

"Each institution has a limited number of positions not involving inmate contact or of a sedentary nature. Such positions include operation of the Inspectroscope, censoring mail, and admitting visitors. The Department considers it reasonable to reserve these positions for current employees with long years of service, rather than be forced to appoint to them new employees who cannot be utilized elsewhere. . . . Any (Correctional) officer may be required to transport or apprehend inmates at any time."

In recent years, the SPB has undertaken a review of physical standards for employment, with special reference to the physically handicapped. Such a review might well include consideration of performance standards, including physical requirements, for jobs now having upper age limits short of the retirement age.

B. Services to Contracting Agencies

In providing testing and other services to contracting counties and cities, the SPB has no control over age ranges which may be specified by the contracting agency. Examinations are prepared by the SPB staff on specifications for the position without regard to age. In making classification and salary surveys and writing job specifications for contracting agencies, the SPB staff does not include age ranges. The following standard paragraph is frequently used to describe general qualifications for a job:

"Desirable Qualifications: The following personal qualification requirements apply to all classes, though not specifically mentioned in the specification: Good health and freedom from disabling defects and communicable diseases; good physical condition and agility and strength commensurate with the duties of the class; honesty; sobriety; industry; initiative; resourcefulness; dependability; good judgment; good moral character and reputation; loyalty; and other related qualities."*

Sometimes special qualifications are added, as "duties include performing heavy manual labor."

These equitable standards would seem to obviate the need for a specified upper age limit when physical examinations are properly geared towards determining physical condition, agility, and strength "commensurate with the duties of the class." To assume that a man of 47 is necessarily less agile or strong than he was at age 46 is to contradict the principle expressed in the SPB standard.

In its work with county and city public agencies, it is recommended that the SPB stress the importance of considering the individual capacities of job applicants in relation to the employment they seek, rather than their chronological age.

C. SPB Policies on Entry Positions

In recruiting for entry professional positions, the SPB encourages applications from recent college graduates or college seniors about to

* Quoted from *Classification and Salary Survey*, made in 1965 for the Yucaipa Joint Unified School District by the Cooperative Personnel Services Branch of the State Personnel Board.