	4
Settlement between agency and employee	1
Proceedings terminated or appeal dismissed	2
Pending or off calendar	3

Layoff/Rule 455

Total appeals	22
Appeal denied	1
Appeal granted	1
Settlement between agency and employee	7
Proceedings terminated or appeal dismissed	3
Miscellaneous	1
Pending or off calendar	9

Denial of Merit Salary Adjustment

Total appeals	6
Appeal denied	2
Appeal granted	1
Proceedings terminated or appeal dismissed	2
Pending or off calendar	1

Reinstatement After Automatic Resignation

Total appeals	31
Appeal denied	4
Appeal granted	3
AWOL modified	2
Settlement between agency and employee	4
Proceedings terminated or appeal dismissed	4
Pending or off calendar	14

Set Aside Resignation

Total Appeals	16
Appeal denied	5
Proceedings terminated or appeal dismissed	6
Pending or off calendar	5

Disciplinary Appeals and Hearings

Transfer

Total appeals.	11
Appeal denied	3
Proceedings terminated or appeal dismissed	4
Pending or off calendar.	4

Medical Termination

Total appeals.	14
Appeal denied.	4
Appeal granted	1
Proceedings terminated or appeal dismissed	2
Pending or off calendar.	7

Petitions for Rehearing

Total petitions.	38
Petition granted	3
Petition denied.	32
Petitions dismissed.	3

Miscellaneous

Total appeals.	36
Appeal denied.	9
Proceedings terminated or appeal dismissed	10
Pending or off calendar.	17

County Merit System Appeals

Total appeals.	7
Appeal denied.	2
Appeal granted	1
Action modified.	1
Proceedings terminated or appeal dismissed	1
Pending or off calendar.	2

TABLE 9^a/EXAMINATIONS AND COMPETITORS

1971-1972 Fiscal Years

	<u>1971-72</u>
<u>Applications Received</u>	260,920
For Examinations	
Regular Testing Classes	166,149
Continuous Testing Classes	55,241
For Temporary Appointments	5,424
Other Applications (No test pending, incorrect titles, etc.)	260,920
<u>Number of Classes in State Service</u>	
Under Regular Testing (Includes 262 classes under C.E.A.)	3,365
Under Continuous Testing	164
Under Non-Testing Classes	73
<u>Examinations Given Under Regular Testing</u>	1,098
<u>Competitors</u>	
Regular Testing	82,432
Continuous Testing	39,218
<u>Eligibles Placed on Lists</u>	
Regular Testing	35,619
Continuous Testing	29,542
<u>Typing Tests for Certificates of Proficiency</u>	
Competitors	208 ¹ /
Certificates Issued	258 ² /
<u>Shorthand Tests for Certificates of Proficiency</u>	
Competitors	4,962
Certificates Issued	2,984
<u>Competitors Interviewed</u>	
Regular Testing	42,212
Continuous Testing	20,559

¹/ Down 99% from last year²/ Down 98% from last year^a/ Reference source SPB Statistical Table 51 and 51A

TABLE 10
OUT-SERVICE TRAINING ANNUAL REPORT
1971-72 FISCAL YEAR

DEPARTMENT	SHORT TERM			PART TIME			FULL TIME			AFTER WORK HOURS	
	No. EMPL.	MAN- DAYS	DIRECT COST	No. EMPL.	MAN- DAYS	DIRECT COST	No. EMPL.	MAN- DAYS	DIRECT COST	No. EMPL.	DIRECT COST
ADMINISTRATIVE HEARINGS, OFFICE OF	1	15	786.14								
AERONAUTICS											
AGRICULTURE											
AIR RESOURCES**										7	380.00
ALCOHOLIC BEVERAGE CONTROL											
ALCOHOLIC BEVERAGE CONTROL APPEALS BOARD											
AUDITOR GENERAL*											
CALIFORNIA ARTS COMMISSION*											
CALIFORNIA COMMUNITY COLLEGES*											
CALIFORNIA HIGHWAY COMMISSION*											
CALIFORNIA HIGHWAY PATROL	104	403	8,380.00				3	750	SALARY ONLY	17	588.00
CALIFORNIA MUSEUM OF SCIENCE & INDUSTRY							5	50			
CALIFORNIA STATE COLLEGES, TRUSTEES OF*											
COLORADO RIVER BOARD*											
COMMERCE											
COMM. ON CALIFORNIA STATE GOVERN- MENT & ECONOMY ORGANIZATION*											
COMM. ON PEACE OFFICER STANDARDS & TRAINING	3	33.75	750.00								
COMM. ON TEACHER PREPARATION & LICENSING	34	136	1,200.50							3	940.25
CONSERVATION											
CONSUMER AFFAIRS*											
CONTROL, BOARD OF*											
COORDINATING COUNCIL FOR HIGHER EDUCATION	2	12	100.00							1	107.77
CORPORATIONS				10	17	900.00				21	1,160.00
CORRECTIONS				58	33.75	2,005.00				50	200.00
CRIMINAL JUSTICE, COUNCIL ON**											
EDUCATION	32	111	4,273.67							1	47.00
EMERGENCY SERVICES, OFFICE OF							1	36	792.00		
EQUALIZATION, BOARD OF	44	183	4,439.50							16	1,515.00
FINANCE	7	23	559.00							1	57.00
FISH & GAME	44	142.50	2,173.50	2	16	676.00				5	607.00
FRANCHISE TAX BOARD	122	369.35	18,985.80*	1	1	175.00				77	1,874.95*
GENERAL SERVICES	281	605.7	9,498.88	317	333	770.00	76	3116	31,160.00	6	-
GOVERNOR'S OFFICE*											
HASTINGS COLLEGE OF LAW*											
HEALTH CARE SERVICES	25	64	2,563.73	4	20	459.06				53	5,875.04
HORSE RACING BOARD*											
HOUSING & COMMUNITY DEVELOPMENT											
HUMAN RESOURCES DEVELOPMENT	156	467.95	26,163.78	688	795.15	161,656.51	3	155.20	416.00	203	7,288.93
INDUSTRIAL RELATIONS	32	92	1,502.00	1	1.75	58.80				6	199.68

* NO OUT-SERVICE TRAINING

** NO FIGURES AVAILABLE

*** NO FUNDS AVAILABLE

DEPARTMENT	SHORT TERM			PART TIME			FULL TIME			AFTER WORK HOURS	
	No. EMPL.	MAN-DAYS	DIRECT COST	No. EMPL.	MAN-DAYS	DIRECT COST	No. EMPL.	MAN-DAYS	DIRECT COST	No. EMPL.	DIRECT COST
INSURANCE	3	25	3,000.00								
INTERGOVERNMENTAL RELATIONS*											
JOINT LEGISLATIVE BUDGET COMMITTEE*											
JUSTICE	28	95.6	4,407.50	3	3.6	81.00				19	1,500.39
LAW REVISION COMMISSION*											
LEGISLATIVE COUNSEL BUREAU, OFFICE OF	4	5	205.00	1	1	40.00				26	703.50
LIEUTENANT GOVERNOR, OFFICE OF*											
MENTAL HYGIENE											
AGNEWS STATE HOSPITAL	83	221	15,608.00	2	1	90.77				47	-
LANGLEY PORTER NEUROPSYCHIATRIC											
INSTITUTE	8	15.25	392.00	6	7	87.00					
STOCKTON STATE HOSPITAL	12	19	577.00								
MERIT AWARD BOARD*											
MILITARY	3	3	36.00	55	68	1,090.00					
MOTOR VEHICLES	14	34	1,447.85	128	174	3,783.50				7	395.50
NARCOTICS & DRUG ABUSE COORDINATION,											
OFFICE OF											
NAVIGATION & OCEAN DEVELOPMENT	4	12	763.08								
PARKS & RECREATION	93	2,167	24,786.55	4	18.5	259.00				19	1,533.25
PLANNING & RESEARCH*											
PUBLIC EMPLOYEES' RETIREMENT SYSTEM	17	41	1,117.00								
PUBLIC HEALTH	57	393	4,380.14	27	112	1,957.08				57	2,056.82
PUBLIC UTILITIES COMMISSION	110	250.25	4,140.00	107	250	4,027.00				4	113.00
PUBLIC WORKS	704	661.76	135,925.58	85	58.65	2,954.90	1	279	6,984.00	277	8,864.71
REAL ESTATE	18	135	342.74							34	614.69
RECLAMATION BOARD				1	5	450.00					
REHABILITATION	236	1,807	5,321.00	257	635	12,067.00				83	3,335.00
SAN FRANCISCO BAY CONSERVATION &											
DEVELOPMENT*											
SAVINGS & LOAN	63	92	2,132.50								
SECRETARY OF STATE	2	15	1,480.00							23	557.52
SOCIAL WELFARE	88	172.5	6,479.00	17	133	250.00				2	153.00
STATE BANKING DEPARTMENT	6	40	1,366.00							8	239.00
STATE COMPENSATION INSURANCE FUND	239	366	17,140.00	4	48	500.00	13	910	-	41	2,281.00
STATE CONTROLLER'S OFFICE	21	43	2,700.10				1	198	4,200.00	2	-
STATE FIRE MARSHAL*											
STATE LANDS COMMISSION	6	12.75	240.00	1	2	18.50				1	27.50
STATE PERSONNEL BOARD	194	424	20,445.00	22	182	1,060.00				26	1,830.00
STATE TEACHERS' RETIREMENT SYSTEM	61	317	24,426.52							2	61.13
STATE TREASURER'S OFFICE				5	2.5	45.00					
STATE WATER RESOURCES CONTROL BOARD**											
SUPREME COURT*											
UNEMPLOYMENT INSURANCE APPEALS BOARD											
VETERANS	46	94	3,691.93	3	427	6,778.44				1	85.00
VOCATIONAL EDUCATION, ADVISORY COUNCIL*										28	1,035.71
WATER RESOURCES	120	453	29,131.53	6	24	388.02				23	1,152.26
YOUTH AUTHORITY	306	858	16,907.90	3	6	90.00				76	3,627.02
TOTALS	3,433	11,430.36	409,946.42	1,818	3,375.90	202,717.58	103	5,494.20	43,552.00	1,273	51,006.62