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## Inventory of the State Civil Service Commission Records

### Collection number: R252

California State Archives

Office of the Secretary of State

Sacramento, California

Processed by:

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Date Completed:

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### Descriptive Summary

**Title:** State Civil Service Commission Records

**Dates:** 1913-1934

**Collection number:** R252

**Creator:** State Civil Service Commission

**Collection Size:** 2.5 cubic feet of textual records and 2 reels of microfilm

**Repository:** California State Archives

Sacramento, California

**Abstract:** The records of the Civil Service Commission consist of 2.5 cubic feet of payroll sheets and meeting minutes from 1913 through 1934. The majority of files represented are payroll records for the period between 1913 and 1922.

**Physical location:** California State Archives

**Languages:** Languages represented in the collection: English

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### Preferred Citation

[Identification of item], State Civil Service Commission Records, R252.[Series Number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

### Acquisition and Custodial History

The California State Archives acquired the State Civil Service Commission Records according to state law.

### Administrative History

On June 16, 1913 the California State Legislature approved the State Civil Service Bill (Chapter 590 of Statutes 1913). This bill established the California State Civil Service Commission for the purpose of overseeing the administration of California's newly established civil service system. This State Commission was structured to consist of three members, appointed by the Governor to serve four-year terms. Any commissioner could be removed however by concurrent resolution of the State Senate and Assembly, adopted by a two-thirds majority in each house. In 1921 the Civil Service Commission was restructured, with one member being selected as executive member and existing president. Between 1921 and 1934, other amendments were made to the law relating to this commission. However, after 1921 provisions relating to appointment, removal, and duration of commission membership remained unchanged until 1934. In 1925, the two associate

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commission member's positions were eliminated allowing for only one commissioner. In 1927, all portions of the 1921 law relating to the Civil Service Commission were reenacted. Furthermore, the commission reestablished its three-member structure, with one executive member and two associate members. By 1929, the Civil Service Commission's authority and responsibilities were assigned to the Department of Finance. At the same time, a Division of Personnel and Organization was created and acquired the clerical and organization survey work previously done by the Civil Service Commission. On November 6, 1934, California voters approved an initiative measure that called for the establishment of a State Personnel Board to direct the State civil service system. Taking effect on December 20, 1934, this measure abolished the Division of Personnel and Organization and transferred all legal powers and duties of State officers and agencies relating to the civil service system to the newly formed State Personnel Board.

### **Scope and Content**

The records of the Civil Service Commission consist of 2.5 cubic feet of payroll sheets and meeting minutes from 1913 through 1934. The majority of files represented are payroll records for the period between 1913 and 1922. In addition, this collection may be of particular relevance for research of State civil service employees between 1913 and 1934. For related documents after 1934, researchers should refer to the records of the State Personnel Board. The meeting minutes of the Civil Service Commission have been preserved on microfilm. The meeting minutes may be especially useful for research into the daily operations of the Civil Service Commission.

### **Related Collections at the California State Archives**

Additional files relating to the work of the State Civil Service Commission may be found in the records of the Department of Finance, the State Personnel Board, and in the Governor's Papers.

### **Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog.

California. Civil Service Commission

California State Personnel Board

California. Dept. of Finance. Division of Personnel and Organization

ID R252.1, Box 1 Series 1 Payroll Sheets 1912-1922  
Folders 1-17

**Physical Description:** 84 file folders

**Arrangement**

Arranged alphabetically by name of State agency.

**Scope and Content Note**

The payroll sheets list the pay records of State funded civil service institutions and departments overseen by the Civil Service Commission. Payroll sheets note the contracting State agency, employee names, their job titles, salaries, and month-by-month records of payment.

ID MF2:1(1-2) Series 2 Meeting Minutes 1913-1934

**Physical Description:** 2 reels of microfilm

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

Meeting minutes reflect the policy, oversight, and administrative operations carried out by the State Civil Service Commission. Specifically, meeting minutes offer comprehensive weekly summaries of the work undertaken by the Civil Service Commission. Some of the commission proceedings included issues such as: appointments to agencies overseen by the Civil Service Commission, contract authorizations for state work, job suspension and removal hearings, salary negotiations, and Commission Resolutions.