PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

REPORT

FROM JANUARY 1ST TO DECEMBER 31ST

1955

VICTORIA, B.C.
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1956

To His Honour FRANK MACKENZIE ROSS, C.M.G., M.C.,
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, 1955.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January 1956.

The Honourable Wesley D. Black,
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, 1955.

I have the honour to be,
Sir,
Your obedient servant,

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

Victoria, B.C., January, 1956.

CIVIL SERVICE COMMISSION

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

Administrative Assistant: A. PARTRIDGE.

PERSONNEL STAFF

VICTORIA

Chief Personnel Officer: R. L. W. RITCHIE.
Classification Officer: A. G. RICHARDSON.
Personnel Officer: Miss J. MERYL CAMPBELL.
Personnel Officer: D. J. SLADER.

VANCOUVER

Personnel Officer: S. B. WILLISCROFT.

ESSONDALE

Personnel Officer: G. L. TOMALTY.

CLERICAL STAFF

Miss W. E. BROWN.
Mrs. S. M. BURNS.
Miss E. L. CHRISTIE.
Miss P. D. CLARKE.
Miss D. CLAYDON.
Miss M. M. DEWAR.
Miss M. DIXON.
Miss V. E. FELL.
Mrs. R. M. FRANKLING.
Mrs. T. V. M. HOLE.
Miss M. E. JACKSON.
Mrs. G. KNOTT.
Miss J. MCCUAIG.
Mrs. A. M. ROBERTSON.
Mrs. P. RUSSELL.
Mrs. C. M. VANCE.

Vancouver Office

Mrs. M. M. YOUNG.
Miss D. H. THOMSON.

Essondale Office

Mrs. M. BOOTH.

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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, 1955

In conjunction with the record-breaking economic activity of the Province during 1955, the personnel management agency of the Government of British Columbia—that is, the Civil Service Commission—experienced a busy and invigorating year. In addition, the year 1955 marked the completion of the first decade of the Government's personnel administration based upon a consistent and centralized policy, derived from the " Civil Service Act " of 1945 and its amendments.

The Legislative Assembly, in its wisdom, was pleased to base the Act of 1945 upon principles recommended in the Report of the Civil Service Committee on Reorganization—virtually, a committee, like the famous British Northcote-Trevelyan Committee—an inquiry by Civil Servants into the Civil Service.* The record of the Government's personnel management of its own staffs since that date (as revealed in the published Annual Reports of this Commission) has proven, in the opinion of your Commissioners, the wisdom and soundness of that Committee's report and the Legislature's positive implementation of its recommendations. Indeed, the Commission ventures the opinion that this almost unknown report ranks in its own sphere of public personnel administration as significant as the Northcote-Trevelyan report ranks in the British sphere.

The Civil Service Commission begs to report primarily for the year 1955 in this Annual Report. However, in view of the importance of the decade completed (1945–55), it will make reference to improvements made in management of the Civil Service since 1945.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

The expanding activities of Government were reflected in a return to the upward trend of Civil Service enrolment. On December 31st, 1954, the total number of probationary and permanent Civil Servants enrolled was 7,945 (*see* Appendix, Table 3, Annual Report, 1954); the corresponding number at December 31st, 1955, was 8,138 (*see* Appendix, Table 3), an increase of 193. The gross total (including temporary employees) at the end of 1954 was 8,523; the corresponding number at the end of 1955 was 8,893 (*see* Appendix, Tables 3 and 4), an increase of 370. This increase was largely due to expanded services in Government institutions, such as the opening of the new West Lawn Building at Essondale and the Brannen Lake School for Boys.

AMENDMENTS TO THE " CIVIL SERVICE ACT " AND REGULATIONS

Important amendments were made to the " Civil Service Act." One amendment was the elimination of all age-limits upon entry into the Civil Service. Authority is now delegated to the Civil Service Commission to determine age-limits as " best meet the needs of the public service at the time of the competition." This amendment resulted in the removal of the younger age-limit for females as against a five-year older limit for males, and it also removed all artificial and unsound handicaps toward the securing of the best available talent and experience for the Service.

Another amendment was the granting of authority to the Lieutenant-Governor in Council to defer, in the public interest, the compulsory retirement of any employee for a period of up to five years. In addition, the compulsory retirement age of 65 years was made to apply to females as well as to males, thus removing unequal treatment between

*" The Organization of the Permanent Civil Service, together with a Letter from the Rev. B. Jowell " (Nov., 1853).

the sexes in this regard. Previously, the compulsory retirement age for females was 60 years. This amendment, in addition to effecting equality of treatment between the sexes, permits the Government to retain in the Civil Service trained and physically competent personnel beyond the compulsory retiring age, when in the public interest.

The third and final amendment was provision for a greater refinement in the calculating of service which could be credited toward determining the amount of retiring allowance, and also the complete separation of the payment of the retiring allowance from any connection with the superannuation scheme. The Commission now arranges for the payment of these allowances to employees on the non-Civil Service staffs, such as the Game Commission and gaols.

During the year, revisions were made by Orders in Council to the regulations, as follows:—

(1) In line with revisions by the Federal Government to its regulations governing leave of absence for enlistment in the armed forces, similar revisions were approved by Order in Council No. 1678/55.

(2) The regulations in respect to overtime services were consolidated and amended by Order in Council No. 2903/55, so that full straight-time payment, only where necessary and approved, is made to all eligible classifications. The general policy is to authorize overtime only in exceptional and emergency circumstances, and then only on a " compensatory time off " basis. Payments are approved only when it is proved to the satisfaction of the Civil Service Commission that compensatory time off is impractical and not feasible.

(3) Leave regulations were amended by Order in Council No. 174/55 to permit the granting of special leave to employees as delegates attending meetings of service associations related to Her Majesty's Forces.

(4) The regulations governing vacation and sick-leave were amended by Order in Council No. 282/55, granting the Commission power to credit employees, upon re-entry into the Service, with former vacation and sick-leave credits prior to the full reinstatement of their Superannuation Fund accounts.

(5) The regulations governing the granting of vacation and sick-leave to part-time nurses of the Divisions of Tuberculosis Control and Venereal Disease Control were amended by Order in Council No. 1452/55 to conform to the five-day work-week.

(6) The Commission advised and assisted in the formulating of the regulations as amended by Order in Council No. 1038/55, governing the granting of vacation and sick-leave to the non-Civil Service staffs of the Departments of Highways and Public Works.

ADMINISTRATIVE CHANGES

In keeping with the objectives of the general checking of administrative procedures and organization of staffs carried on throughout the Service, commented on further in this Report, the Commission, with the assistance of the survey team allotted to its own office, was able to effect some simplification of methods, thus keeping staff requirements to the minimum. The work entailed in the issuance of notices of appointment has been considerably lessened in that formerly a notice was issued upon probationary appointment and another upon permanent appointment. Now only one notice is issued on appointment, permanent status being established upon the approval of a satisfactory efficiency rating report. The elimination of the additional notice form, with its numerous copies, not only constituted a saving in expensive stationery, but has eliminated procedures in the various departments. For instance, under the dual notice system the Comptroller-

General's office was forced to replace the probationary notice with the permanent one, a procedure which caused a good deal of extra work involved in the complexities of the centralized mechanical paying system.

Upon the recommendation of the Civil Service Commission, the system of calling for " open " resignation and certain " marital status " forms from married non-self-supporting female employees was discontinued. Aside from the psychological benefits involved in this decision, there were, in addition, savings in time and effort formerly involved in the collection and filing of these forms.

Another saving effected, though a minor one, was in the decision of the Executive Council to call for tenders in renewing the blanket bond, which covers all Government employees. The lowest bid was accepted, at a saving over the cost of the previous bond.

APPOINTMENTS AND RECRUITMENT RATE

During the year 2,626 appointments were made (*see* Appendix, Table 2), as compared with 2,120 appointments made during 1954, an increase of 506.

The number of separations reported is 2,807 (*see* Appendix, Table 9), an increase of 278 over the previous year. In the same period 867 permanent appointments were granted. This figure includes probationary appointments carried over from some of the 1,149 probationary employees appointed in 1954. Of the new appointments processed in 1955, 1,264 were probationary and 1,030 were casual. As the total enrolment (probationary-casual-permanent) as at December 31st, 1955, was 8,893, the recruitment rate for 1955 was 25.8 per cent, and increase of 6.1 per cent over 1954. The economic activity in the Province was reflected in the increased recruitment rate.

Year	Recruitment Rate	Year	Recruitment Rate
1947	37.0	1952	24.5
1948	31.7	1953	19.5
1949	23.6	1954	19.7
1950	18.5	1955	25.8
1951	22.4		

SEPARATIONS

The Chief Personnel Officer's analysis of the reasons for the separation of permanently appointed personnel from the Service may be found in his report, specifically on page 20. The decline in the percentage dismissed for unsatisfactory service, noted in the 1954 Annual Report, has been maintained, the percentage for 1955 being 4 per cent as it was for 1954. It will be noted, however, that percentage of those who left the Service to accept other employment rose in 1955 by 6 over that of former years. This would appear to indicate that the holding power of the Civil Service decreased during the year.

Evidence that permanent appointment is not automatically obtained, or that once secured it cannot be withdrawn, is found in the fact that 52 employees were dismissed during the year and 59 had their probationary periods extended. In addition, 4 suffered suspensions without dismissals.

The following tabulation shows the extent of this disciplinary trend during the past three years:—

	1951	1952	1953	1954	1955
Number of Civil Servants whose probationary periods were extended	43	68	49	61	59
Number of Civil Servants who were suspended from duty but not dismissed	12	8	11	10	4
Number of Civil Servants who were dismissed	66	53	64	54	52

GENERAL ELIGIBILITY EXAMINATIONS

General assembled stenographic, clerical, and draughting examinations for the establishment of eligibility lists in the junior classifications were held from time to time as necessity dictated in Victoria, in addition to constant smaller and individual examinations. In Vancouver and at Essondale it once more was found impossible to maintain eligibility lists for a reasonable period of time. Hence, applicants were examined constantly at both Commission offices in Vancouver and the Provincial Mental Hospital at Essondale. Nevertheless, as the Personnel Officer at Essondale reports (page 24), he was able to conduct a qualifying examination for applicants wishing to compete for Charge and Assistant Charge Psychiatric Nursing positions. Interior points in the Province were served through the never-failing courteous assistance of the Department of Finance Government Agents, who, when necessary, conducted the examinations and served as excellent liaison officers for the Commission in filling junior grade and clerical positions in the various departmental branch offices.

At the Victoria centre the total number of applicants examined in the junior written examinations amounted to 641. Of this number, 410 or 66 per cent qualified. In the Vancouver centre 442 were examined, of which 305 or 69 per cent qualified. At the Essondale centre 139 candidates wrote examinations, of which 96 or 69 per cent qualified.

The records of these centres during the past few years are as follows:—

Percentage of Qualifications on General Eligibility Examinations for Initial Entrance to Junior Level Grades

Centre	1950	1951	1952	1953	1954	1955
	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
Victoria	71	67	64	66	61	66
Vancouver	(1)	88	72	84	89	69
Essondale	(2)	(2)	(2)	(2)	(2)	69

[1] No record.
[2] No centre.

It is interesting to note the significant decrease in the percentage which qualified in the Vancouver centre, and also to note that in the adjacent newly opened Essondale centre the percentage is the same.

COMPETITIONS FOR PROMOTION

All vacancies are given a wide publicity, both within and without the Service, but preference is given to the in-Service applicant when the qualifications are judged equivalent to applications from without the Service. In this respect emphatic weighting is given to an in-Service applicant's knowledge and experience within the Service together with his record of work performance. This is a just policy and helps to maintain morale within the Service, and also is attractive to young people who wish to stay in the Service and make the Civil Service a career. On the other hand, care must be exercised to guard against in-Service breeding. As a result, all vacancies advertised within the Service are simultaneously advertised in the newspapers, inviting public competition. According to the report of the Chief Personnel Officer, of 784 advertised and filled by open competition, 373 or 47 per cent were filled from within the Service, and 318 or 41 per cent were filled by appointment from outside the Service. A good proportion of the appointments from outside the Service include junior level positions, not offering promotional opportunities to those within the Service.

A good share of the work of the Commission's Personnel Officer at Essondale deals with the conducting of promotional competitions through written examinations and the

convening of promotional interview panels, the members of which are the pertinent Mental Health Services officials. During 1955 it is reported that 619 appointments were made, of which 144 were filled by 110 promotional competitions. In connection with these appointments or promotions, 21 written examinations were held, at which there were 139 candidates (*see* report of Essondale Personnel Officer, page 24). A qualifying examination for consideration toward placement on eligibility lists for promotion to Charge and Assistant Charge Psychiatric Nurses was also held toward the end of the year. There were 261 applicants, of which 238 wrote the examination.

IN-SERVICE TRAINING

The usual training courses, conducted by the various departments and referred to in previous Annual Reports of this Commission and various departmental reports, were continued throughout the year. In addition to these formal departmental courses, some departments conduct annual or biennial conferences of their key personnel.

During the latter part of the year the Commission was in touch with the University of British Columbia, exploring the practicability of establishing in co-operation with the University a formalized system of administrative management training.

Supervised training courses under the direction of Miss J. M. Campbell, of the Commission's staff, were continued on a reduced scale in 1955. The reduced programme was regrettably accepted because of Civil Service staff survey commitments described later (page 16) in this Report. Nevertheless, 108 key personnel were able to take advantage of these courses, and the departments concerned expressed their appreciation.

Since the inauguration of these courses in 1950, more than 1,300 supervisors have been enrolled, as follows:—

Year	Number of Supervisors Enrolled
1950	101
1951	132
1952	317
1953	287
1954	405
1955	108
Total	1,350

THE VANCOUVER OFFICE

In respect to recruitment the Personnel Officer in the Vancouver office reports referral of 712 applicants for appointment to the various Civil Service establishments in and around Vancouver. Because of the opening of the Essondale office, this is a smaller number than in previous years.

In recent years the number of such referrals was as follows:—

Year	Number of Referrals	Year	Number of Referrals
1950	495	1953	868
1951	640	1954	1,099
1952	952	1955	712[1]

[1] Does not include Provincial Mental Hospital, Essondale.

In addition to recruitment, this office assists the Classification Division in respect to position classification investigations; twenty-six such studies were conducted. The Personnel Officer has, in addition to his regular duties, been of noteworthy assistance in guiding the staff survey of the Provincial Mental Health Services in co-operation with the Commission's Personnel Officer at Essondale, the Departmental Personnel Officer, and the Administrative Assistant to the Director of Mental Health Services.

THE ESSONDALE OFFICE

The year 1955 was the first full calendar year for this office. Its establishment is justified by the more expeditious and improved personnel management rendered the Mental Health Services, which in number constitutes a large proportion of the Civil Service, and the greater part of this proportion is congregated in the Essondale area.

The Personnel Officer is making good progress in refining and systematizing recruiting techniques. In addition, he was able to carry out twenty-three investigations for the Classification Officer, and also conducted and co-operated in a good number of important organizational studies. He is also serving, under the chairmanship of the Personnel Officer at Vancouver, on the staff survey team reporting on the general organization of the Mental Health Services.

CLASSIFICATION AND SALARY PLAN

The regular work of the Classification Division is tabulated in the Appendix, Tables 18 and 20. The total number of official classification reviews amounted to 659. This may be compared to 678 in 1954, 728 in 1953, 818 in 1952, 980 in 1951, and 708 in 1950. In addition, special assignments involving investigations and reports on various conditions of service, such as hours of work and prevailing wage and salary studies, are continually being conducted by this Division.

During the year 77 new positions were classified into the classification schedules and 73 were deleted (*see* Appendix, Table 20). The wide variety of the types of occupation represented in the Civil Service is indicated by the Classification Officer's statement that there " are at present 851 classifications listed in the schedules."

DEPARTMENTAL ESTABLISHMENTS

The Division continued its check on departmental permanent establishments by reviewing all requests for the establishment of new positions and the filling of replacements. During the year 269 new positions were added to the permanent Civil Service and 34 were deleted. Hence the number of permanent positions was increased by 235 during the year. The Classification Officer estimates that a saving of $45,000 was effected because of classification reviews, and $50,000 because of staff establishment checks.

At the beginning of the year the Honourable the Premier indicated that a check of the organization and utilization of personnel should be made during 1955 throughout the Civil Service, and that this check should be undertaken by departments and the Civil Service Commission, with the latter body submitting final reports to the Executive Council.

The Classification Officer was assigned to supervise directly the check. Through the whole-hearted co-operation of the various departments a staff of thirty-five to forty key employees was marshalled and divided into teams. Each team was composed of representatives of the department or unit being checked and representatives from other departments or from the Civil Service Commission. The teams were as follows (first named is Chairman):—

Department of Finance—

G. S. Bryson, Assistant Deputy Minister of Finance.
C. Davies, Inspector of Government Agencies.
A. G. Richardson, Classification Officer, Civil Service Commission.

Departments of Public Works and Highways—

A. G. Richardson, Classification Officer, Civil Service Commission.
J. Moore, Departmental Comptroller, Public Works and Highways.
H. C. Davies, Administrative Assistant, Public Works and Highways (Personnel).

Health Branch—
- Institutions—
  - P. M. Nerland, Personnel Officer, Health Branch.
  - Miss E. Wyness, Supervisor of Welfare, Social Welfare Branch.
- Remainder—
  - A. H. Cameron, Director of Administration, Health Branch.
  - G. C. Page, Chief Clerk, Vital Statistics Division.
  - H. G. Moore, Chief Clerk, Motor-vehicle Branch.

Social Welfare Branch—
- R. L. W. Ritchie, Chief Personnel Officer, Civil Service Commission.
- E. R. Rickinson, Departmental Comptroller, Department of Health and Welfare.

Forest Service—
- W. J. Williams, Personnel Officer, Forest Service.
- A. F. Taylor, Auditor, Department of Finance.
- A. Cooper, Forester—Grade 1, Forest Service.

Lands Service—
- Miss M. J. Campbell, Personnel Officer, Civil Service Commission.
- J. H. Palmer, Personnel Assistant, Lands Service.
- R. Torrance, Assistant Superintendent of Lands.

Department of the Provincial Secretary—
- Mental Health Services—
  - S. B. Williscroft, Personnel Officer, Civil Service Commission.
  - G. L. Tomalty, Personnel Officer, Civil Service Commission.
  - C. B. Watson, Administrative Essistant, Mental Health Services.
  - J. Dowling, Administrative Assistant, Mental Health Services.
- Remainder of Department—
  - W. H. Forrest, Assistant Deputy Minister and Assistant Superannuation Commissioner.
  - J. F. Lister, Senior Clerk—Grade 1, Department of the Provincial Secretary.
  - Miss M. J. Campbell, Personnel Officer, Civil Service Commission.

Department of the Attorney-General—
- R. A. Hadfield, Deputy Superintendent of Motor-vehicles.
- E. T. Cantell, Solicitor—Grade 1, Department of the Attorney-General.
- H. W. Mellish, Secretary, Public Utilities Commission.

Department of Agriculture—
- D. J. Slader, Personnel Officer, Civil Service Commission.
- N. L. Camsusa, Administrative Assistant, Department of Agriculture.

Department of Education—
- C. B. Conway, Director of Tests, Standards, and Research, Department of Education.
- D. J. Slader, Personnel Officer, Civil Service Commission.
- G. W. Graham, Director of Administration, Department of Education.

Departments of Labour, Municipal Affairs, Railways, and Fisheries, and Hospital Insurance—
- J. D. Baird, Superintendent and Deputy Inspector of Municipalities.
- G. A. Little, Administrative Assistant, Department of Labour.
- B. W. Dysart, Chief Administrative Officer, Department of Labour.
- L. F. Detwiller, Assistant Commissioner, Hospital Insurance Service.

Department of Mines, Department of Trade and Industry, and Public Utilities Commission—
- G. D. Bishop, Research Supervisor, Bureau of Economics and Statistics.
- R. A. Hadfield, Deputy Superintendent of Motor-vehicles.
- P. J. Mulcahy, Chief Gold Commissioner.

The teams, departments, and Commission were instructed to pursue their work in a positive and critical frame of mind, and to consider:—

(*a*) Effectiveness of the organization in rendering the service for which it was constituted, including clearness of lines of authority and degree of delegation of power.
(*b*) The duties and need of all duties of each employee.
(*c*) Printed forms, their necessity and adaptability.
(*d*) Mechanics of work-flows, etc.

The work by these teams was continued actively throughout the year. With the exception of a few large departments or branches, all teams had initially reported by the end of the year. The response and co-operation received from all concerned, including team members and departmental officials, has been very gratifying, and much good work has been achieved. Many recommendations are reported to have been implemented during the investigations. Matters involving general policy are referred to the Executive Council.

At the end of the year the check was still in progress, as evidenced by the following summary:—

Number of survey teams	14
Number of reports received from survey teams	22
Number of reports referred for departmental consideration	22
Number of reports officially considered by the Civil Service Commission	12
Number of reports forwarded by the Civil Service Commission to the Executive Council	8

Aside from the actual economic savings effected and the improved efficiency in operation, the educational value of such a Service-wide check is very important, as it results in efficiency and cost consciousness, which is highly desirable in such big business or service as the Government is to-day.

SICK AND SPECIAL LEAVE

During the year October 1st, 1954, to September 30th, 1955, a total of 48,690 days' sick-leave were granted—41,311½ days with pay and 7,378½ days without pay (*see* Appendix, Table 5). This is an average of 5.5 days, a decrease of 1.1 days from the average for the previous twelve-month period of 6.6 days. Sick-leave granted under the Workmen's Compensation Board and Department of Veterans' Affairs sections of the sick-leave regulations is not included in these totals. For purposes of comparison, the average number of days' sick-leave per employee during recent years has been as follows:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1950	5.3	1953	6.4
1951	6.2	1954	6.6
1952	6.0	1955	5.5

Calculated on a daily-rate basis, the average salary during the year October 1st, 1954, to September 30th, 1955, was $12.15, which means that the cost of sick-leave granted with pay in the twelve-month period was $501,935. Most of the sick-leave, however, was of short duration, no payment for relief assistance being required.

Reference is made elsewhere in this Report to revision of the regulations relative to the enlistment of Provincial Government employees in the forces of the Crown. Seventeen employees are on leave of absence serving with units of the armed forces under the provisions of these regulations. During the year, forty-eight employees were granted special leave for the purpose of training with Reserve units of Her Majesty's Forces or to

take further qualifying courses. Two employees are serving with the Military Component, Canadian Delegations, Indo-China, and one is serving with a United Nations Organization.

Special leave of absence for further training and study was granted to fifty employees, in some cases with assistance from Federal health grant funds.

The Employees' Health Service in Victoria, operated by the Department of Health and Welfare under the administration of the Director of Environmental Management, completed its first calendar year. In the words of the Director, the objective of this Service " is designed to meet the needs of the employee whether in sickness or in health by the showing of information on the fundamental principles of healthful living," such as " health counselling, circulation of relevant literature, recognition of early symptoms with referral of the employee to the family doctor, and consultation with departmental officers and employees."

During the year advisory and emergency medical services were extended to some 2,500 employees in the Victoria area. This would appear to be proof enough of the need of this service.

GRIEVANCES

For the fourth consecutive year it is with pleasure that the Commission is able to report that no formal grievance was heard. In the opinion of the Commission, this is a result of sound employee-employer relations, founded on responsible employee associations' reactions and receptive employer reactions, all channelled through sound personnel administration.

A DECADE OF PROGRESS IN PUBLIC PERSONNEL ADMINISTRATION

As stated at the beginning of this report, it is fitting that the Civil Service Commission should underline the gains made during the last ten years, as these gains are in the interest of the Province as well as in the interest of the public servant.

The Public Service of British Columbia has an interesting history, and can claim many competent and interesting characters who assisted in the building of the foundations of this Provincial society, which is British Columbia.

Nevertheless, and with due acknowledgments of the pioneers of the past, it may be safely asserted that the past ten-year period has seen greater changes take place than any former ten-year span. The report of the Civil Service Committee on reorganization, as stated earlier, was accepted, and the " Civil Service Act " was revised.

The main features established were the establishment of a strict merit system of appointment and promotion, the classification upon an equitable basis of all positions within the Service, and the creation of salary ranges in respect to most positions with provision for annual salary increases over spans of seven or nine years (later reduced to four or five years), subject, of course, to the submission of a satisfactory efficiency report. Never before had definite salary-increase dates been set.

Other changes, either granted then or granted later in the decade, included:—

(1) Systematizing of vacation- and sick-leave regulations.
(2) The provision of grievance procedures, wherein the employee may seek redress through regulated channels right to the Lieutenant-Governor in Council if necessary.
(3) Provision for living expenses, when necessary, upon the transfer of an employee.
(4) Provision of special living allowances in northern areas.
(5) A regulated promotional policy providing for wider advertisement of vacancy and open competition.
(6) Provision for the recognition of overtime under regulated conditions when necessary.

(7) Application of unemployment insurance to employees under certain status.
(8) Continuous salary adjustments of various scopes, keeping Service salary in line with fair wages in business and industry.
(9) The five-day week.
(10) Retiring allowances in accordance with length of service.
(11) In-Service training programmes.
(12) A system of payment for substituting in certain trades and sundry positions of higher classification.
(13) A service bonus (up to a salary ceiling of $250 per month) of $5 per month for each five years of service in which no increase was available (with a minimum service requirement for the first bonus of ten years).
(14) Provision of a health centre in Victoria.
(15) Various and vital improvements in the Civil Service superannuation plan.

These steps constitute the foundations for a sound public service, and your Commission is of the opinion that the wisdom shown by your Government and former Governments exhibited in this respect is being justified by the returns of the good service being rendered the people and the Province by the Public Service, particularly in this period of great expansion.

ACKNOWLEDGMENTS

In closing this report the Commission wishes to express its appreciation of the co-operation given in its work by the various departments of Government and by the Federal and various Provincial Civil Service Commissions. It also wishes to express to you, Sir, as Provincial Secretary, its keen appreciation of your assistance and wise guidance.

To each member of its technical and clerical staffs, it wishes to express its appreciation for the never-failing efficient and loyal support.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*

J. V. FISHER, *Member.*

REPORT OF THE CHIEF PERSONNEL OFFICER

R. L. W. RITCHIE, B.A.

The progress made by the Civil Service Commission in the past decade is particularly evident in the sphere of recruitment, promotion, and training. Prior to 1945, recruitment and selection were conducted to a limited extent by the former Commission, but a considerable amount was done by departments, with little reference to uniform standards or methods; candidates were frequently confused as to which agency or department they should address applications; there were no formal examinations at that time nor a promotional policy; and promotions were at times haphazard and arbitrary. Little or no public advertising was done, and there was no centralized in-Service training.

In contrast with the above, ten years subsequent to the "Civil Service Act, 1945," the Civil Service Commission now is the central recruiting and selection agency for the Government Service. Procedures and methods have been developed to fill positions expeditiously with the best-qualified applicants available, recognizing the needs of Government and the public in general, the departments concerned, and the individual applicants; vacancies are publicly advertised and selection recommended by examining panels under Civil Service authority. Assembled and unassembled examinations are carefully planned and administered; a promotional policy has been developed in conjunction with the employees' association. In-Service training in areas of interest to all the Service has been instituted, and advice and assistance are offered to departments undertaking more specialized training problems. In addition, forms, records, and other like media have been reviewed, improved, and stream-lined.

An indication of the growing services provided by the Personnel Branch is illustrated in the following table:—

Year	Total Initial Appointment	Number of Persons Taking Written Examinations	Number of Competitions Advertised	Number of Positions Filled by Promotion	Number of Employees Given Supervisory Training
1946	1,884[1]	([2])	([2])	([2])	------
1947	2,863	([2])	([2])	([2])	------
1948	2,908	308	103	([2])	------
1949	2,107	933	153	([2])	------
1950	1,715	1,279	203	([2])	101
1951	2,130	929	269	206	132
1952	2,468	1,087	396	280	317
1953	2,056	1,346	430	315	287
1954	2,120	1,029	543	371	405

[1] Estimated. [2] No record.

This, of course, does not reflect the many interviews, personal counselling, advice, and assistance to departments and the public on personnel matters, which constitute a large part of the day-to-day activities of the Personnel Branch.

1. RECRUITMENT

The following table shows the nature and number of competitions in 1955:—

	Number	Per Cent
Number of positions filled by open competition (includes 63 carried over from 1954)	784	100
Filled by promotion within Service	373	47
Filled by appointment outside Service	318[1]	41
Unfilled or pending or cancelled	93	12

[1] This includes all "beginning level" positions, such as junior clerical, stenographic, and like positions not offering promotional opportunities for in-Service candidates.

Of in-Service promotions, forty-four or 12 per cent were made by transfer from one department to another, as compared with 14 per cent in 1954.

2. EXAMINATIONS

Written examinations for eligibility lists in Victoria were held as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Typists	221	105	47
Junior Clerks	84	66	78
Clerks—Grade 1	152	107	70
Stenographers—Grade 1	49	31	63
Stenographers—Grade 2	77	58	75
Junior Draughtsmen	41	34	83
Draughtsmen—Grade 1	5	3	60
Draughtsmen—Grade 2	12	6	50
Totals	641	410	66

3. TRAINING

Supervisory training courses were administered in 1955 under the direction of Miss J. M. Campbell, as follows:—

	Number Attending
The Woodlands School (including Public Works Department staff)	45
Department of Trade and Industry, Victoria	26
Department of Labour, Victoria and Vancouver	37
Total	108

4. STAFF TURNOVER

The following is an analysis of staff separations recorded for the past four years:—

Reason for Separation	Per Cent			
	1952	1953	1954	1955
To further education	14	9	8	9
Marital status	17	17	18	19
Moving from job locality	14	12	12	13
Ill health	7	8	8	7
To accept other employment	19	18	19	25
Dismissed, unsatisfactory	10	7	4	4
Enlisted in Her Majesty's Forces	.....	.....	1	1
Miscellaneous or unknown	19	29	30	22
Totals	100	100	100	100

The principal significant change is in the number who leave to accept other employment, which has risen by 6 per cent over former years. This suggests that employment in the Civil Service is less relatively attractive.

GENERAL

During the year all Personnel Officers were engaged as chairmen and members of survey teams for the Civil Service staff survey, in addition to normal duties. This has meant that less time was available for supervisory training and other personnel functions.

REPORT OF THE CLASSIFICATION OFFICER

A. G. RICHARDSON, M.A.

CLASSIFICATION AND JOB EVALUATION

The Classification Division has operated more or less as a separate division of the Civil Service Commission since 1949. Since then there have been a number of significant changes in classification and job-evaluation procedures. The classification system has been totally revised from a more or less departmental system to a Service-wide system of groups, classes, and grades. Point-rating evaluation schemes have been developed for clerical, some technical and engineering, and related positions. The pay plan has been modified toward a standard salary range and uniform steps.

Since 1949 there have been two major staff surveys covering all departments of Government. The second was started in March, 1955, with the Classification Officer as co-ordinator, and has not as yet been completed. In addition, there have been approximately 35 independent office surveys in the period, as well as over 400 surveys of prevailing salaries in outside organizations.

Within this period the amount of money administered on an average by each Government employee has increased by approximately 24 per cent. It is estimated that savings resulting from staff surveys and classification studies within the period are well over $1,000,000.

The classification reviews conducted by the division in 1955 are shown in the Appendix, Table 18. The total is approximately the same as last year.

In conjunction with classification studies, a number of salary surveys were conducted during the year, as follows:—

(1) Clerical and related positions.
(2) Psychiatrists and Physicians.
(3) Road Labourers and Equipment Operators.
(4) Agriculturists.
(5) Ward Assistants and Nurses' Aides.
(6) Orderlies.
(7) Cooks and Culinary Workers.
(8) Gardeners.
(9) Barbers and Hairdressers.
(10) Assessors.
(11) Audit Accountants.
(12) District Superintendents in Highways Department.
(13) Mechanical Superintendents.
(14) Tradesmen.
(15) Laundry-workers.
(16) Seamstresses.
(17) Analysts.
(18) Bacteriologists.
(19) Librarians.
(20) Blacksmiths.
(21) Launch Captains and Engineers.
(22) Postal Clerks.
(23) Dental Assistants.
(24) Dieticians.
(25) Draughtsmen.
(26) Electroencephalograph Technicians.
(27) Hospital Housekeepers.
(28) Teachers.

(29) Occupational Therapists.
(30) Photographers.
(31) Psychologists.
(32) Research Assistants.
(33) Right-of-way Agents.
(34) Scalers.
(35) Bridge-tenders.
(36) X-ray Technicians.
(37) Deputy Ministers.
(38) Museum positions.
(39) Bus-drivers.
(40) Public Health Educators.
(41) Business-machine Mechanics.
(42) Physiotherapists.

Ninety-seven position specifications were written or revised during the year and a number of miscellaneous reports prepared, as follows:—

(1) Organization, Department of Highways.
(2) Reports on Civil Service establishments.
(3) Standards of work for Building Service Workers.
(4) General information on employment and economic conditions.
(5) Organization, Occupational Therapy Division at Essondale.
(6) Organization, Dietary Department at Essondale.
(7) Article on classification for employees' publication.
(8) Salaries, Workmen's Compensation Board.
(9) Comparison of employees to expenditures.
(10) Administrative procedures in wage and salary determination.
(11) Organization and classification, Department of Municipal Affairs.
(12) Minister of Highways' office.
(13) Statistical and research procedures.
(14) Controlling establishments.

During the year the classification schedules were revised, apart from routine changes in title, by the addition of seventy-seven positions and the deletion of seventy-three others. The schedules, therefore, list four more catgories than last year. There are at present 851 classifications listed in the schedules.

ESTABLISHMENTS

The Division continued to maintain a check on departmental permanent establishments by reviewing all new positions and replacements. Table 20 of the Appendix indicates the number of these reviews by department. It indicates that there were 269 new positions added during the year and 34 positions deleted. The number of permanent employees increased 235 during the year. All these changes were submitted to the Executive Council by means of draft orders.

FINANCIAL ASPECTS

The approximate savings on classification reviews during the year amounted to $45,000 and on establishment reviews amounted to $50,000, a total of approximately $95,000.

REPORT OF PERSONNEL OFFICER, VANCOUVER

S. B. WILLISCROFT, B.COMM.

The main activities engaging this office during 1955 were the recruitment and placement of personnel, the conduct of staff and organizational surveys, the investigation of grievances, the assessment of positions for classification purposes, and the provision of advice to local Government officials and to the public on matters relating to personnel practices and employment opportunities.

During 1955 it was necessary to maintain a high level of activity in recruiting personnel to fill a wide variety of clerical, technical, and professional positions, and a total of 712 candidates, selected through competition, were referred to supervisory officials of institutions and offices. This number is 387 less than was recruited by this office during 1954. However, unlike the 1954 total, the present one does not include any placements in the Mental Health Services institutions, as these are now made through the Civil Service Commission office operating for that service. For summary showing the distribution of these appointments by position classification *see* Table 16 of Appendix.

As in previous years, all candidates for clerical and stenographic positions during 1955 were subjected to qualifying examinations, and while it was possible to fill the majority of vacancies as they occurred, a decided shortage of qualified applicants was apparent. This shortage is due to an intense local competition existing for trained clerks and stenographers, and it is anticipated that the present high rate of staff turnover in these classifications will continue during the current year. The following table provides a summary of the examinations given during 1955:—

	Passed	Failed
Junior Clerk	49	9
Clerk—Grade 1	78	23
Clerk-Typist	81	11
Stenographer—Grades 1 and 2	80	13
Clerk-Stenographer	14	-----
Secretarial Stenographer	3	-----
Totals	305	137

Grand total, 442.

During the past year this office continued to provide assistance in recruiting personnel to many departments of Government who do not employ Civil Servants, and appreciation for such co-operation has been expressed by supervisory officials of the Lions Gate Bridge, the Gaol Service, the University Endowment Lands, and the Borstal School.

During 1955 this office assisted the Classification Officer by conducting twenty-six studies relative to position classifications and organizational requirements and continued checking the duties of positions becoming vacant to determine if changes in classification were warranted before a new appointment was made.

In February of last year your Personnel Officer was appointed chairman of a panel comprising four members, which was instructed to make a complete organizational and staff survey of the Provincial Mental Health Services. I am pleased to be able to report that by the end of 1955 considerable progress has been made in the survey, and recommendations made by the panel are being implemented in several departments of the Mental Health Services, and it is anticipated that they will be reflected by increased efficiency and economy of operation. The conduct of this survey has necessitated your Personnel Officer spending a considerable amount of time away from this office and his clerical assistants assuming much of the responsibility for maintaining office efficiency, and I wish to report that they have given loyal co-operation.

The in-service training courses carried out on the Mainland during 1955 have continued to be received with enthusiam by supervisory officials. I think it is gratifying to note that the number of staff grievances appears to be decreasing as more supervisors become aware of their staff responsibilities through the courses.

REPORT OF PERSONNEL OFFICER, ESSONDALE

G. L. TOMALTY, B.A., M.P.A.

The purpose of the Essondale office is to provide greater service to the Mental Health Services of British Columbia, to the Essondale division of the Department of Public Works, and at the same time to provide the necessary administrative control of personnel in regard to recruitment, promotions, classifications, and supervisory training.

RECRUITMENT

During 1955 recruiting was active and 619 appointments were made (*see* Appendix, Table 17). Of this number, 144 positions were filled by 110 promotional competitions.

COMPETITIONS AND EXAMINATIONS

Where possible, written qualifying examinations were included in the selection process of said competitions. Twenty-one examinations were held, in which 139 applicants participated, exclusive of the recent promotional eligibility examination for Psychiatric Charge Nurse and Assistant Charge Nurse positions.

Total number of competitions	110[1]
Total number applied	861
Total number of interviews	469
Examinations given	21
Number tested	139
Number passed	96
Number of appointments made	144

[1] Includes local postings.

With the number of Psychiatric Nurse supervising positions occurring throughout the Service, it became apparent that a promotional eligibility list should be devised whereby vacancies could be filled from this list in an effective and time-saving manner, still upholding sound personnel promotional policy.

A qualifying examination was given for applicants wishing to compete for Charge and Assistant Charge Psychiatric Nursing positions throughout the Service. There were 261 applicants, of which 238 wrote the examination. This qualifying examination plus other factors will be used to determine the promotional eligibility list from which Charge and Assistant Charge Psychiatric Nursing position vacancies will be filled.

The examination will be held annually, allowing new applicants and those who were not successful an opportunity to be placed on the list. The promotional eligibility list will be finalized and put into effect shortly.

In July of this year this office took over the recruitment of physicians for the Mental Health Services, working closely with the Director of the Mental Health Services.

In 1955 twenty-three investigations were carried out concerning the classification of personnel on requests by the Classiffication Officer, along with numerous reports on organizational requirements.

In June, 1955, the staff of this office was increased to two, with the appointment of Mrs. M. Booth to assist the Personnel Officer. With the continual demands of the Civil Service function at Essondale, arrangements have been concluded for an additional staff member, loaned to this office on a three-quarter-time basis, from the Mental Health Services personnel office.

On November 3rd, 1955, new quarters were provided, which are adjacent to the personnel and pay office of the Mental Health Services in the Crease Clinic. The arrangement is quite satisfactory and lends itself to a more efficient use of the staff in this office.

Very little supervisory training has been given in 1955 on a scheduled basis to staff in the Mental Health Services. This programme will be extended next year.

APPENDIX

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1933 TO DECEMBER 31ST, 1955

(Enrolments for 1955 exclude 755 casual employees.)
(Enrolments for 1954 exclude 578 casual employees.)

Year	Enrolment	Year	Enrolment
1933–34	1,424	1944–45	2,159
1934–35	1,484	Apr. 1, 1945, to Dec. 31, 1946	4,664
1935–36	1,541	1947	5,425
1936–37	1,607	1948	6,417
1937–38	1,718	1949	7,345
1938–39	1,889	1950	7,694
1939–40	1,941	1951	7,994
1940–41	1,951	1952	8,543
1941–42	1,851	1953	8,543
1942–43	1,822	1954	7,945
1943–44	2,018	1955	8,138

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1933 TO DECEMBER 31ST, 1955

Year	Probationary	Casual	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
1952	1,417	673	378	2,468
1953	1,193	473	390	2,056
1954	1,149	533	438	2,120
1955	1,264	1,030	332	2,626[2]

[1] Included in the number are 1,062 appointments of a probationary nature.
[2] Included in this total are 818 employees who terminated their service before December 31st, 1955.

TABLE 3.—NUMBER OF CIVIL SERVANTS ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1955, ACCORDING TO NATURE OF APPOINTMENT AND SEX

Department	Permanent			Probationary			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Premier's Office	------	1	1	------	------	------	------	1	1
Agriculture	96	37	133	9	9	18	105	46	151
Attorney-General	270	176	446	28	48	76	298	224	522
Education	146	165	311	19	48	67	165	213	378
Finance	373	207	580	33	56	89	406	263	669
Fisheries	4	1	5	------	------	------	4	1	5
Health	316	606	922	26	174	200	342	780	1,122
Labour	44	30	74	1	8	9	45	38	83
Lands	239	34	273	25	8	33	264	42	306
Mines	53	20	73	------	2	2	53	22	75
Municipal Affairs	12	4	16	1	1	2	13	5	18
Provincial Secretary	985	837	1,822	122	251	373	1,107	1,088	2,195
Public Utilities	24	30	54	1	6	7	25	36	61
Highways	386	88	474	14	30	44	400	118	518
Railways	6	2	8	------	------	------	6	2	8
Trade and Industry	34	23	57	9	9	18	43	32	75
Public Works	429	30	459	23	6	29	452	36	488
Hospital Insurance	90	84	174	6	17	23	96	101	197
Welfare	154	272	426	20	74	94	174	346	520
Forests	548	117	665	31	50	81	579	167	746
Totals	4,209	2,764	6,973	368	797	1,165	4,577	3,561	8,138

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1955, ACCORDING TO SEX

Department	Male	Female	Total
Premier's Office	----	1	1
Agriculture	6	2	8
Attorney-General	7	44	51
Education	15	32	47
Finance	26	29	55
Fisheries	2	----	2
Health	61	125	186
Labour	----	----	----
Lands	9	5	14
Mines	1	2	3
Municipal Affairs	----	----	----
Provincial Secretary	102	66	168
Public Utilities	----	----	----
Highways	28	14	42
Railways	----	----	----
Trade and Industry	1	1	2
Public Works	32	5	37
Hospital Insurance	6	13	19
Welfare	21	11	32
Forests	40	48	88
Totals	357	398	755

TABLE 5.—SICK-LEAVE GRANTED FROM OCTOBER 1ST, 1954, TO SEPTEMBER 30TH, 1955, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1955	Days' Sick-leave with Pay	Average Days per Employee		Days' Sick-leave without Pay	Average Days per Employee		Total Average	
			By Department	By Total Enrolment		By Department	By Total Enrolment	By Department	By Total Enrolment
Premier's Office	2	32	16.0	0.004	------	----	------	16.0	0.004
Agriculture	159	325½	2.0	0.04	36	0.2	0.004	2.2	0.044
Attorney-General	538	3,204	6.0	0.36	665	1.2	0.08	7.2	0.44
Education	438	1,373½	3.1	0.16	84½	0.2	0.01	3.3	0.17
Finance	725	3,718½	5.1	0.42	328	0.5	0.04	5.6	0.46
Fisheries	6	73	12.2	0.008	------	----	------	12.2	0.008
Health	1,324	6,887½	5.2	0.78	2,218½	1.7	0.25	6.9	1.03
Hospital Insurance	216	1,309	6.1	0.15	302½	1.4	0.03	7.5	0.18
Labour	83	419	5.0	0.05	18	0.2	0.002	5.2	0.052
Lands	322	1,087½	3.4	0.12	60½	0.2	0.007	3.6	0.127
Forests	845	2,268½	2.7	0.26	255½	0.3	0.03	3.0	0.29
Mines	77	263	3.4	0.03	11½	0.1	0.001	3.4	0.031
Municipal Affairs	17	103½	6.1	0.01	2	0.1	0.0002	6.2	0.0102
Provincial Secretary	2,302	12,800½	5.6	1.45	2,973½	1.3	0.34	6.3	1.79
Public Utilities	59	327	5.5	0.04	15	0.3	0.002	5.8	0.042
Highways	563	2,384½	4.2	0.27	43	0.1	0.005	4.3	0.275
Public Works	524	1,785½	3.4	0.20	95	0.2	0.01	3.6	0.21
Railways	8	5	0.6	0.0006	1	0.1	0.0001	0.7	0.0007
Trade and Industry	74	323	4.4	0.04	35	0.5	0.004	4.9	0.044
Welfare	565	2,621½	4.6	0.30	234	0.4	0.03	5.0	0.33
Totals	8,847	41,311½	------	------	7,378½	----	------	----	------

Over-all sick-leave averages: With pay, 4.7 days; without pay, 0.8 days; total, 5.5 days.

TABLE 6.—NUMBER OF CIVIL SERVANTS APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1955, STILL ON STAFF AT THE END OF THE YEAR, ACCORDING TO NATURE OF APPOINTMENT AND SEX.

Department	Permanent			Probationary			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Premier's Office	.....	.....	.....	.....	.....	.....	.....	.....	.....
Agriculture	.....	6	6	5	8	13	5	14	19
Attorney-General	4	11	15	19	42	61	23	53	76
Education	1	6	7	17	39	56	18	45	63
Finance	3	13	16	29	48	77	32	61	93
Fisheries	.....	.....	.....	.....	.....	.....	.....	.....	.....
Health	5	52	57	20	148	168	25	200	225
Labour	.....	4	4	.....	8	8	.....	12	12
Lands	2	1	3	18	4	22	20	5	25
Mines	1	.....	1	.....	2	2	1	2	3
Municipal Affairs	.....	.....	.....	1	1	2	1	1	2
Provincial Secretary	38	86	124	100	195	295	138	271	409
Public Utilities	.....	1	1	1	4	5	1	5	6
Highways	.....	2	2	9	26	35	9	28	37
Railways	.....	.....	.....	.....	.....	.....	.....	.....	.....
Trade and Industry	.....	.....	.....	9	8	17	9	8	17
Public Works	19	.....	19	18	6	24	37	6	43
Hospital Insurance	3	3	6	6	17	23	9	20	29
Welfare	13	18	31	17	70	87	30	88	118
Forests	.....	4	4	17	42	59	17	46	63
Totals	89	207	296	286	668	954	375	865	1,240

TABLE 7.—NUMBER OF CASUAL EMPLOYEES APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1955, STILL ON STAFF AT THE END OF THE YEAR, ACCORDING TO SEX.

Department	Male	Female	Total
Premier's Office	.....	1	1
Agriculture	5	.....	5
Attorney-General	5	27	32
Education	13	27	40
Finance	22	25	47
Fisheries	2	.....	2
Health	41	96	137
Labour	.....	.....	.....
Lands	7	5	12
Mines	1	.....	1
Municipal Affairs	.....	.....	.....
Provincial Secretary	89	54	143
Public Utilities	.....	.....	.....
Highways	12	10	22
Railways	.....	.....	.....
Trade and Industry	.....	1	1
Public Works	20	4	24
Hospital Insurance	3	9	12
Welfare	19	10	29
Forests	18	32	50
Totals	257	301	558

TABLE 8.—NUMBER OF CIVIL SERVANTS GRANTED PERMANENT APPOINTMENT DURING 1955 AND STILL ON STAFF AT THE END OF THE YEAR

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

Department	Male	Female	Total
Agriculture	3	8	11
Attorney-General	13	25	38
Education	14	26	40
Finance	19	37	56
Health	25	127	152
Labour	1	9	10
Lands	12	4	16
Mines	2	1	3
Provincial Secretary	96	222	318
Public Utilities	-----	4	4
Highways	9	13	22
Trade and Industry	2	3	5
Public Works	26	3	29
Hospital Insurance	6	11	17
Welfare	22	56	78
Forests	44	24	68
Totals	294	573	867

TABLE 9.—NUMBER OF SEPARATIONS IN 1955 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred O.S.	Cancelled	Enlisted	Transferred to Cas.	Transferred to C.S. from Cas.	Total
Premier's Office	-----	-----	1	-----	-----	-----	-----	-----	-----	-----	1
Agriculture	1	31	-----	-----	1	-----	-----	-----	1	-----	34
Attorney-General	4	102	-----	3	12	2	1	1	1	16	142
Education	2	80	-----	1	9	-----	-----	1	1	16	110
Finance	6	151	-----	1	11	1	1	2	1	26	200
Fisheries	-----	1	-----	-----	-----	-----	-----	-----	-----	-----	1
Health	2	538	5	15	60	5	2	2	15	121	765
Labour	-----	18	-----	-----	-----	-----	-----	-----	-----	1	19
Lands	5	91	1	1	5	4	-----	2	3	9	121
Mines	-----	2	-----	-----	2	-----	-----	-----	1	2	7
Municipal Affairs	-----	1	-----	-----	-----	-----	-----	-----	-----	-----	1
Provincial Secretary	13	588	4	21	40	13	1	1	5	88	774
Public Utilities	1	15	-----	-----	1	1	1	-----	-----	-----	19
Highways	11	101	-----	2	6	5	-----	-----	2	18	145
Trade and Industry	-----	15	-----	1	-----	-----	-----	-----	-----	-----	16
Public Works	3	36	-----	2	11	2	-----	-----	1	12	67
Hospital Insurance	1	30	1	1	3	-----	-----	1	2	15	54
Welfare	-----	128	1	2	10	2	-----	-----	1	41	185
Forests	7	108	1	2	2	5	-----	-----	4	17	146
Totals	56	2,037	14	52	173	40	6	10	38	381	2,807

TABLE 10.—NUMBER OF CIVIL SERVANTS AND CASUAL EMPLOYEES APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1955, ACCORDING TO CERTAIN AGE INTERVALS, AS AT DECEMBER 31ST, 1955.

Interval	Appointed during 1955		
	Male	Female	Total
Under 21 years	93	465	558
21 to 25 years	164	425	589
26 to 30 ,,	140	206	346
31 to 35 ,,	119	179	298
36 to 40 ,,	128	175	303
41 to 45 ,,	89	111	200
46 to 50 ,,	66	72	138
51 to 55 ,,	42	44	86
56 to 60 ,,	28	32	60
61 to 64 ,,	10	12	22
65 years and over	14	-----	14
Not stated	6	6	12
Totals	899	1,727	2,626
Terminated[1]	267	551	818

[1] *Included here are 818 employees who terminated their service before December 31st, 1955.*

TABLE 11.—CIVIL SERVICE AND CASUAL EMPLOYEES ENROLMENT ACCORDING TO CERTAIN AGE INTERVALS, AS AT DECEMBER 31ST, 1955

Interval	Civil Service and Casual Employees		
	Male	Female	Total
Under 21 years	97	535	632
21 to 25 years	352	797	1,149
26 to 30 ,,	601	539	1,140
31 to 35 ,,	788	511	1,299
36 to 40 ,,	740	530	1,270
41 to 45 ,,	731	480	1,211
46 to 50 ,,	519	264	783
51 to 55 ,,	472	131	603
56 to 60 ,,	355	122	477
61 to 64 ,,	244	20	264
65 years and over	22	-----	22
Not stated	13	30	43
Totals	4,934	3,959	8,893

TABLE 12.—SALARY STATISTICS

(Median salary, $239 per month; average salary, $261 per month.)

Basic Monthly Salary	Number of Employees	Percentage of Employees
$50–$100	9	00.10120
101– 150	752	08.45608
151– 200	1,496	16.82221
201– 250	2,704	30.40593
251– 300	1,731	19.46475
301– 350	908	10.21027
351– 400	631	07.09546
401– 450	182	02.04655
451– 500	152	01.70920
501– 550	101	01.13572
551– 600	119	01.33813
601– 650	33	00.37107
651– 700	38	00.42730
701– 750	20	00.22489
751– 800	9	00.10120
830	8	00.08995
Totals	8,893	99.99991

TABLE 13.—BASIC MONTHLY SALARY COMMITMENT ACCORDING TO CLASSIFICATION GROUPS, AS AT DECEMBER 31ST, 1955

Group	Number of Employees	Total Amount of Basic Salary Involved
Administrative (AD)	86	$38.744
Clerical (CL)	2,741	564,709
Manual (ML)	1,297	289,337
Executive (EX)	18	13,866
Professional (PR)	1,629	599,437
Technical (TE)	3,122	812,978
Totals	8,893	$2,319,071

TABLE 14.—NUMBER OF MALE VETERANS APPOINTED DURING THE PERIOD JANUARY 1ST, 1955, TO DECEMBER 31ST, 1955

Veterans	343
Total males appointed	632
Percentage of veterans	54.24

TABLE 15.—TOTAL NUMBER OF MALE VETERANS IN PROVINCIAL CIVIL SERVICE

Veterans	3,259
Total male employees	4,934
Percentage of veterans	66.05

TABLE 16.—DISTRIBUTION OF APPOINTMENTS BY POSITION CLASSIFICATION INITIATED AND TABULATED IN THE VANCOUVER OFFICE

1.	Audit Accountant	1
2.	Bacteriologist	15
3.	Building Service Worker	62
4.	Carpenter	2
5.	Clerk—Grade 1	70
6.	Clerk—Grade 2	28
7.	Clerk, Intermediate—Grade 1	16
8.	Clerk, Intermediate—Grade 2	3
9.	Clerk, Junior—Grade A	30
10.	Clerk, Senior—Grade 1	4
11.	Clerk-Stenographer	14
12.	Clerk-Stenographer, Senior	4
13.	Clerk-Typist	63
14.	Clerical Assistant-Student	2
15.	Cooks	6
16.	Court Reporter	1
17.	Deck-hand	1
18.	Dietician	4
19.	Draughtsman	13
20.	Draughtsman, Electrical	1
21.	Draughtsman, Senior Electrical	2
22.	Driver	1
23.	Drivers' Examiner	4
24.	Electrician	1
25.	Engineer, Stationary	23
26.	Epidemiology-worker	1
27.	Fireman	1
28.	Fire-fighter	1
29.	Forest Protection Officer—Grade 1	1
30.	Gardener	3
31.	Hairdresser	1
32.	Hospital Tutor	1
33.	Housekeeper	1
34.	Inspector, Boilers	2
35.	Inspector, Dairy Barn	9
36.	Inspector, Electrical	5
37.	Inspector, Fire Marshal	2
38.	Inspector, Milk Board	1
39.	Instructor, Recreational	3
40.	Kitchen Helper (Male)	12
41.	Laboratory Technician	10
42.	Laundress	10
43.	Maid	13
44.	Mate-Purser	3
45.	Nurse's Aide	34
46.	Nurse, Head	4
47.	Nurse, R.N.	31
48.	Occupational Therapist	2
49.	Oiler	4
50.	Operator, Elevator	1
51.	Operator, Machines	2
52.	Operator, Switchboard	6
53.	Orderly	30
54.	Outfit-maker and Glassware-cleaner	1
55.	Painter	1
56.	Pharmacist	1
57.	Rehabilitation Officer	1
58.	Right-of-way Agent	1
59.	Seamstress	2
60.	Secretarial Stenographer—Grade 1	3
61.	Shipwright	2
62.	Social Worker—Grade 1	11
63.	Social Worker—Grade 5	1
64.	Stenographer	52
65.	Stockman	2
66.	Supervisor, Jericho Hill School	8
67.	Supervisor, Technical	1
68.	Teacher	1
69.	Waitress	11
70.	Ward Assistant	39
71.	Watchman	6
72.	X-ray Assistant	2
73.	X-ray Technician	1

TABLE 17.—DISTRIBUTION OF APPOINTMENTS BY POSITION CLASSIFICATION INITIATED AND TABULATED IN THE ESSONDALE OFFICE

1. Bacteriologist—Grade 1	2
2. Bacteriologist—Grade 2	2
3. Baker—Grade 2	1
4. Barber—Grade 1	2
5. Building Service Worker—Grade 1	8
6. Building Service Worker—Grade 4	1
7. Cemetery Caretaker	1
8. Clerk—Grade 1	6
9. Clerk—Grade 2	3
10. Clerk, Intermediate—Grade 1	1
11. Clerk, Junior	6
12. Clerk, Senior—Grade 1	1
13. Clerk-Stenographer	1
14. Clerk-Stenographer, Senior	1
15. Clerk-Typist	12
16. Cook—Grade 1	15
17. Cook—Grade 2	4
18. Cook—Grade 3	2
19. Co-ordinator of Voluntary Workers	1
20. Dairyman	4
21. Dairyman, Head	1
22. Dental Assistant	2
23. Dental Officer—Grade 1	1
24. Dietician	3
25. Driver	5
26. Engineer, Stationary—Grade 2	18
27. Engineer, Stationary—Grade 3	2
28. Engineer, Stationary—Grade 4	4
29. Engineer, Stationary, Chief	1
30. Fire-fighter	1
31. Foreman of Works—Grade 2	1
32. Gardener—Grade 1	2
33. Gardener—Grade 2	1
34. Hairdresser	2
35. Herdsman	2
36. Housekeeper (Home Supervisor)	14
37. Industrial Therapist	2
38. Instructor, Handicrafts	6
39. Instructor of Nurses—Grade 1	4
40. Instructor, Recreational	1
41. Kitchen Helper (Male)	39
42. Laboratory Technician—Grade 2	1
43. Laundress—Grade 1	4
44. Laundress—Grade 2	6
45. Laundry Helper—Grade 1	7
46. Laundryman—Grade 2	1
47. Mechanical Maintenance Foreman	1
48. Meat-cutter	6
49. Meat-cutter, Assistant Chief	1
50. Meat-cutter, Chief	1
51. Meat-cutter's Helper	1
52. Nurse, Psychiatric (Male)	12
53. Nurse, Psychiatric (Female)	89
54. Nurse, Psychiatric, Assistant Charge (Male)	17
55. Nurse, Psychiatric, Assistant Charge (Female)	21
56. Nurse, Psychiatric, Charge (Male)	8
57. Nurse, Psychiatric, Charge (Female)	4
58. Nurse, Psychiatric, Chief	1
59. Nurse, Psychiatric, Chief (Nights)	1
60. Nurse, Psychiatric, Chief—Grade 1	1
61. Nurse, Psychiatric, Deputy Chief (Male)	2
62. Nurse, Psychiatric, Dining-room (Male)	1
63. Nurse, Head	11
64. Occupational Therapist—Grade 1	5
65. Operator, Switchboard	6
66. Physiotherapist	2
67. Psychiatric Aide (Male)	136
68. Psychiatric Aide (Female)	238
69. Psychologist—Grade 1	1
70. Psychologist—Grade 3	2
71. Psychologist—Grade 4	1
72. Painter	2
73. Plasterer and Tile-setter	1
74. Resident Physician—Grade 2	5
75. School-teacher	4
76. Seamstress	1
77. Social Worker	1
78. Secretarial Stenographer—Grade 1	3
79. Stenographer—Grade 1	19
80. Stenographer—Grade 2	17
81. Stenographer, Senior	1
82. Staff Nurse—Grade 1	14
83. Stockman, Cattle	1
84. Stockman, Stores—Grade 2	1
85. Stockman, Stores—Grade 3	2
86. Stockman, Swine	2
87. Superintendent of Nurses—Grade 1	2
88. Supervisor, Home for Aged, Vernon	1
89. Supervisor, Regional Recreational	1
90. X-ray Technician	1

TABLE 18.—CLASSIFICATION REVIEWS BY DEPARTMENT IN 1955 WITH COMPARATIVE FIGURES FOR 1950, 1951, 1952, 1953, AND 1954

	Upward Revisions of Individual Positions	Downward Revisions of Individual Positions	Reviews of Individual Positions Resulting in No Change	Upward Revisions of Positions Including Several Employees	Downward Revisions of Positions Including Several Employees	Reviews of Positions Including Several Employees Resulting in No Change	Reviews of Positions Including a Number of Employees in Several Departments	Total
Agriculture	9	-----	1	-----	-----	1	-----	11
Attorney-General	47	2	6	-----	-----	-----	-----	55
Education	26	2	4	-----	-----	-----	-----	32
Finance	78	2	17	1	1	1	-----	100
Fisheries	-----	-----	-----	-----	-----	-----	-----	-----
Health	27	1	3	4	-----	-----	-----	35
Welfare	19	1	17	6	-----	1	-----	44
Hospital Insurance	5	1	10	-----	-----	1	-----	17
Highways	46	1	4	4	-----	-----	-----	55
Labour	10	1	1	-----	-----	-----	-----	12
Lands	15	2	1	-----	-----	-----	-----	18
Forests	47	-----	5	1	-----	-----	-----	53
Mines	4	-----	-----	-----	-----	-----	-----	4
Municipal Affairs	6	-----	-----	-----	-----	-----	-----	6
Provincial Secretary	81	3	17	2	-----	6	-----	109
Public Utilities	5	-----	2	-----	-----	-----	-----	7
Railways	-----	-----	-----	-----	-----	-----	-----	-----
Public Works	35	1	6	18	1	-----	-----	61
Trade and Industry	19	-----	-----	-----	-----	-----	-----	19
Totals, 1955	479	17	94	36	2	10	21	659
Totals, 1954	513	49	87	12	1	7	9	678
Totals, 1953	480	80	130	19	1	7	11	728
Totals, 1952	505	55	143	97	6	5	7	818
Totals, 1951	585	61	296	14	1	20	3	980
Totals, 1950	474	32	174	10	1	6	11	708

TABLE 19.—NUMBER OF EMPLOYEES BY LENGTH OF SERVICE IN FIVE-YEAR STEPS, AS AT DECEMBER 31ST, 1955

Interval	Male	Female	Total
Under 1 year	632	1,176	1,808
1 to 5 years	1,644	1,866	3,510
6 to 10 ,,	1,456	531	1,987
11 to 15 ,,	353	159	512
16 to 20 ,,	265	68	333
21 to 25 ,,	112	28	140
26 to 30 ,,	82	26	108
31 to 35 ,,	26	8	34
36 to 40 ,,	6	2	8
41 to 45 ,,	4	1	5
46 to 50 ,,	1	-----	1
Not stated	353	94	447
Totals	4,934	3,959	8,893

TABLE 20.—ADDITIONS TO AND DELETIONS FROM ESTABLISHMENTS

Department of Agriculture

Additions—
1 Home Economist.
1 Poultry Inspector.

Department of the Attorney-General

Additions—
7 Court Reporters—Grade 1.
5 Clerks—Grade 1.
4 Clerks—Grade 2.
1 Senior Clerk—Grade 1.
1 Legal Stenographer.
1 Clerk-Stenographer.
2 Clerk-Typists.
2 Inspectors, Fire Marshal's Office.
1 Assistant Registrar of Companies.
1 Official Committee.

Department of Education

Additions—
1 Co-ordinator of Services.
1 Recreational Consultant—Grade 1.
1 Teacher—Grade 7.
4 Inspectors of Schools.
4 Stenographers—Grade 1.
1 Clerk-Stenographer.
1 Clerk-Typist.

Deletions—
2 Clerks—Grade 1.

Department of Finance

Additions—
1 Clerk—Grade 1.
3 Clerk-Typists.
1 Junior Clerk.
1 Clerk-Stenographer.
4 Equalization Valuators.
1 Assessor—Grade 3.
1 Intermediate Clerk—Grade 1.
1 Research Assistant—Grade 2.
1 Apprentice Typewriter Mechanic.
1 Key-punch Operator—Grade 1.
1 Key-punch Operator—Grade 2.
1 Audit Accountant—Grade 1.
1 Research Supervisor—Grade 1.
1 Building Service Worker—Grade 1.
1 Building Service Worker—Grade 3.
1 Supervisor of Assessors.
1 Postal Clerk—Grade 1.

Department of Lands and Forests

Additions—
1 Forester-in-training.
1 Assistant Forester—Grade 5.
1 Assistant Forester—Grade 2.
1 Assistant Forester—Grade 1.
1 Launch Engineer.
1 Building Service Worker—Grade 1.
1 Stockman—Grade 4.
1 Ranger—Grade 2.
1 Inspector of Licensed Scalers.
1 Assistant Superintendent of Scalers.
4 Scaling Supervisors.
1 Draughtsman—Grade 1.
1 Technical Survey Assistant—Grade 2.

Deletions—
1 Chief Clerk.

Department of Labour

Additions—
1 Stenographer—Grade 1.
1 Stenographer—Grade 2.

Department of Mines

Additions—
1 Clerk-Stenographer.
1 Junior Draughtsman.

Deletions—
1 Building Service Worker—Grade 3.

Department of the Provincial Secretary

Additions—
1 Building Service Worker—Grade 4.
3 Building Service Workers—Grade 1.
1 X-ray Technician—Grade 2.
1 Truck-driver.
1 Meat-cutter.
5 Laundry Helpers—Grade 1.
1 Laundress—Grade 2.
3 Laundresses—Grade 1.
1 Psychiatric Nurse.
2 Psychiatric Charge Nurses.
12 Assistant Charge Psychiatric Nurses.
3 Superintendents of Nurses—Grade 1.
4 Head Nurses.
1 Dietician—Grade 1.
1 Cook—Grade 3.
1 Cook—Grade 2.
1 Cook—Grade 1.
6 Kitchen Helpers.
3 Occupational Therapists—Grade 1.
1 Intermediate Clerk—Grade 2.
1 Stockman—Grade 2.
1 Stockman—Grade 3.
1 Recreational Instructor.
13 Psychiatric Aides—Grade 2.
1 Physiotherapist.
1 Dairy Herd Supervisor.

Deletions—
1 Clerk-Typist.
2 Housekeepers (Home Supervisors).
1 Building Service Worker—Grade 1.
1 Chief Clerk.
1 Stockman—Grade 3.
1 Stockman—Grade 5.
2 Kitchen Helpers.
1 Cook—Grade 1.

Public Utilities Commission

Additions—
1 Inspector of Cemeteries.

Department of Trade and Industry

Additions—
1 Tabulating-machine Operator—Grade 1.
1 Tabulating-machine Operator—Grade 2.
1 Clerk-Typist.
1 Intermediate Clerk—Grade 2.

Department of Health and Welfare

Additions—
1 Intermediate Clerk—Grade 1.
1 Clerk-Stenographer.
1 Senior Clerk—Grade 1.
1 Junior Clerk—Grade A.
1 Secretarial Stenographer—Grade 1.
1 Clerk—Grade 2.
7 Clerks—Grade 1.
2 Stenographers—Grade 2.
1 Social Worker—Grade 1.
3 Social Workers—Grade 2.
1 Social Worker—Grade 4.
3 Supervisors of Welfare—Grade 1.
1 Supervisor of Welfare—Grade 3.
4 Orderlies.
10 Nurses' Aides.
9 Staff Nurses—Grade 1.
1 Staff Nurse—Grade 2.
1 Head Nurse.
5 Ward Assistants.
2 House Matrons.
3 Public Health Nurses—Grade 1.
1 Superintendent of Nurses—Grade 2.
1 Hospital Housekeeper—Grade 1.
1 Cook—Grade 1.
2 Cooks—Grade 2.
1 Cook—Grade 3.
4 Kitchen Helpers.
4 Kitchen Maids.
8 Building Service Workers—Grade 1.
1 Building Service Worker—Grade 2.
1 X-ray Technician—Grade 2.
1 Bacteriologist—Grade 1.
1 Bacteriologist—Grade 5.
1 Physician Specialist.
1 Resident Physician—Grade 2.
1 Occupational Therapist—Grade 1.
1 Dietician—Grade 2.
2 Cottage Parents.
1 Stockman—Grade 4.
1 Seamstress.
1 Driver.
1 Barber—Grade 1.

Deletions—
1 Gardener—Grade 1.
1 Supervisor of Public Health Nurses.

Department of Public Works

Additions—
1 Chief Stationary Engineer.
8 Stationary Engineers—Grade 2.
1 Right-of-way Agent—Grade 1.
1 Electrical Inspector—Grade 1.
1 Building Service Worker—Grade 1.
1 Gardener—Grade 2.
1 Stenographer—Grade 2.

Deletions—
1 Building Service Worker—Grade 1.
1 Junior Clerk—Grade A.
1 Mechanic—Grade 3.
1 Road Maintenance Foreman—Grade 2.
1 Driver (Pattullo Bridge).
1 Deck-hand.

Department of Highways

Additions—
1 Mechanical Supervisor—Grade 2.
1 Ferry Captain—Grade 3.

Deletions—
1 Truck-driver—Grade 3.
1 Truck-driver—Grade 2.
1 Road Maintenance Foreman—Grade 3.
1 Road Maintenance Foreman—Grade 2.
1 Resident Engineer—Grade 1.
2 Reaction Ferry Operators.
1 Stockman—Grade 4.
1 Utility Operator.
1 Power-grader Operator—Grade 2.
2 Mechanics—Grade 5.

Department of Municipal Affairs

Additions—
1 Town Planner.

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