PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

REPORT

FROM JANUARY 1ST TO DECEMBER 31ST

1951

VICTORIA, B.C.
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1952

To His Honour CLARENCE WALLACE, C.B.E.,
Lieutenant-Governor of the Province of British Columbia.

MAY IT PLEASE YOUR HONOUR:

The undersigned respectfully submits the Report of the Civil Service Commission, Province of British Columbia, from January 1st to December 31st, 1951.

WM. T. STRAITH,
Provincial Secretary.

Victoria, B.C., January, 1952.

The Honourable W. T. Straith,
Provincial Secretary,
Province of British Columbia.

SIR,—In conformity with the provisions of section 7 of the "Civil Service Act" (chapter 51, "Revised Statutes of British Columbia, 1948"), I have the honour to submit herewith the Report of the proceedings and work of the Civil Service Commission from January 1st to December 31st, 1951.

I have the honour to be,

Sir,

Your obedient servant,

H. M. MORRISON,
Chairman, Civil Service Commission.

Victoria, B.C., January, 1952.

CIVIL SERVICE COMMISSION

Chairman: HUGH M. MORRISON. *Member:* J. V. FISHER.

Administrative Assistant: A. PARTRIDGE.

PERSONNEL STAFF

Chief Personnel Officer: R. L. W. RITCHIE.

Classification Officer: A. G. RICHARDSON.

Personnel Officer, Vancouver: S. B. WILLISCROFT.

Personnel Officer: J. MERYL CAMPBELL.

Personnel Assistant: D. J. SLADER.

CLERICAL STAFF

Miss M. DIXON.
Mrs. G. KNOTT.
Miss E. WOOD.
Mrs. M. YOLE.
Mrs. G. BRULE.
Miss M. CLAPP.
Miss S. FORD.
Miss P. HEARLE.
Mrs. T. HOLE.
Miss D. THORPE.
Mrs. AGNES DEGRUCHY.
Mrs. M. K. ROSS.
Miss J. MCCUAIG.
Miss D. CLAYDON.
Miss A. BEATTIE.
Mrs. B. MACARTHUR.
Miss BEVERLEY MEYERS.
Miss VIOLET MCBETH.

Vancouver Office

Miss M. M. PATON.
Miss J. M. PEDERSON.

Example of Civil Service vacancy notice. Promotion through open competition is fostered and encouraged. *See* page 11.

IMPORTANT.—In order to ensure all notice possible, this poster should be displayed in a conspicuous place *immediately* on receipt.

FOR SERVICE-WIDE POSTING. *April 18th, 1952.*

CIVIL SERVICE COMMISSION

POSITION VACANT

ATTENTION—CIVIL SERVANTS

Applications from qualified Civil Servants are invited for the positions of:

INTERMEDIATE CLERKS, GRADE 1 (two positions) for the Department of Agriculture, Victoria.

SALARY: $214.50 rising to $258 per month, including Cost-of-living Bonus.

One position is in the office of the Director of Development and Extension, one in the Horticultural Branch. Both involve supervision of records, completion of summary reports and similar data; to assist in the maintenance of a reference library and press clippings; to prepare and check vouchers, requisitions, and statements, etc.; dealing with routine correspondence; supervision of small staff; related duties as required.

QUALIFICATIONS.—High School graduation or equivalent; good knowledge of office practices and procedures; preferably knowledge of agricultural matters; at least 5 years' clerical experience, preferably in work related to agriculture.

Applications to be made in writing and submitted to the Chairman, Civil Service Commission, Victoria, NOT LATER THAN MAY 3RD, 1952.

COMPETITION No. 52-136

When applying for this position please refer to the competition number.

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Report of the Civil Service Commission

Pursuant to Section 7 of the " Civil Service Act," from January 1st to December 31st, 1951

GENERAL

The inflationary economic curve continued its upward climb during 1951, the economic index rising from 171.1 to 191.1, a rise of 20 points. This, with the accompanying general economic expansion, resulted in another year of keen activity for the Civil Service Commission and its staff. The utmost effort was exerted to keep abreast of the increased flow of work, which at all times must be handled accurately and promptly. In addition to its usual activities of recruitment, promotion selection, training, position classification and related activities, and employee relations, the Commission was requested by the Executive Council to conduct general surveys throughout the Civil Service for the purpose of checking sizes of staffs.

The Commission held frequent meetings throughout the year, and, in addition, each member reviewed numerous reports for final consideration and disposal. From time to time, certain Deputy Ministers and other officials were interviewed in order to discuss matters affecting employee classification, departmental establishments, and other personnel problems. Representatives from various employees' associations were received to hear representations covering a wide field of conditions of employment and classification.

AMENDMENTS AND REGULATIONS TO THE " CIVIL SERVICE ACT "

By Order in Council No. 2478/51 (*see* Appendix A), the regulations governing sick-leave were amended to stipulate the rate at which sick-leave may be granted during the first six months of service. This Order also amended the sick-leave regulations by applying sick-leave under the sections governing Workmen's Compensation and veterans' cases to employees whose positions are of a permanent nature (excluding probationary employees).

By Order in Council No. 1643/51 (*see* Appendix B), the cost-of-living bonus to employees of the Provincial Government was increased, effective April 1st, 1951, in accordance with a table of rates providing a cost-of-living bonus of 43 per cent of basic salary, rising to a maximum bonus of $68 per month payable on salaries of $160 per month and up.

RECRUITMENT AND PERSONNEL SERVICES

Appointments and Turnover Rate

During the year, 2,130 new (that is, probationary and temporary) and confirmed permanent appointments (that is, employees who have successfully completed probationary periods in 1951) were made to the Civil Service (*see* Table II, Appendix C). There were 1,963 separations between January 1st and December 31st, 1951, as against 1,418 separations in 1950 (*see* Table VII, Appendix C). In the same period, 887 gained permanent appointment to the Service (*see* Table VI, Appendix C). This latter figure includes probationary appointments carried over from 984 probationary employees appointed in 1950. Of the 2,130 new appointments, 1,191 were probationary and 600 were temporary (*see* Table II, Appendix C). Thus, there were 1,791 new appointments

to the Service in 1951, being 22.4 per cent of the total enrolment of 7,994 as at December 31st, 1951. This 22.4-per-cent turnover rate for 1951 is a rough indication of the holding power of the Service. During the past year, the holding power appeared not to be as great, the turnover rate increasing from 18.5 to 22.4 per cent:—

Year	Percentage Turnover	Year	Percentage Turnover
1947	37	1950	18.5
1948	31.7	1951	22.4
1949	23.6		

The Chief Personnel Officer, in his report (page 16), presents an analysis of the reasons given for leaving the Service. He gives the relative order of occurrence as follows:—

	Percentage of Separations 1951	1950
To accept other employment	20	9
Unsatisfactory services	17	10
Marriage and home, etc.	15	20
Moving from job locality	14	11
To further education	13	13
Ill health	8	11
Miscellaneous reasons or unknown	13	26
Totals	100	100

The second column of the above tabulation affords a comparison with 1950. The increase of from 9 per cent to 20 per cent for those seeking employment elsewhere may be noted. This latter figure is *not* 20 per cent of the entire Civil Service enrolment, but only 20 per cent of the 1,963 separations from the Service. The percentage, the 350 who left to accept other employment, of the 7,994 total enrolment is 4.4.

Of the total number of temporary and probationary male appointments made during the year and still on staff as at December 31st, 1951, 55.5 per cent were veterans with war service (*see* Table XI, Appendix C). Sixty-one per cent of the 4,394 males in the Civil Service are veterans (*see* Table XII, Appendix C).

SEPARATIONS

There were 1,963 separations from the Civil Service during the year. An analysis, according to departments, is given in Table VII, Appendix C. Fifty-three Civil Servants were retired under section 69 of the "Civil Service Act," and, in accordance with the "Civil Service Act Amendment Act, 1946," retiring-leave payments were made to the total of $32,643. Resignations amounted to 1,641; deaths in the Service, 14; dismissals, 66; completions of temporary appointments, 189.

Evidence of screening during probationary periods and of disciplinary action is to be found in the following figures, as reported for the year:—

(1) Number of Civil Servants whose probationary periods were extended 43

(2) Number of Civil Servants who were suspended from duty, but not dismissed 12

(3) Number of Civil Servants who were dismissed 66

GENERAL ELIGIBILITY EXAMINATIONS

General stenographic and clerical examinations for the establishment of eligibility lists in the junior classifications were held quite frequently in Victoria. In Vancouver it was found to be impossible to maintain lists for any practical period of time. Hence, applicants were examined constantly in the Commission's Vancouver office. Interior

points were served through the never-failing and courteous assistance of Government Agents who, when necessary, conducted examinations.

The Chief Personnel Officer, in his report, states that 929 persons were examined in Victoria, of which 621, or 67 per cent, qualified (as against 71 per cent in 1950). In the Vancouver area, as reported by the Vancouver office, 347 persons were examined, of which 307, or 88 per cent, qualified.

PROMOTIONAL POLICY

The policy of employee promotion, instituted officially last year, has been operated quite satisfactorily. During 1951, 269 vacancies were advertised for employee competition. Of these, 87 per cent were filled from within the Service and 13 per cent from without the Service. The Chief Personnel Officer, in his report, draws attention to some problems which, through usage, no doubt will be satisfactorily solved in the interests of both management and employee. His remarks on the necessity of pursuing an aggressive and sound training programme to correlate with the promotional policy are quite pertinent.

IN-SERVICE TRAINING

The usual training courses, conducted by various departments and referred to in previous Annual Reports of this Commission, were continued throughout the year. The intensive supervisory courses, conducted by Personnel Officer Miss J. Meryl Campbell, are continuing, despite some retardation caused by the excessive pressure of other work demanding immediate attention. A start with these courses was made in Vancouver. They were well received. The Civil Service Commission regrets keenly that this important programme has suffered from so much retardation.

THE VANCOUVER OFFICE

The main functions of this office are as follows:—

(1) Recruiting personnel for clerical and institutional positions.
(2) Acting on " promotional panels " from time to time.
(3) Conducting investigations pertaining to recommendations for dismissals from the Civil Service.
(4) Assessing positions for classification purposes.
(5) Conducting surveys as they affect the organization of departments.
(6) Providing information to Government officials and personnel relative to the provisions of the " Civil Service Act " and its regulations.

This office referred 640 candidates, who subsequently gained appointments, to supervisory officials of the institutions and offices, as compared with 495 in 1950 and 478 in 1949. A detailed list is given in Table XIII, Appendix C. This number does not include persons referred to officials as a result of requests for immediate assistance of a temporary nature.

Despite the temporary cessation of maintaining eligible lists for stenographic-clerical positions, " all applicants seeking employment in clerical positions were subjected to standardized examinations." The Personnel Officer believes that these examinations have proved their worth, " as a negligible percentage of appointees of the past year have been unsatisfactory to date."

Mr. Williscroft, as a member of the standing promotion panel in the Mental Health Services, reports that sixty-two appointments resulted during the year in this Branch of the Service. He states that " it appears indicative of the unprejudiced judgment of the panel that none of its recommendations resulted in the submission of grievances by any of the applicants." The Personnel Officer generally reports:—

" The increased number of transfers of Civil Service personnel handled by this office resulted, in the main, from the reorganization of two departmental offices on the Mainland.

During the summer, the offices of the Child Welfare Division, Department of Welfare, moved to Victoria, and later the office staff of the Hospital Insurance Service was reduced. To date, other employment has been arranged for suitable members of these staffs requesting transfer. In addition, seven employees were transferred to other positions as a result of pleas made on compassionate grounds.

" The ' labour pool ' instituted during 1949 in conjunction with the Division of Tuberculosis Control continued to function satisfactorily during the past year, although the general shortage of labour on the Mainland strained its functions at times. It is anticipated that, as a result of the employment of a Personnel Assistant in the Division, completely new recruiting procedures will be instituted during the coming year on a basis of more direct liaison established between that official and this office. If such new procedures prove to be satisfactory, attempts will be made to have them enlarged to embrace the Provincial Laboratories, the Division of Venereal Disease Control, and the Mainland institutions of the Mental Health Service.

" During 1951, this office provided assistance to the Classification Officer by investigating a total of forty-three positions concerning individuals who had made requests to have their positions reviewed. In addition, twenty-one investigations were conducted in respect to general office organizations, staff surveys, and personnel grievances. Some of these, as they concerned such organizations as Oakalla Prison Farm and the Home for the Aged, Vernon, resulted in considerable change among former establishments while others resulted in staff reductions when it was found that more efficient methods of work production could be introduced. For example, five positions were deleted from one departmental establishment when it was determined that the work involved was not of sufficient quantity to warrant full-time employment for five incumbents, and that it could be performed more efficiently by hiring part-time workers on a casual basis as they were required.

"As during past periods, this office continued to act as a source of advice and assistance to Government officials on the Mainland during 1951 on matters relating to personnel administration and Civil Service Commission policy. To provide such assistance in its maximum scope, arrangements were made with the Public Works Department and with the Hospital Insurance Service for the use of their teletype facilities as required. The co-operation extended by these Departments has allowed this office to expand its services and to provide quick advice on many matters that previously would have been dependent on mail services."

CLASSIFICATION AND SALARY PLAN

The Lieutenant-Governor in Council approved recommendations from this Commission, instituting a more logical and consistent pay plan for the Civil Service, effective on April 1st, the date upon which a further increase in the cost-of-living bonus was granted (*see* Appendix B). One hundred and ninety-one salary ranges were reduced to fifty-eight, with certain systematic percentage rates between minima and maxima, and between the various pay levels. In addition, the " time span " of the salary ranges was reduced from eight years to five years, thus eliminating the " skip year " principle; that is, the spreading of five increases over eight years. All increases now are annual. Salaries without ranges are fitted into this structure, at the minimum of the pay levels. The Civil Service pay plan is shown in Table XIV, Appendix C.

At the time of the pay-plan revision and cost-of-living bonus addition, all Civil Service salaries were checked with prevailing rates of fair employers, with the result that some reallocations on the pay plan were recommended and approved, particularly with respect to senior administrative and professional classes, which of late years are becoming more and more pressed against the ceiling of the salary structure. It now is generally recognized that Civil Service salaries must neither walk ahead of public opinion nor lag

behind it, but must occupy an appropriate position in the ranks of fair employers. The reasons are plain, and a comparison of British Columbia Civil Service salaries with those of private employers in this Province indicates that this policy has been followed to a satisfactory degree in the Provincial Public Service.

The median gross salary (including cost-of-living bonus) in the Civil Service is $228 per month, and the median gross salary range is $200.20 to $243 per month. According to Table IX, Appendix C, 10 per cent receive gross monthly salaries of over $318; 5 per cent over $368; 3.6 per cent over $418; 1.6 per cent over $468; 1.1 per cent over $518; and 0.4 per cent over $568. About 90 per cent receive gross monthly salaries less than $319; 77 per cent less than $269; 20 per cent less than $214.93; and 28 per cent less than $179.18.

The Classification Officer reports (*see* page 25) an increase of about 30 per cent of reviews over the number for the previous year. A tabulation of various kinds of reviews and action taken is given in Table XV, Appendix C.

It will also be noted that, upon the request of the Department concerned, several reviews of non-Civil Service establishments were made, as follows: Game Branch, Attorney-General's Department; Gaol Service, Attorney-General's Department; Sheriffs, Attorney-General's Department; Rentals Control Board office in Vancouver, Department of Labour (upon transference from Federal Government); and Cancer Institute staff in Vancouver (upon request of Department of Health).

DEPARTMENTAL ESTABLISHMENTS

The system of centralized card recording of Department staffs, described in our 1950 Report, continues in successful operation. In midsummer, this Commission was given the task of surveying the entire Civil Service staff. The work has been carried on by the technical staff, under the direction of the Classification Officer. This officer in his report (page 29) outlines the work accomplished at the end of the year. Although economies have been effected, no figures are given here, as the work still is in progress.

The Commission's approach to this task was first to use the reports of the management firm of Stevenson & Kellogg as " springboards," in the departments where such reports have been submitted. This Commission would like to record, at this juncture, appreciation for the splendid and whole-hearted co-operation it has received from the various departments and Deputy Ministers.

This type of work essentially is management engineering, and requires trained personnel for the achieving of the greatest results. We are convinced that economies could be achieved, particularly by instituting systems of work simplification in such large operations as hospitals, institutions, and big accounting systems. It is obvious, as stated in previous reports, that there should be a division on organization and methods, headed by a competent and experienced management engineer. Such a division would operate in co-ordination with the present Classification Division. Its members (probably two technicians) would constantly operate in the field. Also, it would give the Commission greater technical support when advising the Government in connection with section 15 of the " Civil Service Act."

SICK AND SPECIAL LEAVE

During the year October 1st, 1950, to September 30th, 1951, some 50,091 days' sick-leave were granted, 40,659½ with pay and 9,431½ without pay, an average of 6.2 days per Civil Servant enrolled as of December 31st, 1951, as compared with an average of 5.3 days for the previous twelve months (*see* Table IV, Appendix C). Not included in the above total are cases granted under the Department of Veterans' Affairs and the Workmen's Compensation Board, amounting to 212 cases.

Special leave for the purpose of training and study, some with the assistance of Federal health grants, was granted to fifty-one employees, and forty-six were granted leave for military training.

Thirty-five employees are on leave of absence, serving in various units of the Armed Forces of Canada, under the provisions of Orders in Council Nos. 2223/50 and 2857/50, and five Civil Servants were granted leave to serve with United Nations organizations.

Effective October 1st, 1951, the recording of vacation and sick leave, which heretofore had been maintained in the office of the Commission, was delegated to the various departments, each department being furnished with an up-to-date record of the sick-leave to the credit of each employee. All such recording is subject to periodic inspection by the Commission. It is considered that this important change will eliminate duplication of records and also a vast amount of correspondence.

GRIEVANCES

Two formal grievances were heard during the year. A senior official presented one in respect to the allocation of his position on the salary plan. Upon appeal from this Commission's decision, the Lieutenant-Governor in Council upheld the official's contention.

The other grievance was presented on behalf of an employee by the B.C. Government Employees' Association in respect to a promotional competition. At time of writing this Report (January 15th), the Commission had not rendered its review decision.

RECORDS AND IMPLEMENTATIONS

The recording section of the Commission's staff was faced with the gigantic task of issuing revised appointment notices to all Civil Servants consequent upon the implementation of the revised pay plan and revised allocations. Through the use of sustained effort and overtime work, the task was completed by November 15th. The Commission is appreciative of the excellent loyalty and support given by its clerical staff in this connection.

An important step was taken by the Commission in the issuance of a " Manual of Personnel Administration " for the guidance of Departmental Personnel Officers and others, whose duties are of an administrative nature. The manual, compiled by the Commission's Administrative Assistant, Arthur Partridge, contains all pertinent information governing Civil Service procedure, including the regulations made pursuant to the " Civil Service Act." It has received very favourable comment from many sources.

EMPLOYEE RELATIONS

Relations with the various employee associations continue generally on a high plane. The doors of this Commission continually are open to their representatives and also to individual employees who seek advice and guidance.

It is regretted that the programme begun in 1950, of visiting employees in points distant from Victoria and Vancouver, had to be dropped during 1951 because of the excessive pressure of other duties. The Commission hopes to have these visits resumed as soon as possible.

CHANGES IN COMMISSION AND STAFF

E. W. Griffith submitted his resignation to the Government in early January of 1951. The contributions which Mr. Griffith has made to the Civil Service are generally recognized, particularly during his years of service as member of two committees which led to the present modern system of Civil Service, and as a charter member of the Civil Service Commission as constituted under the " Civil Service Act " of 1945.

The Commission was happy to recommend and have effected the promotion of Miss J. Meryl Campbell from Personnel Assistant to Personnel Officer, Grade 1. Towards the end of the year, when work on the revised pay plan had been completed, and with the decentralization of sick-leave recording, it was found possible to effect a staff reduction of four positions.

ACKNOWLEDGMENTS

The Commission desires to express its appreciation of the co-operation given in its work by the various departments of Government, by Federal and Provincial Civil Service Commissions, and by various other Governmental officials. The great assistance rendered by Government Agents in conducting local clerical examinations again is noted with thanks. Finally, appreciation is expressed to each member of its technical and clerical staff for efficient and loyal support during a year in which duties were particularly heavy.

CIVIL SERVICE COMMISSION.

H. M. MORRISON,
Chairman.

J. V. FISHER,
Member.

REPORT OF THE CHIEF PERSONNEL OFFICER, R. L. W. RITCHIE, B.A.

1. Recruitment

Vacancies above the " beginning levels " continue to be posted for the benefit of in-service applicants, and the greater number of positions are filled by promotion, as shown by the following table:—

	Number	Per Cent
Positions posted in 1951	269	----
Positions filled by in-service appointments	206	87
Positions filled by outside appointments	31	13

This is evidence that the promotional policy is functioning effectively, and the fact that a large number of Civil Servants were able to qualify successfully reflects credit on the Service as a whole. The proportion of " outside " appointments largely is made up of positions requiring special or technical qualifications not usually obtainable within the Service.

Response to postings generally is good, and selection panels frequently are faced with difficult decisions among a group of candidates of high calibre.

Certain problems have arisen in connection with the promotional policy, some of which still are in the process of solution. One of the immediate effects of the policy has been to limit the number of opportunities for applicants outside the Service, apart from very junior positions. As the in-service candidate with minimum qualifications receives preference over outside applicants, there is a danger that the Service may be deprived of persons with outstanding qualifications while tolerating the mediocre. However, this situation may be modified by two courses of action:—

(1) By improving and strengthening the selection processes at beginning levels. At the present time, difficulty still is encountered in obtaining a sufficient number of young single male applicants for junior positions in order to make positive selection possible.

(2) By a more active and vigorous training programme to develop to the fullest extent the potential of each employee. This is being developed and encouraged, although at present the facilities of this Commission are limited, and the ultimate obligation for staff training rests with the individual departments.

Further problems in the administration of promotional policy are receiving attention —for example, the emphasis to be given seniority; departmental preference; the extent of distribution of posting notices; the constitution of examining panels and procedures when panels fail to agree, etc. An expeditious and effective administration is being developed in this regard.

" Beginning level " positions continue to be filled from eligible lists. Written examinations are held for all clerical classifications up to Clerk, Grade 2. Civil Servants may take any qualifying examination on request and, if successful, are placed on in-service eligibility lists.

The following positions were posted for competition within the Service during 1951; those marked with an asterisk also were publicly advertised:—

Assistant Bridge Engineer, Department of Public Works, Victoria.

*Assistant Comptroller of Hospital Accounting, Hospital Insurance Service, Victoria.

Assistant Foreman Gardener, Department of Health, Tranquille.

Assistant Forester, Grade 3, Management Division, British Columbia Forest Service, Victoria.

Assistant Paving Engineer, Surfacing Engineer's Office, Department of Public Works, Vancouver.

*Assistant Photographer, Public Relations Division, British Columbia Forest Service, Victoria.
Assistant Right-of-way and Claims Agent, Department of Public Works, Victoria.
Assistant Superintendent of Farms, Colony Farm, Essondale.
Assistant Supervisor of Municipalities, Department of Municipal Affairs, Victoria.
*Audit Accountant, Grade 2, Accounts Division, British Columbia Forest Service, Victoria.
Audit Accountant, Grade 3, Accounting Branch, Department of Education, Victoria.
*Audit Accountant, Grade 2, Hospital Finance Division, Hospital Insurance Service, Victoria.
*Audit Accountants, Grade 1 (three positions), Social Security and Municipal Aid Tax Branch, Department of Finance, Vancouver.
*Auditor, Utilities Investigations, Public Utilities Commission, Victoria.
Barber, Grade 1, Provincial Home, Kamloops, Department of Welfare.
*Butcher and Instructor, Provincial Mental Hospital, Essondale.
Carpenter, Department of Public Works, Tranquille.
Chief Clerk, Supreme and County Courts, Department of Attorney-General, Vancouver.
Chief Dietitian, Provincial Mental Hospital, Essondale.
Chief Dietitian, Pearson Hospital.
Chief Dietitian, Tranquille Sanatorium.
Chief Janitor, Grade 1, Government Agency, Department of Finance, Nanaimo.
Chief Janitor, Grade 1, Department of Public Works, Vancouver.
Chief Janitor, Grade 2 (night), Department of Public Works, Victoria.
Chief Janitor, Grade 2 (day foreman), Department of Public Works, Victoria.
Chief Janitor, Grade 2, Provincial Infirmary, Marpole, Hospital Insurance Service.
Chief Stationary Engineer, School for the Deaf and the Blind, Vancouver.
Chief Stationary Engineer, Victoria Normal School, Department of Public Works.
Clerk, Grade 2, Surveyor of Taxes Office, Department of Finance, Victoria.
Clerk, Grade 2, Group Payment Division, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Provincial Infirmary, Marpole, Hospital Insurance Service.
Clerk, Grade 2 (two positions), Direct Payment Division, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Old-age Pension Board, Department of Health and Welfare, Vancouver.
Clerk, Grade 2, Supreme and County Court Registry, Department of Attorney-General, Vancouver.
Clerk, Grade 2, Accounting Branch, Department of Public Works, Victoria.
Clerk, Grade 2, Registration and Exemptions Division, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Office of the Comptroller-General, Department of Finance, Victoria.
Clerk, Grade 2 (two positions), Direct Payment Division, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Social Security and Municipal Aid Tax Branch, Department of Finance, Victoria.
Clerk, Grade 2, Group Payment Division, Hospital Insurance Service, Victoria.

Clerk, Grade 2, Social Security and Municipal Aid Tax Branch, Department of Finance, Vancouver.
*Clerk, Grade 2, British Columbia Forest Service, Nelson.
Clerk, Grade 2, Government Agency, Nelson, Department of Finance.
Clerk, Grade 2, Government Agency, Cranbrook, Department of Finance.
*Clerk, Grade 2, British Columbia Forest Service, Prince Rupert.
Clerk, Grade 2, Surveyor of Taxes Office, Department of Finance, Victoria.
Clerk, Grade 2, Office of Departmental Comptroller, Department of Public Works, Victoria.
Clerk, Grade 2, Old-age Pension Board, Department of Health and Welfare, Vancouver.
Clerk, Grade 2, Tranquille Unit, Division of Tuberculosis Control, Department of Health and Welfare.
Clerk, Highway Sign Branch, Department of Public Works, Langford.
Clerk, Grade 2, Government Agency, Cranbrook, Department of Finance.
Clerk, Grade 2, Direct Payment Division, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Government Agency, Quesnel, Department of Finance.
Clerk, Grade 2, Registration and Exemptions Division, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Public Relations Office, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Supreme Court Registry, Department of Attorney-General, Vancouver.
Clerk, Grade 2, Allco Infirmary, Haney, Hospital Insurance Service.
Clerk, Grade 2, British Columbia Forest Service, Kamloops.
Clerk, Grade 2, Surveyor of Taxes Office, Department of Finance, Victoria.
Clerk, Grade 2, Departmental Comptroller's Office, Hospital Insurance Service, Victoria.
Clerk, Grade 2, Hospital Claims Division, Hospital Insurance Service, Victoria.
Clerk-Stenographer, Physical Education and Recreation Branch, Department of Education, Vancouver.
Clerk-Stenographer, Social Welfare Branch, Abbotsford.
Clerk-Stenographer, Reforestation Division, British Columbia Forest Service, Victoria.
Clerk-Stenographer, Motor Carrier Branch, Public Utilities Commission, Nelson.
Clerk-Stenographer, Government Travel Bureau, Department of Trade and Industry, Victoria.
Clerk-Stenographer, Hospital Services Division, Hospital Insurance Service, Victoria.
Clerk-Stenographer, Department of Labour, Victoria.
Clerk-Stenographer, Provincial Infirmary, Marpole, Hospital Insurance Service.
Clerk-Stenographer, Health Unit No. 7, Department of Health and Welfare, Chilliwack.
Clerk-Stenographer, Division of Vital Statistics, Department of Health and Welfare, Victoria.
Clerk-Stenographer, Social Welfare Branch, Penticton.
Clerk-Stenographer, Office of the Surfacing Engineer, Department of Public Works, Vancouver.
Clerk-Stenographer, Office of the Superintendent of Brokers, Department of Attorney-General, Victoria.
Clerk-Stenographer, Office of Departmental Comptroller, Hospital Insurance Service, Victoria.

Clerk-Stenographer, Division of Tuberculosis Control, Department of Health and Welfare, Jericho Unit, Vancouver.
Clerk-Stenographer, Visual Education Branch, Department of Education, Vancouver.
*Clerk-Stenographer, Supreme Court Registry, Nelson.
Clerk-Stenographer, Social Welfare Branch, Field Service, Nanaimo.
Clerk-Stenographer, Social Welfare Branch, Victoria.
Clerk-Stenographer, Division of Tuberculosis Control, Department of Health and Welfare, Vancouver.
Clerk-Stenographer, Public Utilities Commission, Motor Carrier Branch, Kelowna.
*Clerk-Stenographer, Water Rights Branch, Nelson.
*Conciliation Officers, Grade 1 (two positions), Department of Labour, Vancouver.
Cook, Grade 1, Jericho Unit, Division of Tuberculosis Control, Vancouver.
Cook, Grade 5, Tranquille Sanatorium, Department of Health and Welfare.
*Dairy Inspector, Live Stock Branch, Department of Agriculture, Vancouver.
*Dental Assistants, Grade 2, New Westminster, Mission, Vernon, and Prince George Health Units.
Deputy Court Registrar, Grade 2, Supreme and County Courts, Department of Attorney-General, Victoria.
Deputy Business Manager, Provincial Mental Home, Colquitz.
Director of Apprenticeship, Department of Labour, Vancouver.
District Engineer, Department of Public Works, Grand Forks.
Divisional Engineer, Department of Public Works, Vancouver Island.
Draughtsman, Grade 2, Land Utilization Research and Survey Branch, Department of Lands and Forests, Victoria.
Electrician, Department of Public Works, Parliament Buildings, Victoria.
Foreman Painter, Department of Public Works, Vancouver.
Foreman Painter, Department of Public Works, Victoria.
Foreman Sign Painter, Department of Public Works, Langford.
Gardener Foreman, Department of Public Works, Essondale.
Gardener Foreman, Department of Public Works, Government House, Victoria.
Gardener Foreman and Grounds Overseer, Department of Health and Welfare, Tranquille Sanatorium.
*Gardener, Grade 1, Department of Public Works, Parliament Buildings, Victoria.
Gardener, Grade 1, Department of Public Works, Prince Rupert.
General Foreman, Grade 1, Department of Public Works, Nelson-Creston District.
General Foreman, Grade 1, Department of Public Works, Boston Bar.
*Handicraft Instructors, Provincial Mental Hospital, Essondale.
Head Ferryman, Castlegar Ferry, Department of Public Works.
Head Ferryman, Clayhurst Ferry, Department of Public Works.
Head Nurse, Division of Tuberculosis Control, Tranquille Unit.
Head Nurse, Provincial Home, Kamloops, Department of Health and Welfare.
Head Nurse, Division of Tuberculosis Control, Tranquille Unit.
Head Nurse, Willow Chest Centre, Division of Tuberculosis Control, Vancouver.
Head Nurse and Relief Supervisor, Division of Tuberculosis Control, Tranquille Unit.

*Hospital Accounting Auditor, Hospital Insurance Service, Victoria.
*Housekeeper (Home Supervisor), Home for the Aged, Vernon.
Hospital Housekeeper, Grade 1, Jericho Unit, Division of Tuberculosis Control, Vancouver.
Hospital Housekeeper, Grade 2, Pearson Hospital.
*Inspector of Apprenticeship, Department of Labour, Vancouver.
Inspector of Labour, Grade 1, Department of Labour, Vancouver.
*Inspector of Motor Carriers, Grade 1, Motor Carrier Branch, Public Utilities Commission, Vancouver.
*Inspector, Grade 1, Social Security and Municipal Aid Tax Branch, Vancouver.
Inspector of Auto Courts, British Columbia Government Travel Bureau, Department of Trade and Industry, Victoria.
*Inspector of Motor Carriers, Grade 1, Motor Carrier Branch, Public Utilities Commission, Vancouver.
*Inspector of Animal Brands, Office of the Recorder of Brands, Department of Agriculture, Victoria.
Intermediate Clerk, Grade 1, Victoria District Office, Hospital Insurance Service.
Intermediate Clerk, Grade 1, Motor Carrier Branch, Public Utilities Commission, Vancouver.
Intermediate Clerk, Grade 1, Department of Public Works, Cloverdale Garage.
Intermediate Clerk, Grade 1, Forest Management Office, British Columbia Forest Service, Victoria.
Intermediate Clerk, Grade 1, Office of the Sheriff, Department of Attorney-General, Vancouver.
Intermediate Clerk, Grade 1, British Columbia Forest Service, Vancouver.
Intermediate Clerks, Grades 1 and 2, District Office, British Columbia Forest Service, Vancouver.
Intermediate Clerk, Grade 1, Surveyor of Taxes Office, Department of Finance, Victoria.
Intermediate Clerk, Grade 1, Social Security and Municipal Aid Tax Branch, Department of Finance, Victoria.
Intermediate Clerk, Grade 1, British Columbia Forest Service, Vancouver.
Intermediate Clerk, Grade 1, Office of Departmental Comptroller, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 1, Land Registry Office, Department of Attorney-General, New Westminster.
*Intermediate Clerk, Grade 1, Tabulating Division, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 1 (microfilm operator), Division of Vital Statistics, Victoria.
Intermediate Clerk, Grade 1, Surveyor of Taxes Office, Department of Finance, Victoria.
Intermediate Clerk, Grade 1, Accounts Section, Text-book Branch, Department of Education, Victoria.
Intermediate Clerk, Grade 1, Comptroller-General's Office, Department of Finance, Victoria.
Intermediate Clerk, Grade 1, Department of Municipal Affairs, Victoria.
Intermediate Clerk, Grade 2, Direct Payment Division, Hospital Insurance Service, Victoria.

Intermediate Clerk, Grade 2, Water Rights Branch, Department of Lands and Forests, Victoria.
Intermediate Clerk, Grade 2, Group Payment Division, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 2, Forest Management Office, British Columbia Forest Service, Victoria.
Intermediate Clerk, Grade 2, Tabulating Division, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 2, Direct Payment Division, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 2, Group Payment Division, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 2, Office of Departmental Comptroller, Hospital Insurance Service, Victoria.
Intermediate Clerk, Grade 2, Surveyor of Taxes Office, Department of Finance, Victoria.
Intermediate Clerk, Grade 2, Social Security and Municipal Aid Tax Branch, Department of Finance, Vancouver.
Intermediate Clerk, Grade 2 (temporary), Victoria District Office, Hospital Insurance Service.
Intermediate Clerk, Grade 2, Central Microfilm Bureau, Department of Education, Victoria.
Intermediate Clerk, Grade 2, Social Security and Municipal Aid Tax Branch, Department of Finance, Kamloops.
Intermediate Clerk, Grade 2, Department of Municipal Affairs, Victoria.
Intermediate Clerk, Grade 2, British Columbia Forest Service, Kamloops.
Intermediate Clerk, Grade 2, Accounting Branch, Department of Public Works, Victoria.
Intermediate Clerk, Grade 2, Supreme and County Court Registry, Department of Attorney-General, New Westminster.
Intermediate Clerk, Grade 2, Hospital Claims Division, Hospital Insurance Service, Victoria.
*Investigator, Labour Relations Board, Department of Labour, Vancouver.
Janitor-Engineer, Grade 2, Government Agency, Department of Finance, Revelstoke.
Leading Blacksmith, Department of Public Works, Essondale.
Legal Stenographer, Supreme Court Registry, Department of Attorney-General, Vancouver.
Mate, Kootenay Lake Ferry, Department of Public Works, Nelson.
Mechanic, Grade 4, Department of Public Works, Fernie.
Mechanic, Grade 4, Department of Public Works, Revelstoke.
Mechanic, Grade 4, Department of Public Works, Merritt.
Mechanic, Grade 4, Department of Public Works, Penticton.
Mechanic, Grade 4, Department of Public Works, Prince Rupert.
Mechanic, Grade 4, Department of Public Works, New Westminster.
Mechanic, Grade 4, Department of Public Works, Kamloops.
Mechanic, Grade 5, Department of Public Works, New Denver.
Mechanic, Grade 6, Department of Public Works, Courtenay.
Mechanic, Grade 6, Department of Public Works, Nelson.
Mechanic, Grade 6, Department of Public Works, Burnside.
*Mechanical Inspector, British Columbia Forest Service, Prince Rupert.
*Nursing Counsellor, Provincial Mental Hospital, Essondale.

Orderly (two positions), Provincial Home, Kamloops, Department of Health and Welfare.

Orderly—Charge, Division of Tuberculosis Control, Jericho Unit, Vancouver.

Painters (five positions), Department of Public Works, Vancouver.

*Personnel Assistant, Division of Tuberculosis Control, Department of Health and Welfare, Vancouver.

*Personnel Officer, Grade 1, British Columbia Forest Service, Victoria.

*Photostat Operator, Office of the Registrar, Department of Education, Victoria.

*Plasterer and Tile-setter, Grade 2, Department of Public Works, Tranquille.

*Psychiatric Nurse Supervisor, Girls' Industrial School, Department of Health and Welfare.

Purser, Kootenay Lake Ferry, Department of Public Works.

Radio Technician, British Columbia Forest Service, Prince Rupert.

*Research Assistant, Grade 2, Motor Carrier Branch, Public Utilities Commission, Vancouver.

*Research Assistant, Grade 2 or 3, Director of Conservation's Office, Department of Lands and Forests, Victoria.

Road Foreman, Grade 3, Department of Public Works, Salmon Arm.

Road-maintenance Engineer, Department of Public Works, Victoria.

Roll Supervisor, Office of Surveyor of Taxes, Department of Finance, Victoria.

Secretarial Stenographer, Grade 1, Mineralogical Branch, Department of Mines, Victoria.

Secretarial Stenographer, Grade 1, Tranquille Sanatorium, Department of Health and Welfare.

Secretarial Stenographer, Grade 1, Purchasing Commission, Department of Finance, Victoria.

Secretarial Stenographer, Grade 1, Labour Relations Board, Department of Labour, Vancouver.

Secretarial Stenographer, Grade 1, Willow Chest Centre, Division of Tuberculosis Control, Vancouver.

Secretarial Stenographer, Grade 1, Board of Industrial Relations, Department of Labour, Vancouver.

Secretarial Stenographer, Grade 1, Public Health Branch, General Services, Department of Health and Welfare, Victoria.

Secretarial Stenographer, Grade 1, Milk Board, Department of Agriculture, Vancouver.

Secretarial Stenographer, Grade 1, Conciliation Branch, Labour Relations Board, Department of Labour, Victoria.

Secretarial Stenographer, Grade 1, School Radio Broadcasts, Department of Education, Vancouver.

Secretarial Stenographer, Grade 2, Office of Deputy Minister of Trade and Industry, Victoria.

Secretarial Stenographer, Grade 2, Office of the Comptroller-General, Victoria.

Secretarial Stenographer, Grade 2, Office of the Deputy Minister of Railways, Victoria.

Senior Clerk, Grade 1, Provincial Infirmary, Marpole.

Senior Clerk, Grade 1, (Government Sub-Agent), Department of Finance, Fort St. John.

Senior Clerk, Grade 1, District Office, British Columbia Forest Service, Vancouver.

Senior Clerk, Grade 1, Creston Sub-Agency, Department of Finance.

Senior Clerk, Grade 1, Office of the District Engineer, Department of Public Works, New Westminster.

Senior Clerk, Grade 1, Comptroller-General's Office, Department of Finance, Victoria.
Senior Clerk, Grade 1 (field representative), Group Payment Division, Hospital Insurance Service.
Senior Clerk, Grade 1, Accounts Branch, Department of Public Works, Victoria.
Senior Clerk, Grade 1, General Office, Department of Education, Victoria.
Senior Clerk, Grade 1, Surfacing Engineer's Office, Department of Public Works, Victoria.
Senior Clerk, Grade 1, Supreme Court Registry, Department of Attorney-General, Vancouver.
*Senior Clerk, Grade 1 (regional representative), Hospital Insurance Service, Prince George.
Senior Clerk, Grade 2, Equipment Branch, Department of Public Works, Victoria.
Senior Clerk, Grade 2, British Columbia Forest Service, Kamloops.
Senior Clerk, Grade 2, Old-age Pension Board, Vancouver.
Senior Clerk, Grade 2 (Inspector of Offices), Accounting Branch, Department of Public Works, Victoria.
Senior Business-machines Mechanic, Purchasing Commission, Department of Finance, Victoria.
Senior Clerk-Stenographer, Public Utilities Commission, Victoria.
*Senior Draughtsman, Chief Architect's Office, Department of Public Works, Victoria.
Senior Key-punch Operator, Tabulating Division, Bureau of Economics and Statistics, Department of Trade and Industry, Victoria.
Senior Key-punch Operator, Tabulating Division, Hospital Insurance Service, Victoria.
Senior Stenographer, Child Welfare Division, Department of Health and Welfare, Victoria.
Senior Stenographer, Child Guidance Clinic, Mental Health Services, Department of Provincial Secretary, Vancouver.
Senior Stenographer, Social Welfare Branch, Field Service, Victoria.
*Senior Tabulating-machine Operator, Bureau of Economics and Statistics, Department of Trade and Industry, Victoria.
Senior Tabulating-machine Operator, Department of Finance, Victoria.
Social Worker, Grade 2 (Male), Division of Venereal Disease Control, Department of Health and Welfare, Vancouver.
Social Workers, Grade 5 (three positions), Department of Health and Welfare.
*Speech Therapist, Child Guidance Clinic, Mental Health Services, Vancouver.
Staff Nurse, Grade 2, Tranquille Sanatorium.
Stockman, Grade 4, Department of Public Works, Prince George.
Stockman, Grade 5, Pearson Hospital, Department of Health and Welfare.
Stockman, Grade 5, Home for the Aged, Terrace.
Stockman, Grade 5, Home for the Aged, Vernon.
Superintendent of Ferries, Department of Public Works, Victoria.
*Superintendent of Public Works, Essondale and New Westminster.
Supervisor of Field Staffs, Hospital Insurance Service, Victoria.
*Supervisor, Grade 1 (mechanical tabulation), Hospital Insurance Service, Victoria.
Supervisor, Grade 2 (mechanical tabulation), Department of Finance, Victoria.
Tabulating-machine Operator, Grade 2, Division of Vital Statistics, Department of Health and Welfare, Victoria.

*Technical Draughtsman, Bridge Engineer's Office, Department of Public Works, Victoria.

Timberland Appraiser, Surveyor of Taxes Office, Department of Finance, Victoria.

*X-ray Technicians, Grade 2 (two positions), Department of Health and Welfare.

2. Examinations

Written examinations during 1951 were held as follows:—

Place	Date Held	Position
Victoria	January 30th, 1951	Eligibility examinations for Stenographers, Grade 1A; Stenographers, Grade 2; Typists; Junior Clerks (Male).
Victoria	March 6th, 1951	Stenographers, Grade 1A; Stenographers, Grade 2; Typists; Junior Clerks (Male and Female); Clerks, Grade 1.
Victoria (in-service)	March 6th, 1951	Stenographers, Grade 2; Clerks, Grade 1 .
Victoria	April 10th, 1951	Stenographers, Grade 1A; Stenographers, Grade 2; Typists; Junior Clerks; Clerks, Grade 1.
Victoria	May 8th, 1951	Stenographers, Grade 1A; Stenographers, Grade 2; Typists; Junior Clerks (Male and Female); Clerks, Grade 1.
Victoria (in-service)	May 8th, 1951	Stenographers, Grade 2; Clerks, Grade 1.
Victoria	June 19th,1951	Stenographers, Grade 1A; Stenographers, Grade 2; Typists; Junior Clerks; Clerks, Grade 1; Junior Draughtsmen.
Victoria	August 16th, 1951	Stenographers, Grade 1A; Stenographers, Grade 2; Clerks, Grade 1 (Male and Female); Clerk-Typists; Junior Clerks (Male).
Victoria	September 18th, 1951	Stenographers, Grade 1A; Stenographers, Grade 2; Clerks, Grade 1 (Male and Female); Clerk-Typists; Junior Clerks (Male); Junior Draughtsmen, Grade A.
Victoria	November 14th, 1951	Stenographers, Grade 1A; Stenographers, Grade 2; Clerks, Grade 1 (Male and Female); Clerk-Typists; Junior Clerks (Male); Junior Draughtsmen, Grade A.

The number of persons who were examined and who qualified in the Victoria area were as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Junior Clerks	245	168	69
Clerks, Grade 1	219	167	77
Typists	214	118	55
Stenographers, Grade 1	104	62	59
Stenographers, Grade 2	122	87	71
Junior Draughtsmen	25	19	76
Totals	929	621	67

3. Training

The intensive course in supervisory training, started last year, is continuing successfully. Pressure of other work necessarily has slowed this programme, but during 1951 the following number of supervisors received this training:—

Department	Number of Supervisors
Attorney-General	36
Education	50
Finance	16
Health and Welfare	4
Lands	18
Mines	6
Public Works	2
Total	132

The Personnel Division has given advice and assistance to the Public Works Department in the matter of training apprentice gardeners. A regular programme of training now is established, which should ensure a supply of qualified replacements for gardener positions. A group of gardeners' helpers who had several years' " contact " training were permitted to take an examination to qualify as gardeners, and all were successful.

4. Staff Turnover

The following is an analysis of staff separations recorded during 1951:—

Reason for Separation	Per Cent
To further education	13
Marriage, pregnancy, required at home, etc.	15
Moved from job locality	14
Ill health	8
To accept other employment	20
Services unsatisfactory, dismissed, etc.	17
Miscellaneous reasons or unknown	13
Total	100

It is noteworthy that the principal reason for separation is to accept other employment, which constitutes 20 per cent of all separations. This is an increase over the figure of 9 per cent for 1950, but may be largely accounted for by the fact that there were many more " unknown " reasons for separations last year, of which a considerable proportion probably would be included under this heading. An inspection of the specific cases leaving for other employment indicates no significant trend—that is, they are distributed over a variety of classifications. The shift in importance of this item indicates the continued need for salary surveys to maintain the relative competitive level of the Civil Service with other employers.

The percentage turnover does not differ significantly from that of 1950, which is in keeping with normal expectations. There is no evidence of marked causes of dissatisfaction resulting in an abnormal separation rate.

5. General

The Personnel Division continues to assist departmental officials in all matters of personnel administration, interpretation of policy, etc. Counsel is given employees on individual problems, and a number of successful vocational adjustments have been achieved. A number of minor individual grievances have been dealt with and brought to satisfactory conclusion with a minimum of formality. Service and assistance is offered the general public in matters within the Commission's jurisdiction, and special attention is given to the problems of veterans and handicapped persons. Close liaison is maintained with the Department of Veterans' Affairs, the National Employment Service of Canada, and the Workmen's Compensation Board, whose co-operation and assistance is acknowledged with thanks.

REPORT OF THE CLASSIFICATION OFFICER, A. G. RICHARDSON, M.A.

Table XV, Appendix C, indicates the number of different types of reviews conducted during 1951, with comparative figures for 1949 and 1950. It will be noted that the total of all reviews has increased approximately 30 per cent over 1950 and about 12 per cent over 1949. The increase over 1948 is about 50 per cent. The table indicates that all types of reviews increased considerably over 1950.

A comparison of the number of reviews conducted in the various departments indicates that by far the greatest was in the Hospital Insurance Service, 388, 210 of which resulted in no change of salary or evaluation. The next greatest number was completed in the Forest Service with 78; the Department of Public Works with 68; the Health Branch with 46; the Attorney-General's Department with 45; the Lands Branch with 43; the Finance Department with 42; the Provincial Secretary's Department with 40; the Welfare Branch with 38; the Department of Trade and Industry with 25; the Department of Education with 18; the Department of Agriculture with 12; the King's Printer with 10; the Department of Labour with 9; the Department of Mines with 6; the Department of Municipal Affairs with 3; the Department of Fisheries with 2; and the Department of Railways and " Provincial Elections Act " each with 1.

In addition to the above reviews, a number of positions were deleted from the classification schedules as follows:—

Apprentice Business Machine Mechanic.
*Engineer—Stationary, Grades 2A and 3A.
Instructor—Normal School, Grade 5.
Supervisor—Welfare Case Work.
Nurse—Staff—Deputy-Charge (Marpole Infirmary).
Nurse—Staff—Charge (Marpole Infirmary).
Actuarial Assistant.
*Chief Auditor—Social Security and Municipal Aid Tax Branch.
Research Assistant—Museum, Grades 1, 2, and 3.
Ranger, Grade 3.
Royalty Inspector.
Assistant Royalty Inspector.
Dentist.
*Reaction-ferry Operators (Lillooet and North Caribou).
Accountant—Department of Education.
*Stockman, Grade 1A.
*Blue-printer's Assistant, Grade 1A.
*X-ray Assistant, Grade A.
*Operator—Microfilm, Grade A.
Chief Supervisor—Mechanical Tabulation.
*Fire Inspector.
*Supervisor of Apprenticeship Technical Training.
*Examiner of Stationary Engineers.
*Secretary—Coal and Petroleum Control Board.
*Inspector—Coal and Petroleum Control Board.
*Architect—Student, Grade A.
*Nurse's Aide, Grade A.
*Nurse's Aide (Tranquille), Grade A.
Inspector—Hospital Accounting.
Inspector—Assistant—Hospital Accounting.
Chief Photographic Processing Technician.
*Outfit-maker and Glassware Cleaner, Grade A.
*Dental Assistant.
*Supervisor—Group Payment and Tabulation (Hospital Insurance Service).

Those positions marked with an asterisk were discarded entirely, while those not marked were reclassified into existing or new classifications.

Also, in addition to those reviews tabulated, a number of new positions were defined, classified, and evaluated. These were as follows:—

Department of Health and Welfare

Architect, Grade 2, employed under Federal health grants.
Stenographer, Grade 2.
Public Health Nurse temporarily employed in the Nechako District.
*Public Relations Officer.
Clerk, Grade 2.
*Rehabilitation Officer.
*Director of Treatment, Boys' Industrial School.
*Epidemiologist.
Supervisor of Psychiatric Nurses—Girls' Industrial School.
*Social Worker, Grade 3.
*Social Worker, Grade 4.
*Social Worker, Grade 5.
*Supervisor of Welfare, Grade 3.

Department of Attorney-General

Official Stenographer, Nanaimo.
*Court Reporter, Grade 2.
*Court Reporter, Grade 3.
*Inspector—Fire Marshal's Office.
*Chief Inspector—Fire Marshal's Office.

Hospital Insurance Service

*Inspector of Hospitals and Consultant.
*Supervisor of District Offices.
*Director of Registrations and Collection.

Department of Lands and Forests

Survey Assistant, Grade 2.
Senior Clerk, Grade 1—Dyking Commission.
*Map Editor-in-chief.
*Chief—Geographical Division.
*Assistant Chief—Geographical Division.
*Supervisor of Air Operations.
*Project Engineer.
Intermediate Clerk, Grade 2—Forest Office, Kamloops.
Clerk, Grade 2—Forest Office, Kamloops.
Clerk-Typist—Forest Office, Kamloops.
*Billing-machine Operator.
*Supervisor of Billing Machines.
*Superintendent of Construction.
Draughtsman, Grade 2.
Forest Assistant, Grade 3.
Ranger, Grade 2.
Audit Accountants, Grade 2.
Departmental Comptroller.
Marine Mechanic.
Intermediate Clerk, Grade 1.
Assistant Forester, Grade 3.

Department of Finance

*Roll Supervisor—Surveyor of Taxes.
Intermediate Clerk, Grade 2—Surveyor of Taxes.
Intermediate Clerk, Grade 1—Surveyor of Taxes.
Clerk-Typist—Surveyor of Taxes.
*Collections Officer.

Department of Provincial Secretary

Housekeeper (Home Supervisor)—Vernon.
*Speech Therapist, Grade 1.
*Speech Therapist, Grade 2.
*Butcher (Essondale).
*Bus-driver.
*Psychiatric Aide (Male).
*Psychiatric Aide (Female).

Department of Public Works

*Paint Cleaner.
*Foreman Painter (Vancouver).
*Assistant Paving Engineer.
*Assistant Right-of-way and Claims Agent.
*Crusher Foreman, Grade 3.
*Toll Collector, Grade 2.
*Toll Collector, Grade 3.
*Mate (Francois Lake Ferry).
Traffic Enumerator.
*Roofer.
*Ferry Engineer, Grade 2 (Gasoline).
*Ferry Engineer, Grade 3 (Gasoline).
*Foreman Carpenter and Overseer (Vancouver).
*Superintendent of Public Works (Victoria).
*Assistant Purser (Kootenay Lake Ferry).
*Aircraft Mechanic, Grade 2.

Department of Municipal Affairs

Assistant Supervisor of Municipalities.

Department of Fisheries

*Director of Biological Services.

Department of Education

Intermediate Clerk, Grade 2 (Microfilm).
Photostat Operator.
Microfilm Operators.

Department of Trade and Industry

*Inspector of Auto Courts.

Department of Agriculture

Inspector of Cow-testing Associations.

Department of Labour

Clerk-Typist.

Several Departments

*Dental Officer, Grade 1.
*Dental Officer, Grade 2.
*Dental Officer, Grade 3.
*Dental Officer, Grade 4.
*Supervisor—Tabulating Machines, Grade 1.
*Supervisor—Tabulating Machines, Grade 2.
*Switchboard Operator, Grade 3.
*Switchboard Operator, Grade 4.
*Audit Accountant, Grade 4.
*Senior Operator of Tabulating Machines, Grade 2.

Those positions marked with an asterisk required amendments to the classification schedule. Those not marked were classified in existing positions in the schedules.

A number of reviews also were made of salaries in non-Civil Service organizations. These were as follows: Game Branch, Attorney-General's Department; Gaol Service, Attorney-General's Department; Sheriffs, Attorney-General's Department; Rentals Control Board Office in Vancouver, transferred from Federal Government to Provincial Government; and Cancer Institute staff in Vancouver.

The Classification Division was also given the responsibility for reviewing the entire Civil Service staff to determine whether or not there was overstaffing and to recommend reductions where possible. These reviews have been time-consuming, but the assistance of other technical staff within the Commission has been of considerable assistance. To December 31st, 1951, the following departments have been surveyed and recommendations submitted:—

Lands Branch—Department of Lands and Forests

General Office.
Superintendent of Lands Offices.
Coal, Petroleum and Natural Gas Control Office.
Water Rights Offices.
Survey and Mapping Service Offices, which includes Geographic, Topographic, Legal Surveys, and Air Survey Divisions.

Department of Trade and Industry

British Columbia Government Travel Bureau.
Bureau of Economics and Statistics.
Office of the Trade Commissioner.
Regional Development Division.

Public Utilities Commission

Headquarters Office.

Department of Finance

General Office.
Surveyor of Taxes Office.
Mechanical Tabulation Division.
Probate and Succession Duties Office.
Purchasing Commission.
Government Agencies.
Victoria Assessor's Office.
Postal Office.
Social Security and Municipal Aid Tax Division.

Department of Mines

General Office.
Mineralogical Branch.
Mine Inspector's Branch.
Analytical and Assay Branch.

Department of Health and Welfare

Minister of Health and Welfare's Office.

Department of Provincial Secretary

Civil Service Commission Office.

The staff surveys are continuing and reviews are currently being conducted in the following departments which have not as yet been completed: Department of Health and Welfare, Department of the Attorney-General, Department of Provincial Secretary, and Department of Labour.

During 1951, a considerable proportion of the time of the Classification Officer was devoted to general changes in the Civil Service pay plan. The inconsistent salary ranges, amounting to 191 in number, were reduced to 58 pay-levels and all positions within the Civil Service assigned to one or other of these levels. At the same time, the length of time required to reach the maximum salary in the range was reduced from a period of eight years to a period of five years, eliminating " skip-years " in all salary ranges. Also instituted was a system of percentage difference between salaries, amounting to roughly 5 per cent to the nearest $5 per month, which resulted in roughly 25 per cent difference between minimum and maximum salaries at each salary-level.

In conjunction with the revisions in pay plan, a large number of positions, most of which were at the professional and senior-administrative levels, were reallocated on the new salary ranges. These changes were co-ordinated with a general increase approved by the Government in the cost-of-living bonus.

APPENDICES

APPENDIX A

Order in Council—Regulations re Sick-leave

To His Honour the Lieutenant-Governor in Council:

The undersigned has the honour to report that Order in Council No. 2879, approved December 30th, 1949, made regulations pursuant to the "Civil Service Act" governing the manner in which sick-leave may be granted:

And that the Civil Service Commission, constituted under the "Civil Service Act," has amended the said regulations in terms of the resolution attached hereto:

And to recommend that, pursuant to section 8 of the "Civil Service Act," the amendments to the regulations as set out in the said resolution be approved.

Dated this 23rd day of October, A.D. 1951.

WM. T. STRAITH,
Provincial Secretary.

Approved this 23rd day of October, A.D. 1951.

H. ANSCOMB,
Presiding Member of the Executive Council.

Resolution Passed by the Civil Service Commission Pursuant to Section 8 of the "Civil Service Act" on the 1st day of May, 1951

Resolved that the regulations in respect of sick-leave made by the Civil Service Commission, pursuant to the provisions of section 8 of the "Civil Service Act," be amended as follows:—

(1) Regulation 1 be amended by adding thereto the following proviso: "Provided, however, that during the first six months of service, the six working days' sick-leave shall not be granted at a greater rate than one working-day for each month of service."

(2) Regulation 10 be amended by inserting after the word "employee," in the first line, the words "whose position is of a permanent nature (excluding probationary appointees)."

(3) Regulation 11 be amended by inserting after the word "employee," in the first line of clause (*b*), the words "whose position is of a permanent nature (excluding probationary appointees)."

(4) Regulation 11 be further amended by adding to clause (*b*) the following as subclause (v):—

"(v) In the case of an employee holding a probationary or temporary appointment, sick-leave may be granted in accordance with Regulation 1 as amended, but subject to the requirements relative to remuneration and pay and allowances as provided under subclauses (i) and (ii) of this clause."

H. M. MORRISON,
Chairman, Civil Service Commission.

APPENDIX B

Order in Council—Regulations re Cost-of-living Bonus

To His Honour the Lieutenant-Governor in Council:

The undersigned has the honour to report that Order in Council No. 2144, approved October 25th, 1947, granted a cost-of-living bonus of 10 per cent of salaries to a maximum of $16 per month to employees of the Provincial Government.

And that an amending Order in Council No. 1146, approved May 25th, 1948, increased the said bonus to 20 per cent, the maximum bonus in any instance not exceeding $32 per month:

And that a further amending Order in Council No. 2376, approved October 28th, 1949, further increased the said bonus to 30 per cent, the maximum bonus in any instance not exceeding $48 per month:

The undersigned now has the honour to recommend that the said Orders in Council 2144/47, 1146/48, and 2376/49 be rescinded as of March 31st, 1951:

And to report that a table has been prepared showing the cost-of-living bonus applicable to each salary rate:

And to recommend that for the purpose of establishing the cost-of-living bonus payable to employees of the Provincial Government, the attached table be made to apply, effective April 1st, 1951:

And to recommend further that the following regulations be adopted:—

(1) Where the bonus as formerly payable has been included in the daily wage rate for sundry employees of the Provincial Government, an equitable table of rates shall be prepared, such table to be consistently related to Civil Service salaries as now consolidated and cost-of-living bonus payable.

(2) Employees to whom the bonus is payable, whose compensation in any pay period is less than the usual full-time compensation, shall receive that proportion of the flat rate which the compensation received bears to their ordinary full-time total compensation for the pay period.

(3) The bonus shall not be considered as " salary " for the purpose of the " Civil Service Superannuation Act."

(4) Where, upon retirement, an employee is entitled to a payment under section 69 of the " Civil Service Act, 1945," such payment shall include the bonus as received immediately prior to retirement.

(5) The bonus shall be payable for the full month in which death occurs, if the salary is paid for the full month.

(6) The gratuity on death, provided under section 76 of the " Civil Service Act, 1945," shall not include the bonus.

(7) The Civil Service Commission shall be charged with the administration of these regulations, and if any dispute should arise as to whether or not an employee is entitled to receive the bonus, the matter shall be decided by the Civil Service Commission.

Dated this 13th day of July, A.D. 1951.

WM. T. STRAITH,
Provincial Secretary.

Approved this 13th day of July, A.D. 1951.

BYRON. I. JOHNSON,
Presiding Member of the Executive Council.

APPENDIX C.—STATISTICS

TABLE I.—ENROLMENTS IN THE CIVIL SERVICE FROM 1933 TO DECEMBER 31ST, 1951

Year	Enrolment	Year	Enrolment
1933–34	1,424	1943–44	2,018
1934–35	1,484	1944–45	2,159
1935–36	1,541	April 1, 1945, to Dec. 31, 1946	4,664
1936–37	1,607	1947	5,425
1937–38	1,718	1948	6,417
1938–39	1,889	1949	7,345
1939–40	1,941	1950 (2 under sec. 2 (*a*), " Civil Service Act ")	7,694
1940–41	1,951	1951 (11 under sec. 2 (*a*), " Civil Service Act ")	7,994
1941–42	1,851		
1942–43	1,822		

TABLE II.—APPOINTMENTS TO THE CIVIL SERVICE FROM 1933 TO DECEMBER 31ST, 1951

Year	Probationary	Temporary	Permanent	Total
1933–34	.....	170	98	268
1934–35	.....	248	85	333
1935–36	.....	258	78	336
1936–37	.....	279	104	383
1937–38	.....	297	185	482
1938–39	.....	328	133	461
1939–40	.....	342	146	488
1940–41	.....	356	121	477
1941–42	.....	352	88	440
1942–43	.....	474	173	647
1943–44	.....	491	184	675
1944–45	.....	547	155	702
April 1st, 1945, to December 31st, 1946	.....	2,058	1,245	3,303
1947	.....	2,048	815	2,863
1948	.....	2,041[1]	867	2,908
1949	1,230	507	370	2,107
1950	984	441	290	1,715
1951	1,191	600	339	2,130

[1] Included in this number are 1,062 appointments of a probationary nature.

TABLE III.—NUMBER OF CIVIL SERVANTS ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1951, ACCORDING TO NATURE OF APPOINTMENT AND SEX

Department	Permanent			Probationary			Temporary			Total		
	M.	F.	T.	M.	F.	T.	M.	F.	T.	M.	F.	T.
Premier's Office	1	3	4	.....	.....	.....	.....	.....	.....	1	3	4
Agriculture	93	34	127	8	14	22	.....	1	1	101	49	150
Attorney-General	252	169	421	15	31	46	5	14	19	272	214	486
Education	134	163	297	11	37	48	3	8	11	148	208	356
Finance	337	202	539	23	48	71	7	11	18	367	261	628
Fisheries	4	1	5	.....	.....	.....	.....	.....	.....	4	1	5
Health and Welfare	576	1,016	1,592	72	206	278	66	285	351	714	1,507	2,221
Labour	39	39	78	4	6	10	1	1	2	45	45	90
Lands and Forests	681	131	812	80	32	112	12	4	16	773	167	940
Mines	40	21	61	5	1	6	.....	.....	.....	45	22	67
Municipal Affairs	15	8	23	.....	1	1	2	.....	2	17	9	26
Provincial Secretary	845	621	1,466	110	239	349	15	33	48	970	893	1,863
Public Utilities	25	33	58	3	6	9	.....	1	1	28	40	68
Public Works	807	111	918	37	18	55	18	11	29	862	140	1,002
Railways	5	1	6	.....	.....	.....	.....	.....	.....	5	1	6
Trade and Industry	38	35	73	3	4	7	2	.....	2	43	39	82
Totals	3,892	2,588	6,480	371	643	1,014	131	369	500	4,394	3,600	7,994

TABLE IV.—SICK-LEAVE GRANTED FROM OCTOBER 1ST, 1950, TO SEPTEMBER 30TH, 1951, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Days' Sick-leave with Pay	Days' Sick-leave without Pay
Premier's Office	.....	.....
Agriculture	360½	6
Attorney-General	2,327½	235
Education	1,578½	273
Finance	2,634½	212½
Fisheries	.....	.....
Health	5,619½	2,514
Hospital Insurance	4,169	1,561½
Labour	496½	45
Lands and Forests	3,593½	482½
Mines	304	31½
Muncipal Affairs	188½	53
Provincial Secretary	12,389½	3,260
Public Utilities Commission	349	11½
Public Works	3,894½	389
Railways	60	.....
Trade and Industry	460½	30
Welfare	2,234	327
Totals	40,659½	9,431½

An average of 6.2 days per employee—sick-leave with pay averages 5 days per employee and sick-leave without pay averages 1.2 days per employee.

TABLE V.—NUMBER OF CIVIL SERVANTS APPOINTED DURING 1951 AND STILL ON STAFF AT THE END OF THE YEAR, ACCORDING TO NATURE OF APPOINTMENT AND SEX

Department	Permanent			Probationary			Temporary			Total		
	M.	F.	T.	M.	F.	T.	M.	F.	T.	M.	F.	T.
Agriculture	1	1	2	7	12	19	.....	.....	.....	8	13	21
Attorney-General	6	15	21	12	30	42	5	14	19	23	59	82
Education	2	3	5	11	35	46	2	6	8	15	44	59
Finance	7	15	22	22	44	66	7	10	17	36	69	105
Health and Welfare	36	90	126	68	193	261	45	182	227	149	465	614
Labour	1	4	5	4	5	9	1	1	2	6	10	16
Lands and Forests	9	8	17	56	30	86	11	4	15	76	42	118
Mines	.....	2	2	3	1	4	.....	.....	.....	3	3	6
Municipal Affairs	.....	.....	.....	.....	1	1	1	.....	1	1	1	2
Provincial Secretary	25	62	87	106	219	325	9	26	35	140	307	447
Public Utilities	.....	2	2	3	6	9	.....	.....	.....	3	8	11
Public Works	27	12	39	33	17	50	17	10	27	77	39	116
Trade and Industry	.....	1	1	3	4	7	2	.....	2	5	5	10
Totals	114	215	329	328	597	925	100	253	353	542	1,065	1,607

TABLE VI.—NUMBER OF CIVIL SERVANTS GRANTED PERMANENT APPOINTMENTS DURING 1951 AND STILL ON STAFF AT THE END OF THE YEAR

(These figures include probationary appointments carried over from the previous year.)

Department	Male	Female	Total
Agriculture	7	4	11
Attorney-General	18	33	51
Education	10	17	27
Finance	22	32	54
Health and Welfare	77	229	306
Labour	1	3	4
Lands and Forests	62	28	90
Mines	1	3	4
Provincial Secretary	78	167	245
Public Utilities	1	3	4
Public Works	59	26	85
Trade and Industry	3	3	6
Totals	338	549	887

TABLE VII.—NUMBER OF SEPARATIONS IN 1951, ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Deceased	Dismissed	Other	Total
Agriculture	2	17	----	----	----	19
Attorney-General	1	99	2	4	12	118
Education	----	53	1	----	5	59
Finance	5	102	1	2	20	130
Health and Welfare	11	714	3	20	89	837
Labour	1	9	----	----	2	12
Lands and Forests	8	102	1	4	10	125
Mines	----	6	----	----	2	8
Municipal Affairs	----	2	----	----	----	2
Provincial Secretary	9	402	4	30	23	468
Public Utilities	----	16	----	----	3	19
Public Works	16	108	2	6	19	151
Railways	----	1	----	----	1	2
Trade and Industry	----	9	----	----	2	11
Coal and Petroleum Control Board	----	1	----	—	1	2
Totals	53	1,641	14	66	189	1,963

TABLE VIII.—CIVIL SERVICE ENROLMENT ACCORDING TO CERTAIN AGE INTERVALS, AS AT DECEMBER 31ST, 1951

Interval	Male	Female	Total
Under 21	125	838	963
21–25	408	841	1,249
26–30	658	572	1,230
31–35	633	410	1,043
36–40	672	398	1,070
41–45	486	226	712
46–50	460	132	592
51–55	370	120	490
56–60	338	63	401
61–64	234	-------	234
65	10	-------	10
Totals	4,394	3,600	7,994

TABLE IX.—SALARY STATISTICS

(Median salary range: $140–$175 (basic), $200.20–$243 (gross); median salary: $160 (basic), $228 (gross).)

Basic Monthly Salary	Gross Monthly Salary	Number of Employees	Percentage of Employees
$80–$125	$114.40–$178.75	2,240	28.0
126– 150	179.18– 214.50	1,601	20.0
151– 200	214.93– 268.00	2,320	29.0
201– 250	269.00– 318.00	1,044	13.0
251– 300	319.00– 368.00	399	5.0
301– 350	369.00– 418.00	114	1.4
351– 400	419.00– 468.00	156	2.0
401– 450	469.00– 518.00	34	0.5
451– 500	519.00– 568.00	54	0.7
Over 500	Over 568.00	32	0.4
Totals		7,994	100.0

TABLE X.—BASIC MONTHLY SALARY COMMITMENT ACCORDING TO CLASSIFICATION GROUPS

Group	Number of Employees	Total Amount of Basic Salary
AD	84	$27,850
CL	2,964	405,790
EX	17	10,895
ML	1,134	174,620
PR	1,272	333,295
TE	2,523	428,584
Totals	7,994	$1,381,034

TABLE XI.—NUMBER OF MALE VETERANS APPOINTED DURING THE PERIOD JANUARY 1ST, 1951, TO DECEMBER 31ST, 1951

Veterans	301
Total males appointed	542
Percentage of veterans	55.5

TABLE XII.—TOTAL NUMBER OF MALE VETERANS IN PROVINCIAL CIVIL SERVICE

Veterans	2,684
Total male employees	4,394
Percentage of veterans	61.0

TABLE XIII.—DISTRIBUTION OF APPOINTMENTS BY POSITION CLASSIFICATION INITIATED AND TABULATED IN THE VANCOUVER OFFICE

1. Assistant to Rodent Control Inspector	1
2. Bacteriologist	1
3. Bacteriologist, Assistant	7
4. Baker	1
5. Barber	1
6. Cleaner	32
7. Clerk, Grade 1	47
8. Clerk, Grade 2	12
9. Clerk, Intermediate, Grade 1	7
10. Clerk, Junior, Grade A	15
11. Clerk, Senior, Grade 1	2
12. Clerk-Stenographer	11
13. Clerk-Stenographer, Senior	1
14. Clerk-Typist	106
15. Coder	1
16. Cook	1
17. Dietitian	3
18. Draughtsman	1
19. Draughtsman, Senior	1
20. Draughtsman, Senior, Electrical	1

TABLE XIII.—DISTRIBUTION OF APPOINTMENTS BY POSITION CLASSIFICATION INITIALED AND TABULATED IN THE VANCOUVER OFFICE—*Continued*

21. Driver	2
22. Driver—Technician	1
23. Electrician	2
24. Engineer—Third Class	7
25. Gardener	1
26. Gardener, Apprentice	2
27. Glassware Cleaner	6
28. Hairdresser	1
29. Handyman	2
30. Home Supervisor	2
31. Housekeeper, Hospital	1
32. Industrial Therapist	4
33. Infirmary Assistant	1
34. Inspector—Electrical	2
35. Inspector—Motor Carriers	1
36. Inspector—Social Security and Municipal Aid Tax Branch	2
37. Instructor	3
38. Instructor, Assistant, Handicrafts	1
39. Interpreter	1
40. Investigator	1
41. Janitor	27
42. Janitor-Engineer	2
43. Kitchen Help, Male	6
44. Laboratory Assistant	1
45. Labourer	2
46. Laundress	1
47. Maid	34
48. Mechanic	1
49. Nurse's Aide	24
50. Nurse, Head	2
51. Nurse, Public Health	1
52. Nurse, R.N.	21
53. Occupational Therapist	1
54. Operator—Machine	13
55. Operator—P.B.X.	7
56. Orderly	39
57. Orderly, Chief	1
58. Painter	6
59. Painter, Foreman	1
60. Personnel Assistant	1
61. Pharmacist	3
62. Physician	1
63. Physiotherapist	2
64. Psychiatric Nurse (Male)	1
65. Psychiatric Nurse Supervisor	1
66. Psychological Intern	3
67. Research Assistant	1
68. Seamstress	6
69. Secretarial Stenographer	3
70. Stenographer, Grade 1A	41
71. Stenographer, Grade 2	38
72. Supervisor, School for Deaf and Blind	8
73. Surgical Specialist	1
74. Teacher	9
75. Teacher (Music)	1
76. Toll Collector	3
77. Vegetable-man	2
78. Ward Assistant	26
79. Watchman	1
80. Watchman-Janitor	1
81. X-ray Assistant	2
Total	640

TABLE XIV.—CIVIL SERVICE BASIC PAY PLAN, EFFECTIVE APRIL 1ST, 1952*

Salary Ranges

Pay Level	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step
1	70	-----	-----	-----	-----	-----
2	75	-----	-----	-----	-----	-----
3	80	-----	-----	-----	-----	-----
3A	80	85	90	95	100	105
4	85	-----	-----	-----	-----	-----
4A	85	90	95	100	105	110
5	90	-----	-----	-----	-----	-----
5A	90	95	100	105	110	115
6	95	-----	-----	-----	-----	-----
6A	95	100	105	110	115	120
7	100	-----	-----	-----	-----	-----
7A	100	105	110	115	120	125
8	105	-----	-----	-----	-----	-----
8A	105	110	115	120	125	130
9	110	-----	-----	-----	-----	-----
9A	110	115	120	125	130	135
9B	120	125	130	135	-----	-----
10	115	-----	-----	-----	-----	-----
10A	115	120	125	130	135	140
10B	125	130	135	140	-----	-----
11	120	-----	-----	-----	-----	-----
11A	120	125	130	135	140	145
11B	130	135	140	145	-----	-----
12	125	-----	-----	-----	-----	-----
12A	125	130	135	140	145	150
12B	135	140	145	150	-----	-----
13	130	-----	-----	-----	-----	-----
13A	130	135	140	145	150	155
13B	140	145	150	155	-----	-----
14	135	-----	-----	-----	-----	-----
14A	135	140	145	150	155	160
14B	145	150	155	160	-----	-----
15	140	-----	-----	-----	-----	-----
15A	140	145	150	155	160	165
15B	150	155	160	165	-----	-----
15C	140	145	150	155	165	175
16	145	-----	-----	-----	-----	-----
16A	145	150	155	160	165	170
16B	155	160	165	170	-----	-----
17	150	-----	-----	-----	-----	-----
17A	150	155	160	165	170	175
17B	150	155	160	170	180	190
17C	150	160	170	180	190	200
18	155	-----	-----	-----	-----	-----
18A	155	160	165	170	175	180
19	160	-----	-----	-----	-----	-----
19A	160	165	170	175	180	185
19B	160	170	180	190	200	210
20	165	-----	-----	-----	-----	-----
20A	165	170	175	180	185	190
20B	165	170	175	185	195	205
20C	165	175	185	195	205	215

* Cost-of-living bonus of 43 per cent, rising to a maximum of $68, is payable in addition.

TABLE XIV.—CIVIL SERVICE PAY PLAN, EFFECTIVE APRIL 1ST, 1952—*Continued*

Salary Ranges—Continued

Pay Level	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step
21	170	-----	-----	-----	-----	-----
21A	170	175	180	185	190	195
21B	170	180	190	200	210	220
22	175	-----	-----	-----	-----	-----
22A	175	180	185	190	195	200
23	180	-----	-----	-----	-----	-----
23A	180	185	190	195	200	205
23B	180	190	200	210	220	230
24	185	-----	-----	-----	-----	-----
25	190	-----	-----	-----	-----	-----
25A	190	195	200	205	210	215
25B	190	200	210	220	230	240
26	195	-----	-----	-----	-----	-----
26A	195	200	205	210	215	220
27	200	-----	-----	-----	-----	-----
27A	200	210	220	230	240	250
28	205	-----	-----	-----	-----	-----
28A	205	210	215	220	225	230
29	210	-----	-----	-----	-----	-----
29A	210	220	230	240	250	260
30	215	-----	-----	-----	-----	-----
31	220	-----	-----	-----	-----	-----
31A	220	225	230	235	240	245
31B	220	230	240	250	260	270
32	225	-----	-----	-----	-----	-----
33	230	-----	-----	-----	-----	-----
33A	230	240	250	260	270	280
34	235	-----	-----	-----	-----	-----
35	240	-----	-----	-----	-----	-----
35A	240	250	260	270	280	290
36	245	-----	-----	-----	-----	-----
37	250	-----	-----	-----	-----	-----
37A	250	260	270	280	290	300
38	260	-----	-----	-----	-----	-----
38A	260	270	280	290	300	315
39	270	-----	-----	-----	-----	-----
39A	270	280	290	300	315	330
40	280	-----	-----	-----	-----	-----
40A	280	290	300	315	330	345
41	290	-----	-----	-----	-----	-----
41A	290	300	315	330	345	360
42	300	-----	-----	-----	-----	-----
42A	300	315	330	345	360	375
43	315	-----	-----	-----	-----	-----
43A	315	330	345	360	375	390
44	330	-----	-----	-----	-----	-----
44A	330	345	360	375	390	405
45	360	-----	-----	-----	-----	-----
45A	360	375	390	405	425	-----

TABLE XIV.—CIVIL SERVICE PAY PLAN, EFFECTIVE APRIL 1ST, 1952—*Continued*

Salary Ranges—Continued

Pay Level	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step
46	375	.....	.....	.....	.....	.....
46A	375	390	405	425	445	.....
47	390	405	425	445	465	.....
48	405	425	445	465	485	.....
49	425	445	465	485	505	.....
50	445	465	485	505	530	.....
51	465	485	505	530	555	.....
52	580	.....	.....	.....	.....	.....
53	590	.....	.....	.....	.....	.....
54	600	.....	.....	.....	.....	.....
55	500	537.50	575	.....	.....	.....
56	525	562.50	600	.....	.....	.....
57	550	575	600	.....	.....	.....
58	550	587.50	625	.....	.....	.....

TABLE XV.—JOB EVALUATION AND CLASSIFICATION REVIEWS COMPLETED IN EACH DEPARTMENT IN 1951 WITH COMPARATIVE FIGURES FOR 1949 AND 1950

Type	Agriculture	Attorney-General*	Education	Finance	Fisheries	Health and Welfare			King's Printer	Labour	Lands and Forests		Mines	Municipal Affairs	Provincial Secretary	Public Utilities Commission	Railways	Public Works	Trade and Industry	"Provincial Elections Act"	Totals	Totals, 1950	Totals, 1949
						Health	Welfare[1]	Hospital Insurance			Lands	Forests											
Reviews of individual positions resulting in a higher evaluation and increased salary	9	36	7	36	1	19	29	159	7	2	38	65	6	3	18	3	.....	37	12	.....	585	474	540
Reviews of individual positions resulting in a lower evaluation and, in some cases, decreased salary (demotion), but, in the great majority of cases, maintaining the incumbent's salary	2	.....	3	3	.....	7	1	15	.....	3	.....	1	.....	.....	17	.....	.....	5	4	.....	61	32	31
Reviews of individual positions resulting in no change in evaluation or salary	1	6	8	3	1	10	3	210	2	4	5	11	.....	.....	10	1	.....	11	9	1	296	174	248
Reviews of departmental positions, including several employees, resulting in a higher evaluation and increased salary	.....	2	.....	.....	.....	.....	1	2	.....	.....	.....	1	.....	.....	.....	.....	.....	8	.....	1	14	10	22
Reviews of departmental positions, including several employees, resulting in a lower evaluation maintaining incumbents' salaries	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	1	.....	.....	1	1	5
Reviews of departmental positions, including several employees, resulting in no change in evaluation or salary	.....	1	.....	.....	.....	.....	4	2	1	.....	.....	.....	.....	.....	5	.....	1	6	.....	.....	20	6	28
Totals	12	45	18	42	2	46	38	388	10	9	43	78	6	3	40	4	1	68	25	1	977	697	874

[1] Includes positions in Accounting Office, Departments of Health and Welfare and Provincial Secretary.

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