

Employee of the Month



MARIE HERNDON JOURDAN

Most of the folks who work at the Hospital will recognize Marie as the young lady who occupies the front desk in the Personnel Office. She is usually the first to greet job applicants and later follows through by placing them on the payroll.

Mrs. Jourdan—she recently acquired this title, too—has been a pillar of strength in the Personnel Office for the past seven years. Her cheerful, friendly manner is complemented by a great deal of alertness which has gained respect from those she serves.

To quote a few passages from recommendations which pretty well characterize Marie: "an extremely well-informed and intelligent person who knows her business and always makes one aware that there are still nice people in this world"—"Never have I found her in error."—"It is a pleasure to seek her cooperation."

The Jourdans live at 815 West Markham Avenue.

Could You Guess

the amount of money devoted to research in the Medical Center during 1959-60?

University budgeted funds	\$1,438,620.00
Federal research grants	1,650,433.00
Federal training grants	997,405.00
Other grants and departmental funds	832,014.00
Total	\$4,918,472.00

Medical School Gift Program

Each spring, the Medical Center's Faculty and Staff are given an opportunity to participate in the Medical School's annual giving program, which is a part of the Loyalty Fund. This year's committee is headed by Dr. J. Lamar Callaway. Serving with him are Drs. Robert Creadick, Madison Spach, Glenn Young and Mr. Louis Swanson.

To mid-May \$5,020 had been received from 93 contributors. Contributions received before the close of the fiscal year, June 30, will be credited to this year's total.

What People Are Saying

From the family of an Alabama patient:

We enjoyed our stay at the Hospital. Everyone was so nice to us. My Mother is much improved, thanks to you.

From the father of a Duke student:

Again let me express my appreciation for the care and attention that our son received from you. It was very gratifying to his Mother and myself that the emergency was taken care of so promptly and successfully.

Why a Job Analyst?



In an effort to improve the University Personnel Program, a study of all non-academic and non-professional jobs has been undertaken. Questionnaires have been distributed to employees as the first phase of the study. Employees are now asking: "What is a position classification plan?" And "What are the purposes and advantages of having one?"

A position classification plan is an inventory of the duties and responsibilities of the positions in an organization. It outlines characteristics of positions such as nature of work, level of difficulty and responsibility, and the like; *not* the characteristics of the employees who occupy them.

Its purposes and advantages are several. It assists management in recruitment, testing, orientation, training, transfer and promotion of employees. It establishes the basis for improved employee morale and reduces turnover. It assists supervisory and departmental management by defining jobs and clarifying responsibility. It provides organizational and fiscal control.

The initial study is being conducted under the supervision of the North Carolina Employment Security Commission. To be effective a study of this kind must be kept up-to-date. To provide for this two analysts have been added to the Personnel Department: William Christian in the University Personnel Office and Robert Hall in the Medical Center Personnel Office. Either will be glad to answer any questions concerning the study.