

6/21/67

Memorandum 67-44

Subject: Candidates for position of Assistant Executive Secretary

At the last meeting, the Commission indicated that it desired to interview the top three candidates for the position of Assistant Executive Secretary. We have scheduled these interviews from 3:00-5:00 p.m. on Friday, June 30. We plan to forward material concerning each candidate to you prior to the meeting.

A copy of the Civil Service ranking of the candidates is attached (pink). Also attached (yellow) is a copy of a letter I wrote to Mr. Swezey and Mr. Grafe requesting information that may be of assistance to the Commission.

Under Civil Service requirements, we are required to appoint one of the top three candidates.

We will forward the material concerning each candidate as a supplement to this memorandum.

Respectfully submitted,

John H. DeMouly
Executive Secretary



CALIFORNIA STATE PERSONNEL BOARD

OPEN

EMPLOYMENT L

ASSISTANT EXECUTIVE SECRETARY CALIFORNIA LAW REVISION COMMISSION

04	15	67	06	07
EXAM. DATE			LIST EFF.	
CLASS CODE			NO. ON	
6044			00	

Employment List for Information Only. It is not an Official Certification. Do not make apps. from this list.

FLAG**	NAME AND ADDRESS	AGENCY	FINAL SCORE	RANK CONTACT DATE	RESULT CONTA
F	TAYLOR CLARENCE B 2121 OAKWOOD DR PALO ALTO 94303	M062828	107.15 %	1	
F	SWEZEY CHARLES L 4107 BRIARWOOD WAY PALO ALTO 94306	M100523	104.86 %	2	
F	GRAFE HARRY K 4109 PUENTE WAY SACRAMENTO 95825	M100827	98.90 %	3	
F	ISLES TED W 1406 MANCHESTER RD CHICO 95926	M	96.40 %	4	
F	BOYD ARTHUR E JR 908 VERNAL WAY MILL VALLEY	M	90.61 %	5	
F	COSTELLO WILLIAM J 120 LOIS LN PALO ALTO 94303	M080415	88.13 %	6	
F	OGG WILSON R 8 BRET HARTE WAY BERKELEY 94708	M022628	88.03 %	7	
F	WOLF MARTIN R 333 GREENWICK ST # 3 SAN FRANCISCO 94133	M050935	71.73 %	8	

June 13, 1967

Mr. Charles L. Swasey
4107 Briarwood Way
Folsom, Calif. 94306

Dear Mr. Swasey:

We have been advised that you are one of the top three candidates on the eligible list for the position of Assistant Executive Secretary of the California Law Revision Commission.

The Commission has indicated that it desires to interview the top three candidates for this position before the Commission makes a decision as to who should be appointed to the position. The Commission will meet in the State Capitol in Sacramento on June 29-July 1. We are scheduling the interviews of candidates for this position between 3:30 and 5:00 p.m. on June 30. Would it be possible for you to be present to be interviewed by the Commission at 3:30 p.m. on June 30 in Sacramento? I will advise you later as to the exact place where the meeting will be held. Please let us know whether you will be present at the time indicated.

As you know, it is essential that the person appointed to this position be highly skilled in disciplined legal writing. It would be extremely helpful to the Commission in evaluating your legal writing ability if you could provide us with samples of your writing. If possible, I would appreciate receiving ten copies of the samples so that they can be distributed to the members of the Commission prior to the meeting for review and study.

The Commission will also need a resume showing your scholastic background and work experience. It would be helpful to indicate in some detail the nature of the work experience that you believe particularly qualifies you for the position of Assistant Executive Secretary. This resume should be in my hands as soon as possible, too, so that it may be distributed to the members of the Commission for their study prior to the meeting.

I look forward to again seeing you at the Commission meeting. Unfortunately, the state is not authorized to pay for travel expenses in connection with this interview.

Sincerely,

John H. DeBully
Executive Secretary

JED:asy