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A MODEL CIVIL SERVICE LAW.

(Second Instalment.)

Section 3. Standardization and Classification: The Commission shall ascertain and record the duties of each position in the service which this Act provides shall be classified and graded, and wherever it appears that two or more positions in a service have duties which are substantially similar in respect to the authority, responsibility and character of work required in the performance thereof, they shall be placed in the same grade which the Commission shall designate by a title indicative of such duties. Grades having duties of the same general nature and in the same line of promotion shall be placed in the same class. For each grade the Commission shall prescribe a standard maximum and minimum salary or rate of pay in amounts based upon the market rate of pay for analogous service elsewhere and it shall report the same to the authorities required by law to appropriate for the payment of salaries of positions in such grade. The Commission shall by rule prescribe the minimum period of service in the grade required before a salary may be advanced or increased and a minimum standard of efficiency requisite for such salary advancement or increase. The lowest salary or rate of pay appropriated to any position in the grade shall constitute the grade pay unless he is certified by the Commission as having served the period required by said rule with an efficiency rating given by the Commission equivalent to the minimum standard of efficiency required thereby. No person shall be paid an amount greater than the maximum salary or rate of pay prescribed by the Commission for the grade in which he is classified and graded. Nothing in this Act shall prevent the authorities required by law to appropriate for salaries from changing the pay of all positions in an entire grade.

In allowing salary advancement or increases preference shall be given in all cases in the order of highest efficiency and relative seniority as shown by the records of the Commission. Where there are no records efficiency covering a period of continuous service for six months or more, the minimum standard of efficiency shall be presumed.

Whenever a position is classified and graded and the rate of pay therefore prescribed as provided for in this section, no treasurer, auditor, comptroller or other officer of the state, or of any of the counties, municipalities, or subdivisions of the state shall approve the payment of or be in any manner concerned in paying, auditing, or approving any salary, wage or other compensation for services to any public officer or employee unless a payroll, estimate, or account for such salary, wage, or other compensation containing the names of the persons to be paid, a statement of the amount to be paid each such person, and the matter on account of which the same is paid bearing the certificate of the Commission that the persons named in