



125-

# CITY OF ATLANTA

## PERSONNEL BOARD

CITY HALL ANNEX  
260 CENTRAL AVENUE, S. W.  
ATLANTA, GEORGIA 30303

CARL T. SUTHERLAND  
Director

April 2, 1968

Mayor Ivan Allen, Jr.  
City of Atlanta  
Atlanta, Georgia

Dear Mayor Allen:

Pursuant to your guidance at the organizational meeting of the Advisory Committee on Civil Disorders held in the City Hall March 19, 1968, and to careful reading of Chapters 10 and 17 of Report of the National Advisory Commission on Civil Disorders, I have reached the conclusion that the City Personnel Department for several years gradually has been putting into practice most of the recommendations of the Commission pertaining to employment. I agree, however, that other steps should be taken and have prepared two recommendations, one that requires action and money from the Mayor and Board of Aldermen. Both require cooperation from all departments of the City government.

Though it is true that the objective of the City Personnel Department to provide the City government with the best qualified personnel available and to do so by operation of a competitive merit system designed to give priority to the best qualified applicants, the Civil Service Act is sufficiently flexible to provide for certain types of temporary employment in the unclassified service. The Civil Service Act also gives the Personnel Director wide latitude in establishing requirements for applicants, and I have exercised the authority given me to adjust standards to meet conditions that have confronted the City government during the past several years.

Requirements have been reduced for nearly all classes of jobs. Establishment of minimum standards is avoided as

much as deemed practicable, and for most jobs the word "desirable" has been substituted for "minimum" in listing education, training, and experience standards. Performance tests have replaced written tests wherever practicable.

With approval of the Personnel Board, employment of personnel with criminal records has been liberalized except for positions concerned with law enforcement, working with children in the schools and recreation departments, and in other positions of trust and responsibility. Upon the recommendation of state and county parole authorities, we have approved employment of parolees with good prison department records.

The age limits have been lowered to 20 for Police Patrolmen, 18 for Firemen, and 17 for clerical and unskilled personnel. Locker attendants and life guards may be employed at age 16. Few job classes have maximum age limits except those set by statute. Though there is reluctance by many department heads to employ personnel above age 40, considerable numbers above age 50, and several above age 60, have been employed.

As you are aware, since January 1, 1962, Negroes, whose applications prior to this time were accepted only for entrance level jobs, have been encouraged to apply for all classes of jobs, and many have been employed in jobs above the entrance level.

The Personnel Training Coordinator with the cooperation of the Public Works Department has established a training program for truck driver aspirants, enabling both White and Negro Laborers and Waste Collectors to be trained and to meet the requirements for promotion. This program will be continued.

Also, with the cooperation of the Atlanta Public Schools, a training program for first level supervisory personnel has been established to upgrade the qualifications of incumbents of first level supervisory positions and to qualify applicants for promotion to these positions.

Mayor Ivan Allen, Jr.

-3-

April 2, 1968

The Personnel Training Coordinator also planned and organized with the cooperation of the Sanitary Department (now the Sanitation Division of the Public Works Department) the Atlanta Beautification Corps, a federally financed program under the sponsorship of Economic Opportunity Atlanta. This program employs approximately fifty disadvantaged persons ranging from age 18 to age 68 and is composed of about 88% women, largely Negro. Mr. Farrow still exercises overall supervision of this program. Numerous favorable comments concerning the department and accomplishments of this group have been received from interested citizens and personnel of the City government. Mr. Farrow reports that if funds were available, several hundred additional personnel could be employed in the Atlanta Beautification Corps with advantage to both the employees and the City.

The positive actions referred to above have done much to provide career opportunities for disadvantaged minorities, but much still needs to be done. Two programs prepared by members of my staff, outlines of which are attached hereto, are proposed to assist in implementation of some of the employment objectives of the Report of the National Advisory Commission on Civil Disorders. These programs would provide employment opportunities for approximately 200 disadvantaged personnel.

Respectfully,



CARL T. SUTHERLAND

Director of Personnel

CTS:cbt

Attachments (2)