DO NOT START TO FILL OUT THE QUESTIONNAIRE UNTIL YOU

READ THESE INSTRUCTIONS

INSTRUCTIONS AND SUGGESTIONS FOR FILLING OUT THE CLASSIFICATION QUESTIONNAIRE STATE OF KANSAS

What The Classification Survey is.

This is a job inventory. It is not concerned with your ability on the job nor with your qualifications. The kind of work you do, and the responsibilities of your position, are the things to be shown on the classification questionnaire.

I machine iron, siech brass, de couper partia for purios motors, and boary rech

This survey is simply an analysis of the duties and responsibilities of positions in the State service in order to develop a classification plan. This plan will consist of grouping together all positions having substantially similar duties and responsibilities and requiring like abilities and skills for successful performance. Such groups or classes of positions will be described, setting forth the work requirements and responsibilities of each.

The classification plan will be used as the basis for a sound system of promotion and transfer, and fair compensation standards. It is essential that the plan be accurate and fair. Therefore, detailed and exact knowledge of the duties and responsibilities of each position is necessary.

You are the best person to present complete information about your job. You know the exact duties you perform and your responsibilities. Consequently, you are asked to fill in the classification questionnaire. Use great care in doing this so that a clear and complete understanding of your job can be obtained by your answers. The class in which your position is placed will depend largely upon the information you supply. Your statements will not be changed by your superior.

Do not copy other people's answers even though their work is the same as your own. We want your own statement of your work—not the ideas of others about your work. Ask your supervisor to explain questions you do not understand, but use your own words in answering all questions.

PART I-TO THE EMPLOYEE

Read these instructions carefully. Write your answers on the yellow sheet. See that they are correct and complete. Then type your answers on the green and white sheets. Use the Green for the Original and the White for the Carbon Copy. Sign and return the typewritten forms within five days. Keep the yellow sheet.

If you cannot type yourself, write your answers on the yellow sheet and return the questionnaire to your superior for copying within five days. He will return the typed questionnaire to you for review, dating, and signature. Then return the typewritten copies to him and keep the yellow sheet.

The following explanation will help you to understand just what information is wanted. Read the explanation for each item just before answering each question.

ITEM 1-Give your last name first, then your first name, then your middle name or initial. Indicate whether Mr., Mrs., or Miss.

It am that en feld envis of four people, making predicting predicting predicting predicting and some for position. It was the contract of the prediction of

ITEM 2—The place you work should be indicated by room number and building, or by street address, if you do not work in a State building. If you work out-of-doors on general projects, give the district and location where you customarily work.

ITEM 3-Enter name of department, such as HIGHWAY COMMISSION or COMMISSION OF REVENUE AND TAXATION.

ITEM 4—Enter name of departmental sub-division, such as "Maintenance Department" or "Income Tax Division."

ITEM 5—Give your present official title as carried on the payroll. If you do not know, ask your superior.

ITEM 6—Write here the name you and your fellow workers use for your job.

to a new manufacture and annual to a manufacture of the state of the s

ITEM 7—Enter your regular hours for starting and stopping work, your total number of hours worked per week, and the days on which you do not work. If you work different shifts, or have one shift one week and another the next, explain, using the margin if necessary.

ITEM 8—Your work may be for two hours a day, three days a week, two weeks per month, or four months per year. Or, your appointment may be for a term of six months. If on call, so state. If your work is irregular in any way, explain and, if possible, give the reason.

ITEM 9—This, the most important question on the form, is where you tell in detail exactly what you do. Each kind of work that you do should be carefully explained. The task which you consider most important should be given first, followed by the less important work, until the least important is described. If your work varies from season to season or at specific times, duties should be grouped together according to such periods. Give your complete work assignments over a long enough period of time to picture your job as a whole. If one kind of work takes one-half your time, say so. If another kind takes one day a month, say that. You may prefer to show the time spent on different duties as percentages or fractions, as 75% of your time, or one-third of the year. Use whatever method you think will give a clear understanding of how you spend your working time, but be sure to show how much time is used for each type of work. Do not state it is impossible to estimate the time spent on various tasks; it may be difficult, but you are in a better position to do this than any one else.

If you are performing duties other than those of your usual position, describe both. In describing the temporary position, you should give the name of the person you are replacing, how long you have been filling in for him, how long you expect to continue doing so, and the reason, such as, vacation, sick leave, etc.

If necessary for a full explanation of your job, attach copies of forms used, being careful to explain how each is used and what entries you make, but do not attach copies unless you feel they are needed to describe your work.

Make your description so clear that anyone who reads your answer, even if he knows nothing about your job, will understand exactly what you do. Be specific; do not use general phrases. Examples of the types of statements descriptive of work in different fields are given on the following pages as a guide to the kind of statements wanted. Do not copy these examples—use your own words. Ordinarily it will take all the space provided on the questionnaire to tell what you do. If you do not have enough space, attach additional sheets. (Continued on last page.)

EXAMPLES IN THE LABOR FIELD (Skilled and Unskilled)

EXAMPLES IN	THE LABOR FIELD (Skilled and Unskilled)
2 months: 1 month: 1 month: Etc.	I dig trenches and post holes with a pick and shovel. Mr. Brown, my straw boss, tells me where to dig and when to stop. I fill wheel barrows with sand or gravel and take it to the concrete mixer. I tamp concrete after it is poured into forms. I ride a ten ton flat bed truck and help the truck driver load and unload bags of cement, heavy rock, reinforcing steel and so forth. We generally haul from the warehouse yards to job in the 10th District. I wash the truck etc.
5 months: Etc.	I mow lawns at the
3 months: 1 month: 2 months: Etc.	I operate heavy construction equipment. Heavy road grading with a ¾-yard gas shovel. Hoisting work with a two or three drum hoist. (Vacation relief.) Pile driving for retaining walls, excavations and foundations. Sometimes I etc.
EXAMPLES IN	THE MECHANICAL FIELD
1/3: 1/3: Etc.	I machine iron, steel, brass, or copper parts for pumps, motors, and heavy equipment, according to a blue print or a sketch which we get from the engineering office. Most of the time I use machine tools—lathes, planers, shapers and milling machines. I operate etc.
50%: 10%: 5%: 5%: Etc.	I repair autos, trucks and gas motors. I specialize in ignition work, but do all kinds of motor repair. Testing ignition systems, tracing shorts, timing motors, installing brushes and armatures, putting in new points etc. Tearing down motors, fitting bearings, crank shafts, and pistons, and installing rings. Grinding valves. Honing cylinders etc.
25%: 5%: 10%: Etc.	Making and repairing storm windows, doors, shelves, and partitions. Laying floors. I do this from measurements that I take myself or occasionally from rough sketches. Installing door and window locks and doorstops. Operating woodworking machinery such as band and circular saws, shapers, and planers.
EXAMPLES IN	THE ENGINEERING FIELD
50%: 10%: Etc.	I am in charge of a field survey party of four people, making preliminary surveys for paving, grading, and grade crossing elimination. We establish center lines, run profiles, stake curves, set grade stakes and do cross-sectioning. I work from established monuments and bench marks. I personally keep the field notes, etc. Office work consists of etc.
6 months: 2 months: Etc.	I lay out and trace plan-profile sheets for road improvements. I reduce survey notes, balance traverses, and plot maps from the field books sent in by the field survey parties, also plot cross-sections and planimeter for cut and fill areas. 1 draft etc.
65%: Etc.	I design concrete and steel beam and girder bridges, retaining walls, culverts, and under and over passes. The general type of structure and foundation is determined by Mr. Brown, but I make all computations, etc.
60%: 20%: Etc.	I hold chain or tape on surveys, relocations, and construction work. I also act as rodman which includes etc.
EXAMPLES IN	THE CLERICAL AND RELATED FIELDS
Average 4 hrs. per day: 2 hrs.: 1 hr.: Etc.	I type vouchers (Form F-9D) in duplicate to accompany invoices, after they have been approved by Mr. Jones and extensions checked by Miss Smith. I type reports from rough pencil copy. I also etc.
2 days: 1 day: Etc.	I file purchase orders chronologically and by department and vendor. I segregate etc.
10%: 5%: Etc.	I take dictation from Mr. Brown, including letters, memoranda, and draft of speeches, but Miss White takes all his technical engineering dictation. I file etc.
1 hr.: 3 hrs.: 1 month: Etc.	I classify all correspondence, according to subject and enter the code number for filing. I type out an index card, giving names, code number, date, and a summary for each letter, etc. Each year I review the files, pull all old correspondence, and revise the subject code to meet current needs. I etc.
EXAMPLES IN	THE ACCOUNTING FIELD
10%: 10%: 5%: 2%: Etc.	Supervising three clerks assigned to the cost accounting system for highway construction and maintenance. Assembling job record reports (forms 65 and 39) from the field, post to summary sheets, and do other routine work. Tabulate and prove material for weekly, monthly and annual operating reports. Compile etc.
10 complete days each month: 3%: Etc.	Posting tax receipts by posting machine on ledger cards showing assessments as debit items and payments as credits. I am responsible for about 20,000 active accounts. Payments are posted monthly just after tax receipt period. Proving out account balances by running a journal sheet and checking against blocks of ledger cards, etc.
75%:	I audit books in the field, checking books of account against substantiating documents to determine whether such accounts are correct, an proper reports have been made to the State. If I run into difficulty I call in Mr. Brown, and if we can't straighten it out we go to Mr. Smith. I work in the office, doing etc.
25%:	T WOLK III OLIO OLIOO, GOLIO .

1/10: 1/10: 1/10: Etc.	Take off daily, weekly, and monthly trial balances of control accounts, and reconcile the subsidiary ledgers to these balances. Reconcile back accounts.
4 hrs.: 1 hr.: Etc.	I preaudit all vouchers by checking to see that all supporting forms and documents are included and properly signed, that extensions are correct, discounts taken, and everything is in proper form. I check to be sure each department's accounts are correctly debited and credited, etc.
EXAMPLES IN	THE MEDICAL FIELD
90%: 5%: Etc.	I administer medical and surgical aid to physically ill patients and employees of the Topeka State Hospital. I attend and participate in staff conferences for physical and psychiatric diagnosis. I etc.
3 hrs.: 2 hrs.: Etc.	I review the diagnoses of six resident physicians when I feel circumstances require, either by going over their reports (forms 69 and 105) or by personal examination of patients. My usual procedure is etc. I perform all appendectomies, tonsillectomies, etc.
3 days: About 2 hrs.	My duties are those of a laboratory technician. My work is distributed as follows: Blood counts, urinalysis, Wassermanns, bacteria counts, etc. Sectioning, staining, preparing slides, and making microscopic examinations of tissues.
daily: 1 day: Etc.	Innoculating, maintaining case histories, noting reactions of experimental animals, etc.
50%: 10%: Etc.	I am responsible for diagnosing mental cases, and prescribing treatments, including physical and occupational therapy for patients in Ward C. I prepare case histories and follow up etc. Reviewing cases and recommending patients for trial visits or release. Etc.
EXAMPLES IN	THE NURSING FIELD
70%: Etc.	Of my time is spent in giving bedside nursing care to post-operative cases. It includes bathing patients etc.
70%: Etc.	I instruct and supervise nurses in the care of patients of the
4 hrs.: 2 hrs.: Etc.	I care for and supervise patients in Ward X of the women's section of the
EXAMPLES IN	THE CONSERVATION FIELD
30%: 35%: Etc.	I assign work to park employees in
60%: 20%: Etc.	I patrol streams, ponds, lakes and woodlands to see that State laws are not being violated. Investigate violations etc.
EXAMPLES IN	THE AGRICULTURAL FIELD
1/10: 3/10: 2/10: Etc.	Laying out the field work for and instructing 1 Assistant Herdsman in feeding and caring for 100 dairy cows at an institutional farm. Using milking machines and stripping by hand after taking off milking machines. Repairing machinery such as pasteurizers and separators, installing new parts and washers. If it is a big breakdown, a factory man is called.
EXAMPLES IN	THE CUSTODIAL FIELD
85%: 5%:	Preparing and cooking meat, fish, poultry, soups, vegetables and salads for 125 persons. I do my own meat cutting, etc. Substituting for baker. I mix cake batter etc.
1/2 day: 1/3 day: Etc.	Washing floors, walls, windows, woodwork by hand. Polishing metal; waxing and polishing floors with a Doe polishing machine.
5 hrs.: 4 weeks per year: Etc.	I patrol halls, corridors, and cell blocks to prevent escapes and to check the presence of prisoners in restricted areas. I investigate unusual noises I am assigned to relieve the guard in the print shop. At this station I maintain order and
EXAMPLES IN	THE INSPECTIONAL AND INVESTIGATIONAL FIELD
30%: 10%: Etc.	I check livestock dealers at stockyards to see that they have proper licenses and that their bills of sale are in order. I inspect stockyards, vats, and pens to see that they are properly cared for, etc.
90%: 10%:	I test wheat, barley, etc., for dockage. I examine samples for smut, ergot, blight, odors, mustiness and other conditions. I make reports, etc.

ITEM 10—Give the name and title of your immediate superior, the person to whom you look for orders, advice or decisions. If you are not sure who your superior is, or if there is more than one, give explanation so that those reading your statement will know whether you work for one person part of the time and another the rest of the time, or whether you work for two or three persons.

ITEM 11—List here any equipment, machinery, tools, office appliances, or other devices used or operated in connection with your work.

ITEM 12—Exactly what instructions and directions does your superior give you? What problems does he refer to you? You may have had instructions only when you were new on the job. You may get special instructions with every new task. Describe the type of instructions you get.

ITEM 13—This question applies chiefly to employees whose duties are not clearly defined by regulations, well-established office procedures, or standard practices of a trade or craft. In answering it, summarize concisely what you consider to be the essential nature and degree of your responsibilities. It may be responsibility for doing what you are told to do in a workman-like manner, for doing journeyman work on assignment, for some highly skilled operations, for some type of technical or professional work or judgment, for all operations of a particular office, or for interpreting departmental policy. Are your responsibilities limited to carrying out instructions or are they for planning work, for final decisions, for supervision, or for technical or professional work or judgment?

ITEM 14—Does anyone check or review your work? If so, give his name and title, and tell what kind of check is made: Is it a mathematical check, an inspection of quality, a review of your judgment, or what? Maybe your work is such that there is an automatic continuous check of your actions. If so, tell about it.

ITEM 15—If you have only a few persons under you, give their names. If you have a larger group, give an answer such as "all employees in the 6th District Shops: 1 foreman, 8 mechanics, 6 helpers, 4 laborers, and 2 members of the office force." If you have a major division or department give the name of the unit and the total number of employees.

PART II—INSTRUCTIONS TO THE IMMEDIATE SUPERIOR

Method for Distributing and Reviewing the Classification Questionnaires.

You will be supplied with a complete set of classification questionnaires for each employee under your supervision. These sets will consist of a green, a white, and a yellow questionnaire, and a copy of these instructions.

Give each employee a set of classification questionnaires and instructions. Ask employees who have access to typewriters to work out their answers on the yellow sheet, type them on the green and white sheets, and return the signed typewritten copies to you within five days.

Ask those employees who cannot type their own, to write their answers on the yellow sheet and return the complete set to you within five days, for typing. The Green is the Original and the White the Carbon Copy. When typed, return all three copies to the employees. Have the typewritten copies reviewed, dated, signed, and returned to you.

Go over each employee questionnaire carefully to see that they are accurate and complete. Then fill out Items 17 to 20, inclusive. The immediate supervisor, foreman, or boss should fill out Items 17 to 20, on the questionnaire forms of only those employees whom he directly supervises. A department head should not fill in these items for employees whom he directs through a sub-executive but only for those to whom he assigns work directly. In all instances, the department head, or a representative designated by him, should look over both the employees' and their superiors' statements and indicate under Item 20 any inaccuracies found. Neither the superior nor the department head, however, should make any alteration or change in the statements made by a subordinate.

If there is a regular position under you which is temporarily vacant, or if an employee is not available to fill out the questionnaire, please supply a form for that position, made out as accurately as possible. The fact that an employee did not fill out the reason should be clearly indicated. If the employee returns, he should fill out and submit his own questionnaire.

Suggestions for Filling Out Items 17 to 20.

ITEM 16—Do not change the employee's statement or influence his answers. Read them through and then give your opinion of their accuracy and completeness. Is it a good description of the position? Has he neglected to give a full picture of his duties and responsibilities? Has he overstated or understated them? Has he put emphasis on the wrong points? Either comment generally on his statements or refer to specific items.

ITEM 17—Sum up what you consider to be the distinguishing points of the employee's job. What do you expect of it? What supervision and direction does it get? What check and review is provided? What is the essential nature of the duties and responsibilities? Is it a beginning or an advanced job?

The following are examples of the types of statements which will be helpful: "Requires sound judgment and accuracy, but is subject to considerable supervision and decisions by a superior on questions of engineering policy." "A routine stenographic job but courtesy, tact and discretion toward officials and the public are essential. Not a beginner's job." "This is a beginning job requiring alertness and willingness to learn." "A section chief and key man. Must know all about the unit and its procedure besides being well grounded in accounting theory and practice. I review results only." "A key position in my unit. I tell what results I want and he formulates the work program and assigns the subordinates. It is up to him to get the job done." "Strictly a helper's job, but requires at least a year of experience around electrical work to know tools, materials, and work processes." "A journeyman job. Also requires familiarity with our system." "I lay out the work in detail for this position every time there is any change in the work. I keep in close touch with the work in process and check it carefully when completed." "This position needs little supervision while in process but all work is thoroughly checked by Mr. Black upon completion." "This is a repetitive operation and requires little attention after it has been learned."

If you have a number of positions under you which are practically identical, it will be sufficient to answer Items 18 to 20 fully for one such position only, and then refer to such answers on the other questionnaires. You can merely state "Same as John Doe."

ITEM 18—With full consideration of the duties and responsibilities of this position, tell what kind of person you would choose for the position if it were to become vacant. What must be know? Of what basic subjects, procedures, principles, laws, or regulations must be have a knowledge? Must the knowledge be thorough or is a general knowledge or familiarity sufficient?

What abilities or skills must a successful employee possess? How much formal education is necessary? What course or subjects are required? Which are helpful but not essential? Is previous experience necessary? If so, how much previous experience, and in what type of work? What degree of physical strength, agility, or endurance is necessary? For what purpose is it used, e.g., for walking, lifting, etc.? Please be as specific and complete as you can in answering these questions.

ITEM 19-If the job involves any typing or stenography, even if merely incidental, answer this item. If not, write "None."

ITEM 20—If the department head does not sign the green copy personally, his designated representative should sign his superior's name and place his own name or initial immediately underneath.

Method for Returning the Classification Questionnaires.

The green copy bearing the signature of the superior and department head should be returned to Classification Staff, State Civil Service Department, 801 Harrison, Topeka, within two weeks after original distribution. If this is found impossible, communicate immediately with this address.

The white copies of the questionnaires should be retained for departmental files.

The University of Kansas Lawrence

Office of The Chancellor

January 20, 1942

TO THE STAFF MEMBER ADDRESSED:

As you may know, the 1941 Kansas Legislature enacted a merit or civil service law which will apply to most positions at the University.

Before the law can be put into effect, however, the various jobs in the state must be classified by the Kansas Civil Service Board. As a first step in this classification, the attached questionnaire is to be filled out by you in detail. To assist you in filling out the questionnaire the following suggestions are made:

- 1. Read carefully the instructions on pages 1 and 4 of the questionnaire.
- 2. Write your answers on the yellow sheet. Be sure that they are complete.
- 3. If you have a typewriter, type your answers on the green and white sheets; if you do not have a type-writer, turn your copies over to your immediate superior for copying. (Dr. Allen)
- 4. As soon as the copies are typed, sign the green and white copies and return them to your immediate superior. (Keep the yellow sheet).
- 5. Under Item 3, write in the words "University of Kansas".
- 6. Under Item 4, write in the name of your department, such as Buildings and Grounds Department, Library, Student Health Service, State Geological Survey, Registrar's Office, etc.
- 7. If you have any questions, consult your immediate superior.

Sincerely yours,

RAYMOND NICHOLS, Executive Secretary

The University of Lansas Larrence

Office of the Charaction

January 21, 1942

Dr. Allen:

As you know, the 1941 Legislature enacted a civil service law which will apply to most of the positions in your department. Before the law is put into effect, however, the Kansas Civil Service Board must classify all positions in the state. As a first step in this classification, a copy of the attached questionmaire has been mailed by this office to the members of your staff to whom the law applies. It is suggested that you read the instruction sheet carefully and completely in order that you may be able to answer any questions that may arise on the part of members of your staff, and to fill in part II of the question-mairs.

The members of your staff to whom the questionnaire has been mailed are as follows:

Hulteen

The list was compiled from the regular and irregular payroll for December. If in the meantime any positions have been added to your payroll, questionnaires should be filled out in each case, and if a position is temporarily unfilled, a report should be made by you for that position. We shall be glad to mail out additional questionnaires if you will kindly report the names to us by telephone.

The white and green copies of the questionnaire, completed, should be returned to this office by you not later than January 30.

Some positions included in the list may eventually be placed in the exempted classification, but the State Board has asked that questionnaires be filled out by every person whose name is listed.

If you have any questions about the forms, we shall be glad to try to maker them.

Sincerely yours.

MATHEMATORIA, Macanthro Macanthro Securetary

STATE OF KANSAS

Work Sheet

CLASSIFICATION QUESTIONNAIRE

	Room 105, Robinson Gymnasium 2. Place of Work or Work or Work of Work
	Hulteen Alberta (Mrs.) (First) Alberta (Mrs.) (Middle) 2. Place of Work or University of Kansas (Give Exact Location)
	(10 BE LUYED IN BA LHE D4. Division, Section D)
3. Departmen	of Division, Section Or Other Unit of Dept. Physical Education
Date	
5. Payroll Ti- of Position	
7. Regular da	aily hours of work: From 8:30 to 12 Hours per week Days off Sat. p.m., Sunday
8. If your job	aily hours of work: From 8:30 to 12 Hours per week Days off Sat. p.m., Sunday is part time, seasonal, intermittent, for a limited term, or otherwise broken, please explain
exactly who porarily fil	below in detail the work you do. Use your own words, and make your description so clear that any one reading it can understand at you do. Either by using hours, days, fractions, or percentages show how your whole working time is used. If you are tem- lling a position other than your regular one, indicate your present work and also your regular work. Fill in and attach additional accessary to record all duties performed.
TIME	t stenographer, have ability to meet pamouk pleasantsty and teathing; be able to
13	Take and transcribe dictation from Dr. Allen, the head of the department. This
20/0	correspondence pertains to the Department of Physical Education, Basketball, and
	the various organizations with which Dr. Allen is associated.
25%	Answer some correspondence without dictation, type articles written by Dr. Allen,
10%	cut stencils, arrange appointments, handle telephone calls, operate mimeograph. Order supplies and equipment for department, which involves typing and mailing
CTOS	bid sheets, typing purchase requests; write transfer checks for inter-department-
DO M	al purchases; file copies of orders and invoices; keep accurate account of all
I James	Once each month compute time and type irregular payroll for department (there
a day	are, on an average, 30 persons on this payroll).
	Twice a year check and proofread catalog copy for department, type spring and
	fall class schedules, type enrollment reports for department.
	Daily, classify and file all correspondence.
	Once a year transfer files to permanent file in storeroom. Compile figures and records necessary for departmental budget conferences.
	Order books needed by department through library.
Date	Supervise some student assistance in department (1 or 2 who do clerical work)
Interes.	General management of office.
	ing, operate the mimeograph, etc; these students change each semester.
Dindpel 0	employees supervised one or two students, perhaps two hours a day, to do routine
TO GHAN ING	This and little of eministration that were an arrest and the same of the same
10 Cirro name	e and title of person (or persons) who is your immediate superior
10. Give hame	Dr. Forrest C. Allen, Director of Physical Education and Recreation; Varsity
M. Who ched	Baseball and Basketball Coach.
	(Do not write below this line))
	se your work as you understand it General secretarial duties.
	e your work as you understand it . General secretarial duties.
410	ns in daily work; routine work is explained once - at the time one is new on the jo
	fully in what detail your assignments are made to you, stating what form (such as—penciled lay-out, roughdraft, etc.) your work is a comes to you, what decisions are left to you. Usually verbal instr-
	19-2250-s 1-42—2M Sets

11.	List any equipment operated or used by you in doing your work. Typewriter, mimeograph
	Describe fully in what detail your assignments are made to you, stating what form (such as—penciled lay-out, roughdraft, etc.) your work is in when it comes to you, what decisions have already been made for you, what decisions are left to you Usually verbal instructions in daily work; routine work is explained once - at the time one is new on the job
.3.	Summarize your work as you understand it General secretarial duties.
	(1) o not name before the limit.
4.	Who checks or reviews your work? Dr. Allen How is the review made?
	One name and title of persons (or persons) who is your immediate superior
5.	Give the names and titles of employees under your supervision. If you supervise an entire unit, simply give the name of such unit and the
	number of employees supervised one or two students, perhaps two hours a day, to do routine typing, operate the mimeograph, etc; these students change each semester.
let	I certify that I have read the instructions, that the entries made above are my own and to the best of my knowledge are accurate and come.
	Date 2006 2 product sasistence in Signed Trement (1 or 5 and do clerical work)
	Order books needed by department through library. (Emblosee)
	PART II. TO BE FILLED IN BY THE IMMEDIATE SUPERIOR
6.	Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items)
	Tall class schedule&ektpe enrollment reports for department.
	Twice a year check and proofreed catalog copy for department, type spring and
	Give your idea of the essential nature of the work and responsibilities of the position and the supervision and attention it requires This position requires someone of high intelligence, tact and efficiency. She must be a serial in a with University procedure. Metters pertaining to the department are
	be wery familiar with University procedure. Matters pertaining to the department are cleared through this office. This is not a job for a beginner, but requires a person of experience who can do the work quickly, accurately and expertly.
	Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind, rather than the qualifications of the individual who now occupies it.
	A. Education and Special Training: Years and kind Business training
	B. Experience: Years and kind A few years of office experience necessary C. Licenses or certificates required
	D. What knowledges, abilities, skills, and physical qualifications should incumbent possess? The individual should be an expert stenographer, have ability to meet people pleasantly and tactfully, be able to
	handle responsibility of office. Good health, of course, is necessary.
9.	If the position requires any typing or stenography (taking and transcribing dictation) fill out the following:
	Incidental or Important % of Time Spent by Employee Standard Commercial Course Essential to Do the Work?
	Typing: Date Important to a muse 50% to be a Yes
	Stenography: Important 50% to 75% for both Important 75% for both
	of Position of Position Secretary
	Date Signed
	(Certification of Immediate Superior)
	(TO BE FILLED IN BY THE DEPARTMENT HEAD)
20.	Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies
	- Blace of Work or the Manage of Work or the Work
	Tork Shoot Classification Questionnaire
	Date Signed (Certification of Department Head)
	19-2250-s 1-42—2M Sets

The Commond Michele.
Challenge, Commonstant Committee.
Universally of Manage.

Donn Harman

the composition hour which was held on Tuesday, January 6, to typical of mearly all publicity that chromicles an event.

wards, the head cheerleader, my opening statement was that the present, with its unpredictable turns and changes, is altering the whole course of our lives, the jobs we work at, the team and the University which we live in, the clothes we wear and the food that we cat. I made the statement that vital changes are taking place in all of our personal lives, our living and our jobs; that back of all the fronte-military, industrial and administrative, is the home front, just as important as all of the rest.

I stated that Chancellar Malott resources the necessity of a "physical fitmess" program for the students of the University of Lamens on an aid to defense, and that the Chancellor, who is a lover of aports and recreation, was forecost in the erasede to provide a new skating rink on the intranspal riests and and anthing this and in arder that we might have witting if and whom it mount of anome another. I told then that Henry Jerosen and Anderson, two young professors who had that's anting in Horman and Austria, would be the faculty while the more and they would use in etimals the this very healthing outdoor antivity. I further elaborated upon the Lighte that were to be used at the desting right and the loss that we would have for bentires so that the statests might onjoy this activity to the fullowt extents. I said, "It is from for the making," and I got a big hand, abouting that the atudoute appreciated an activity for their benefit.

Then, my number two subject was Dr. Haismith and basketball. I told of Frederick Prochel, the poor, unhappy German boy wandering from a broken home of unhappiness to the Black Porest of Germany, and how out of these meanderings, musings and wanderings came the theory of the kindergartened education through play. Then I mentiomed the orphan boy from Altmont, Canada, raised by an old uncle, Feter Haismith. Young Jerms Haismith, a woodman and an outdoor man, studied

for the ministry. In his desire to do more for youth, he entered Springfield College, along with Alonso Stagg, his classmate, and during his semior year was given an assignment by his instructor, Dr. Luther Halsey Culick, to originate a game which would take care of eighteen troublesome young men who were students at Springfield College. This game was to take care of the surplus energy of these students between the football season in the fall and the baseball season in the spring. From the brain of Dr. Haismith came basketball, the game in which twenty million people are playing annually. The aggregate attendance at backetball games in the United States is ninety million.

I them compared Prochel, the emancipator of infancy and early childhood to Dr. Haismith, a great educator from the early teen-age until the early thirties of young manhood. I stated that I had heard eight educators from one platform state that basketball had all the qualities necessary for an educable child. Hence of these speakers were athletic people or coaches. Then I quoted Dr. Haismith's famous words, "Basketball is a game easy to play but difficult to master." And to show his modesty when the Maticaal Association of Basketball Coaches raised seven thousand dollars to buy him a home and to send him and Mrs. Haismith to Berlin, Germany to witness the Clympic Genec, his very opic statement was as follows: "Do not be afraid to serve humanity and wait for your remard."

I then paid the best tribute I could to this kindly, Christian men and called attention to the fact that this fiftieth anniversary of the game of basketball has deep significance.

bounders Club, a group of devotees and enthusiasts boosting basketball at McPherson. I gave as my opinion the secret of our defeating Southern California for the Western M.C.A.A. observiously. After I had spoken a practicing physician there, a Kansas alumnus, came up to me and said, "Say, Phog Allen, did you ever give that talk to the students of the University of Kansas?" And I said, "No, sir, I herer have." He said, "De semething for me, will you? Give them that talk at the first opportunity."

I have turned it over in my mind for a year, and when the apportunity presented itself I thought I would try it out. I said to the students that youth is always first to eatch the deep currents of human tides and emotions. For the sake of brovity I will quote the following part of my speech.

"About six years ago when the State Broad of Regents were of the opinion that the football team was not winning enough games they made a change in the Athletic Association and elected

Owarm Houry so Director of Athletics and placed me in charge of Thresteel Education. Of course, this was a demotion. Apparently I had failed to get the winning team for the University that the Regente decired.

bappened, I received a phone call from Chicago offering me nearly double the money that I had drawn at the University of Hansas. I received the phone call while I was shaving upstairs. Coming down into the breakfast room I said to Mrs. Allon, "I believe I am going to take that job." I remembered that for several years I had averaged seventeen hours a day, working, coaching football, basketball, premoting drives, building the stadium, founding the Hansas Relays, and thousands of other jobs. I said, "I guess I am fed up. I have had too much of it, and I believe I will take that job."

hair at times at the breakfast table and when I made this statement a young black-haired freehamm said to me, "Well, Dad, Mit
played three years on your teem and semaker I had always hoped
that I would have an opportunity to play on your teem. I guess
I men't now, will I?"

make for breed would his father give him a stone?"

"When this roungetor asked that quotien I turned chropity and said, "It's southed, lob. I as paint to come be tented bell here until you get through callege."

and in Fourth place in 1940. Englemen and Eline and other Haness boys were jollying each other about the coming state tournament which was to be held in Topoka, and those boys were bantering each other about their high school teams. Finally Englemen said, "All right, we'll see you in Topoka, Eline. We'll see how good Entehinson is without the Estabell boys." Bob Allen sat across the siele studying his chemistry, and looking up from his book, said. "All right, you guys, none of us are going to be in Topoka. We're going to be in Eansas City at the N.C.A.A. tournament."

up thinking of even winning a championship that year because the boys were not big and tough enough and they made too many mistakes, but when that was said to me I said to myself. "Phog Allen, you haven't been conching that town. You're going to get to work." I made up my mind that if the Karmas backetball town didn't get

double duty from them on out it would not be my fault, and I worked feverishly, revemping and struggling through to a tied championship. We them played the triple tie-off between Oklahoma, Missouri and Mansas at Wichita, Mansas, and after a surprising upset defeated the Sooners 45 - 50, for our right to represent the Big Sin Conference.

Orlahoma City. The game was tied at the half, tied at the end of the game, and in a surprising upset we won the play-off, and the right to represent this district in Kenses City.

Auditorium I paraphrased Lafayette's words, and I thought.
"Well, Bobby, here we are". And when the drawings were made we draw Rice, and Colorado draw Southern California. We won over Rice, as Southern California did over Colorado. And then we had the big game with those big, sun-kissed Southern California boys. We were supposed not to have a chance.

"I had written to John Barn, my former pupil and former assistant coach, who conched at Stanford University, and John wrote me and said, "Doe, that Southern California team can whip any team in the United States, but they play just hard enough to win." We seized upon this phrace - they play just hard enough to win. We placarded it, them we underscored it in Bunn's letter and placed it where everyone of the boys could see it, we preached it to the boys and told them that they might be amound under at times but if they would remember that statement of Bunn's - they play just hard enough to win - we would still have a fighting chance at the championship.

Southern California captain, in speaking over the radio between halves of that epochal contest in the Emmisipal Auditorium, said, "Well, Eansas is playing a surprising game, but California has the power and finesse and they will smash Eansas in the second half." The score was 21 - 20 in favor of Southern California at the half. I reminded the boys again that Southern California played just hard enough to win, and that there were nearly two million people in Eansas listening for the second half over the radio - some of them not having much love for athletics, but all having a great state pride, and if we could defeat Southern California it would be a triumph for Eansas.

And them in my talk I mentioned the Missourians and the hostiers who were riding Bobby that night. He was having a terribly bad night and those non-wellwishers were yelling. "Give the ball to Junior. Papa's little boy, you are not doing it the right way, Junior", and so forth.

Tinally, with the game mearing the finish and Kansas trailing by two points, Bob drove off to the side and made a far-reaching, back-arm awape at the backet and for some reason the ball found its mark and dropped into the goal for two points. A "outhern California man fouled, and with the score tied Bob walked up to the free three line and dropped the ball into the hoop.

"Just a few moments prior to that I had a hunch - and when I saw Englemen sitting on the side line I yelled to him to report. I felt that if he could get into that ball game we would win it. It was just as clear to me as day. Englemen was now in the ball game and Kansas was one point ahead. Jack Lipport, the great player on the Southern California team, took the ball off the backboard with Southern California trailing one point, dribbled to the center of the floor, and with a long, high-arching sweep shot the ball and a swisher dropped in the hoop. Mydaughter, Jame, who was an artist in Chicago had come to see her little brother play, and she fainted and passed out with the shock and she never saw Kansas win that ball game.

This the close tolling thouse for feterial remaining soconds, and the Kansas orong and town in a freeze, this how who had been deing so pourly all picht lest his southern california opportent and in a mad death he smann to linglament a opportunt and atole the ball out of nombore. Income now had the ball, with bobby allon driving toward the coal and bulleman trailing along boolds him with only one louthern California opponent between the two ment, but with a Californian nour the banket. Dobby drove at this callfornia man an if to go into the beaket with the ball and then shot the hall to buglemen who was in the commer, Like a piece of cold steel inglemen oronohed and let the ball so with a high flinging aron that section into the contor of the besieve for the winning goal. Bouthern California tried desperately and minned thair anot men the return, and then fames had the ball for the last four seconds. And as the ma peopled belief Allon had hold of the ball and with one wild careentman throw he sailed the ball into the balouny of the auditorium semilially desiring to therew the hall to a apot that Southern Callfornia could never roughte

"Thirting the wild thoult that reigned I shook hands with each of the Kansas boys. No words were spoken - everybody was too happy for that. Not and I have never talked about this incident but somehow I detected this response in his eyes when I shook hands with him - "bad, I paid you back".

"It is such incidents as those that occur in the life of youth that makes them play great games. It is not sort jobs, pampering, wet mursing, and so forth. But I must boys who went to play for the love of the game, who are good students, and who play for the sheer joy of it - the sheer joy of trying to win a

ball game, and win or lose, having as their main purpose getting an education at their University.

. . . .

Then I paid to the Oklahoma situation about as much time as I thought it was worth - about three minutes. Just at that time, when I had finished, Bruce Drake walked down the aisle and asked to speak. I gave him the courtesy of the platform. We had nearly ten minutes remaining, and when the whistle blew I feared that we would be held responsible for running over time so I wrote on a card and handed it to Bruce Drake - The convocation time is up. I am sorry."

quit - says my time is up - I'd like to go on." And the students cheered and gave an indication that they might like to sit another convocation morning out the way they did after the Aggie victory. After he used seven minutes over the convocation time I was thinking very strongly of walking over to him and saying. "Bruce, I am sorry. We must quit because we are running over our time." He was making a very poor case for himself and the students were casting jibes at him. It might have been mental telepathy or auto-suggestion, because just then he quit.

The surprising thing to me, Raymond, is that with those things put before the students there was not a single report that mentioned one thing I said except about Oklahoma, which I meant. I did not pull my punches because I wanted the students to know the rules and if we are supposed to obey them I wanted someone to know that I expected our opponents to obey them.

This is written to you in full explanation so that you and the Convocation Consittee will know that I did not use the convocation hour brawling.

Very sincerely yours.

Director of Physical Education and Mecreation. Varsity Basketball and Memeball Comob.

罗母為北岛題

7 . . .

Dear Chancellor Malott:

For your information only I want you to know that our Great Lakes - Kansas basketball promotion was a fine financial success. In spite of the most unpleasant and inclement weather, April showers and November blasts of chilly wind coming two hours prior to the game and continuing up to within 20 minutes of the starting time of the game, we had a tremendous crowd.

I predict that if we had had a fair day we would have filled the hall with ten thousand people. As it was, we had better than five thousand, and I brought home a check for our chare of \$1186.46. I collected for the band expense and I believe that we will not almost the amount of the check and that is considering our team travel. A tidy nest egg, I would say, for our depleted treasury.

I wish that you might have been there. You would have had no fear of the ability of the Navy to sink the Japs if you had seen them shoot.

Sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

FCA:AH

Dear Chancellor Halott:

When you wrote me that "momentum" letter regarding the University I got so many good points from it. Now so many good things are happening that if we miss one issue of the paper we miss some of the kaleidoscopic events and happenings at the University regarding defense and offense preparations for the war in which the University is concerned.

Would you have your secretary jot down some of those things and some of the things that are pretty likely to happen in the near future? A note from your secretary would give me that better than anything I might assemble.

meeting on Friday, January 30, and they have asked that I mention the alumni loan fund. Mr. Harry Herman is in charge, and assisting him with arrangements for the meeting are Dale O'Brien, Betty Ruth Smith, and my daughter, Jane.

Any ideas from you will be appreciated.

Very sincerely yours,

Director of Physical Education and Recreation, Versity Basketball and Baseball Coach.

FCA:AH

Dear Chancellor Malotts

I am enclosing herewith copies of correspondence concerning our progress on the game with the Great Lakes basketball team in the Municipal Auditorium in Kansas City on February 5th.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

Dear Shancellor Malott:

Referring to your inquiry about the course in Kinesiology, I wish to say that since the establishment of the four-year major course in Physical Education we have offered a two-hour course in Kinesiology each spring semester. This is one of the required courses for our majors.

Sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

Dear Chancellor Malotts

I am enclosing two tear sheets from the Fort Smith Times Record, for your inspection. These came to me from E. B. Black. It is not necessary to return them - I just wanted you to see that Mr. Black follows these things very closely. He certainly is an interested alumnus - interested in all the activities of the University. We greatly appreciate the criticisms that he makes frequently and without fear or favor.

Sincerely yours,

FCA:AH

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach. Chancellor Deeme W. Melott, University of Lancas.

Dear Chancellor Halotts

This will acknowledge receipt of your notices of the special Senate Meeting on Tuesday at 4:30, and the College Faculty Meeting at 3:30 on the same day.

attend either of these meetings due to the fact that train connections are so poor to Columbia, Missouri, where we play on Wednesday, that it will be necessary for us to leave early.

Sincerely yours.

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

on- Dean Smith

F. C. Allen 105 R

NOTICE OF SPECIAL SENATE MEETING

There will be a special meeting of the UNIVERSITY SENATE at 4:30 Tuesday, Jan. 13, in the auditorium on the third floor of Frank Strong Hall.

DEANE W. MALOTT, Chancellor

Dr. F. C. Allen

Department of Physical Education

MEETING OF THE COLLEGE FACULTY

The faculty of the College of Liberal Arts and Sciences will meet on Tuesday, JAN 1 3 1942 at 4:30 in the Auditorium on the third floor of FRANK STRONG HALL.

DEANE W. MALOTT, President.

17-9338 6-39—5M

Dear Chancellor Malott:

I am sending you this carbon copy of a letter I have written to Director Henry and Professor Davis to show you my estimate of Dean Nesmith, our trainer.

By the way, Dean's brother was killed at Corregidor by one of the Japanese bombings on January 6.

I am just passing this on for your information.

Very sincerely yours,

FCA: AH Enc. Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

Dear Chancellor Malott:

I am enclosing a mimeographed copy of some changes that have recently been made in our offerings in physical activity courses. I believe the course 2Individual Gymmastics" will fit in with what you have in mind.

These courses have been approved by both the College and School of Education faculties, and are to be in the new catalog. You will notice at the top of the page that we have authority to offer one-half indeers and one-half outdoors, or earry a course throughout the entire semester. They could enroll for the entire semester, and we could treat it expectantly - if we desired to keep it an indeer activity we could do so. It gives us enough of a leeway to handle that under exceptional conditions with this group.

My notion was to have the course listed, if agreeable to you, in my name with Mr. Henry Shenk as my assistant. We believe that we can provide some fine, challenging activities which will benefit the group and also will have a fine salutory effect on the University in general regarding physical fitness.

I will give you the information on the course in Kinesiology in another letter. I am rushing this through so that you will have it for your early afternoon meeting. If there is any other information desired I trust you will call my office and we will endeavor to give it to you.

Very sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

FCA:AH Eno.

Dear Chancellor Halott:

I am glad that you like the skating rink. I wish you would look at it some evening when the lights are on and the bonfire is going.

This morning at convocation I called attention to the great interest in outdoor sports and told them of your desire that students have more recreation and physical training with a view to physical fitness.

I checked with Raymond Nichols on the time each evening for the lights to be turned on. We decided 7:30 to 9:30 would be suitable.

Thank you for your letter written January 2, but dictated December 31.

I think this is the first move toward a larger recreational winter project for the students. It is a fine experiment and it will bear much fruit. If any suggestions or criticisms come to you I will be happy if you will pass them on to me as we desire to do the best possible job.

Very sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

OFFICE OF THE CHANCELLOR January 2, 1941

Dear Phog:

I have seen the skating rink only from a distance, but it looks to me as though it would be entirely up to expectations if you can just do something now about the weather.* I am delighted at the way the water seems to be holding and it should give smooth and serviceable ice if we can keep people off of it when it is too soft for proper use.

I think you have done a grand job in making this type of recreation possible.

Sincerely yours,

Fino N. Malatt

Deane W. Malott

Chancellor

DWM:h

*Dictated December 31!

THE UNIVERSITY OF KANSAS

Lawrence

Office of The Chancellor

December 30, 1941

To Members of the Faculty and Staff:

In the war emergency, there is an opportunity and a need to economize in various University physical operations, which will result both in reducing costs here and perhaps in helping with the materials of war. For instance, we have been asked to save waste paper, to be baled and returned to paper factories. We can probably also save in the use of electric lights and power.

I am asking Mr. Ryther, head of the University Press, to act as University Conservator, to work with various members of the staff, faculty, and administration in effecting worthwhile economies in the operation of the physical plant of the University.

He will be glad to receive your comments and suggestions, and I shall appreciate your cooperating with him in any undertaking he may bring to your attention.

Sincerely yours,

Dane Or. Fralow

Deane W. Malott Chancellor

DWM:h