PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Thirty-eighth Annual Report

JANUARY 1st TO DECEMBER 31st

1956

VICTORIA, B.C.
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1957

To His Honour FRANK MACKENZIE ROSS, C.M.G., M.C., LL.D.,
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, 1956.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1957.

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, 1956.

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

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

Victoria, B.C., January, 1957.

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.
Personnel Technician: R. D. HIGGINS.

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 M. E. CLEGG.
Miss V. M. DIXON.
Miss V. EVAN.
Mrs. R. M. FRANKLING.
Miss M. E. JACKSON.
Mrs. G. KNOTT.
Mrs. M. M. LESTER.
Miss J. MCCUAIG.
Mrs. E. A. B. MAYNE.
Mrs. A. M. ROBERTSON.
Mrs. P. RUSSELL.
Mrs. V. E. TURPIN.

Vancouver Office

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

Essondale Office

Mrs. W. G. MATHESON.

HIGHLIGHTS DURING 1956

- 1,786 persons were appointed to permanent positions.
- 923 persons were appointed to casual or temporary positions.
- 2,637 persons terminated their services.
- There was a 28.45-per-cent turnover of staff.
- There was a 6-per-cent average increase in Civil Service salaries.
- 361 Civil Servants gained promotion through open competition with other employees and with candidates from outside the Service.
- 117 supervisors took supervisory training courses.
- Thirty senior employees started on a three-year Civil Service-University executive development training plan.
- Merit promotion based on written examination and work performance was formalized in the nursing ranks of the Mental Health Services.
- There was a 20-per-cent increase in the number of positions reviewed for purposes of checking salary classifications.
- Average sick-leave taken was practically the same as last year.
- There were no formal grievances.
- The Premier and Executive Council paid honour to employees with over twenty-five years of continuous service.
- Organization and work procedures were still being studied and savings were being made along with increased efficiency.

(Photo courtesy Victoria Daily Colonist.)

Premier W. A. C. Bennett chatting with Mr. Burns and Miss Ruby McColl, two of the 390 recipients of long-service certificates, at a luncheon given by the Premier and Executive Council.

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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, 1956

The year 1956 was another year similar to preceding ones in the general post-war pattern, characterized by the Province's expanding economic activity. This activity was reflected to even greater intensity than heretofore in respect to the duties of the Civil Service Commission and its staff. Recruitment efforts were intensified in a growing competitive market to meet increasing departmental demands; implementation of revised salaries was effected along with an increased burden of position evaluations; progress was made in departmental organization studies; supervisory training was continued (regrettably on a lessened scale); and a new administrative management training scheme was launched in co-operation with the University of British Columbia.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

The expanding activities of Government were again reflected in a continued upward trend of Civil Service enrolment. On December 31st, 1955, the total number of probationary and permanent Civil Servants was 8,138 (*see* Appendix, Table 3, Annual Report, 1955); the corresponding number at December 31st, 1956, was 8,398 (*see* Appendix, Table 3) an increase of 260. The gross total (including temporary employees) at the end of 1955 was 8,893; the corresponding number at the end of 1956 was 9,270 (*see* Appendix, Tables 3 and 4), an increase of 377. The natural-resources and construction services—namely, forests, lands, land registry, highways, and public works—accounted for 283 of this 377 increase in personnel.

AMENDMENTS TO CIVIL SERVICE REGULATIONS

Only minor and routine amendments to the regulations were authorized.

Because of a change of position classification title of "Senior Clerk—Grade 2" to " Principal Clerk," a corresponding change was effected by Order in Council No. 688/56 in the Overtime Regulations.

Order in Council No. 2634/56 provided that the hours of general attendance of school-teachers in the Civil Service shall be within the normal ten-month period of the public-school year, as the yearly salaries for such teachers are now on the ten-month basis, and the vacation-leave is to be taken within this ten-month-period.

APPOINTMENTS

During the year 2,709 appointments were made (*see* Appendix, Table 2), as compared with 2,626 appointments made during 1955, an increase of 83 or 3.1 per cent. The number of permanent appointments to permanent positions amounted to 1,786; the remainder, 923, were appointments to casual or temporary positions. Because some vacancies create many promotional opportunities, the increase in the number of requisitions processed in connection with these appointments was substantially greater. As reported by the Chief Personnel Officer, the number of requisitions rose 69 per cent, from 2,626 in 1955 to 4,404 in 1956.

SEPARATIONS

The number of separations of all types from the Civil Service was 2,637, which is an increase of 249 or 10.4 per cent over the 2,388 for 1955. Using a formula of—

$$\frac{\text{Number of separations}}{\text{Total enrolment, including casual employees, at end of calendar year}} \times 100$$

as a measure of the degree of staff turnover, the turnover for 1956 was—

$$\frac{2,637}{9,270} \times 100 = 28.45.$$

For comparison purposes this formula is applied to similar figures for post-war years, as follows:—

Year	Total Separations	Enrolment[1]	Turnover Rate
1949	1,255	7,345	17.09
1950	1,418	7,694	18.43
1951	1,963	7,994	24.56
1952	1,992	8,543	23.32
1953	2,187	8,543	25.60
1954	2,529	8,523	29.67
1955	2,388	8,893	26.85
1956	2,637	9,270	28.45

[1] Including casual employees at December 31st.

An analysis of the Commission's separations statistics reveals that the rate for female personnel is approximately twice that of male personnel. This is what could be expected and is not dissimilar to what is occurring in business and industry. A fact, however, which is disturbing is the excessive turnover in respect to male junior clerical personnel. Of only seventy-seven male clerks, 25 years of age and under in the Service in the grades of Junior Clerk, Clerk 1, and Clerk 2, forty-four terminated their services during 1956. There were 301 female employees in the same grades in the same age category. It would appear that the female clerks are taking hold of these and higher clerical grades, a trend that is noticeable also in business, particularly banks and financial firms. The Commission has been operating for years a special clerical apprenticeship scheme, but its task, in the face of the great industrial competition for male personnel, has to date been difficult.

The Chief Personnel Officer has compiled in his report a very illuminating analysis of staff turnover according to the occupational nature of the positions. As might be expected, the highest rates were in the positions where there is a high degree of occupational movement or female personnel. With a few exceptions, the separation rate in the technical and professional positions was not as large, but very likely substantially higher than normal. Turnover in such positions must be viewed critically, because many key positions are involved. There are indications, however, that turnover of female personnel in the technical and professional positions has significantly boosted this rate. According to the Chief Personnel Officer's calculations, the turnover rate in the four broad groupings are ranked as follows: Manual, 33 per cent; clerical, 32 per cent ; technical, 26 per cent; and professional-administrative, 18 per cent.

The reasons for turnover remain relatively stable from year to year, with some increase in the number of employees leaving for other jobs.

Table 8 in the Appendix indicates other reasons for staff separations. During the year forty-two employees were dismissed, and fifty-six had their probationary periods extended. In addition, two suffered suspensions without dismissal.

The following tabulation indicates the extent of the disciplinary trend during the past six years, an indication that the Civil Service insists on competent personnel:—

	1951	1952	1953	1954	1955	1956
Number of Civil Servants whose probationary periods were extended	43	68	49	61	59	56
Number of Civil Servants who were suspended from duty but not dismissed	12	8	11	10	4	2
Number of Civil Servants who were dismissed	66	53	64	54	52	42

GENERAL ELIGIBILITY EXAMINATIONS

As in previous years, generally assembled stenographic, clerical, and draughting examinations for the establishment of eligibility lists in the junior classifications were held as necessity dictated in Victoria. An addition to the usual list of junior examinations was one for Trainee Sanitary Inspector. A detailed list is given in the Chief Personnel Officer's report (page 16). A total of 992 candidates were examined. Of this number, 616 or 62 per cent qualified.

The usual condition of it being impossible to maintain eligibility lists for a reasonable period of time pertained in the Vancouver and Essondale offices. Hence applicants were continuously examined upon individual or small grouping basis. In the Vancouver area 418 candidates were examined, of which 347 or 83 per cent qualified for appointment. A detailed list is given in the Personnel Officer's report on page 22. At Essondale forty-two appointments in the junior clerical and stenographic grades were made, being 68 per cent of the sixty-one who applied.

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	1956
	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
Victoria	71	67	64	66	61	66	62
Vancouver	(1)	88	72	84	89	69	83
Essondale[2]	(3)	(3)	(3)	(3)	(3)	69	68

[1] No record.
[2] Includes only steno-clerical grades and not other beginning institutional positions.
[3] No centre.

COMPETITIONS FOR PROMOTION

The policy of maintaining a just balance between promotional opportunities to personnel within the Service and the prevention of Service "inbreeding" through competition from outside the Service has been rigidly followed. All vacancies are publicly advertised, as well as posted prominently on bulletin-boards throughout the Service. In this sense the competitions are truly open. The number of positions filled by such competitions was 100 per cent, of which 361 or 36 per cent were filled from within the Service and 646 or 64 per cent were filled from outside the Service. The large percentage of outside opportunities was largely due to the increased requirements involving specialist and professional personnel, and junior grade appointments in Interior Provincial centres where competitions for single positions are often held under the supervision of the Government Agents.

A significant fact about the in-Service promotions is that 18.5 per cent of these promotions were made by transfer from one department to another. The Civil Service Commission is very pleased to point to this fact as it may indicate that extreme departmentalization does not exist in the Civil Service of British Columbia.

Most of the promotional competitions in the Mental Health Services are in the nursing and clerical grades, and are generally supervised by the Commission's Personnel Officer stationed at Essondale. This official reports that there were 123 competitions held at his office, including local postings, for which there were 770 applicants, of which 429 were interviewed and 133 appointments were made. In respect to the eligibility list established by examination for appointments to Charge Psychiatric Nurse and Assistant Psychiatric Charge positions, there were forty-six appointments in 1956.

IN-SERVICE TRAINING

Normal in-service training courses of a specialized character peculiar to the departments concerned were conducted during the year by these departments.

Training courses in the techniques of supervision, regrettably still on a reduced scale, were continued under the direction of Personnel Officer Miss J. Meryl Campbell. However, 117 key personnel (107 from the Lands Service and ten from the Municipal Affairs Department) were able to take advantage of the intensive five-lecture courses. Since the inauguration of these courses in 1950, more than 1,400 supervisors have been exposed to these courses, as follows:—

Year	Number of Supervisors Enrolled
1950	101
1951	132
1952	317
1953	287
1954	405
1955	108
1956	117
Total	1,467

Reference was made in last year's Annual Report to the fact that the Commission was in touch with the University of British Columbia, with the objective of securing the University's assistance in the establishment of an executive development training plan. With the approval in principle by the Government and the provision by the Legislature of the necessary funds, a training plan was organized, and the first classes were enrolled in September. Two meetings of the Commission with departmental heads and University authorities were held, from which were struck several standing committees on such matters as curricular content, on-job training, and contractual obligations.

In broad outline it was determined that the training plan would extend over a three-year period, entailing the study of University courses taught by University professors, and a directed system of an on-the-job service on an interdepartmental basis. The academic subjects would be taught through the admixture of winter lectures, correspondence assignments, and a concentrated final two-week summer institute on the University campus. The plan calls for three such courses a year, as follows:—

First year:

(1) Introductory Economics.
(2) Psychological Problems in Employment Situations.
(3) Public Administration.

Second Year:

(1) Business Mathematics or Report and Précis Writing.
(2) Introduction to Canadian Business Law.
(3) Fundamentals of Accounting.

Third year:

(1) Business Mathematics or Report and Précis Writing.
(2) Personnel Management or Statistics.
(3) Public Finance.

Two classes (one in Victoria and one in Vancouver) not exceeding thirty pupils in total were to be started each September. Postings inviting applications were posted throughout the Service. From 180 applicants, thirty were chosen, being a good distribution from the various departments of key personnel from middle and senior management.

It is, of course, fully realized by all concerned that, with time, changes in curricular content and procedures will be necessary. By the end of the year the reports as to the likely success of the venture were, upon the whole, encouraging. The general aims of the plan are apparent; that is, that specialists must have a liberal background of understanding in order to successfully administer their duties in the light of general Government policy. As Robert T. Sheen, president of the Milton Roy Company writes, " the engineer's slide rule alone does not provide solutions to problems in administration."*

The Commission wishes through you, Sir, to record its appreciation of the understanding support it has received from the Government and the Legislature in respect to this plan, and also to you for your courtesy and inspiration in addressing the opening conference of departmental heads with the Commission.

THE VANCOUVER OFFICE

The Commission's Personnel Officer stationed in Vancouver continued his usual functions of recruiting personnel for the offices, establishments, and institutions in Greater Vancouver and New Westminster, exclusive of the Mental Health Services; of assisting the Classification Officer in assessing positions and studying staff organizations; and in general carrying on effective and useful liaison work between the Commission and the various departments of Government and their local staffs.

These services were extended, as in the past, to non-Civil Service agencies, particularly the Gaol Service and the Toll Highways and Bridges Authority. In all, the number of appointments made through this office amounted to 846, being 134 over the total for 1955. A summary is given in Table 15 of the Appendix. Reports where submitted on the evaluation of forty-eight positions, and important organizational studies were reported upon in the Old-age Assistance Board and the Game Commission, while assistance was continued in the studies being made in the Mental Health Services.

THE ESSONDALE OFFICE

The Commission's Personnel Officer stationed at the Provincial Mental Hospital at Essondale continued his functions, serving the Mental Health Services on parallel lines to the Vancouver Office. This office reports that there were 929 appointments made, an increase of 310 over the previous year (*see* Table 16, Appendix).

A system of examination for the purpose of building an eligibility list for promotions of psychiatric nurses to positions of Charge and Deputy Charge Nurses was established and put into operation. The photograph reproduced is a picture of one of these examinations. The Personnel Officer, in his report, gives a few figures about the examinations (pages 23 and 24).

The usefulness of this office placed in a local situation is indicated by the liaison which is afforded; in short, a good example of controlled decentralization.

CLASSIFICATION AND SALARY PLAN

The Classification Officer, in his report, indicates that 1956 was another intensively active year for his division. Some assistance was afforded in the addition of a technician to the division. Even with the extra task of implementing a major revision in the Civil Service pay structure, and also similar advice and service to the non-Civil Service estab-

* " Industry and Government Co-operate in Management Development," *Good Government*, November-December, 1956, page 59.

lishments, there was a 21-per-cent increase in the number of classification reviews—803, as against 659 reviews in 1955 (*see* Table 17, Appendix). The increase in the percentage of downward and rejected reclassifications appears to the Classification Officer to indicate a degree of irresponsibility in connection with some departmental recommendations.

The work of conducting surveys of prevailing salary of like occupations in business, industry, and other public authorities continued at an even greater pace than in former years. In addition to the main annual survey conducted for the Commission by the Bureau of Economics and Statistics covering firms with over 100 employees throughout the Province, there are fifty-two individual occupational surveys listed by the Classification Officer in his report (*see* pages 19 and 20). This substantiates his statement that " during the year salary surveys were made for every position where comparisons outside the Civil Service could be made."

The remarks of the Classification Officer about the trend of the various professions to have qualifications for positions raised constantly upwards, if valid, would appear to be rather unrealistic in these times of increasing shortages of professional workers. This is a problem that needs to be watched very carefully in order to ensure that professional workers are making full use of their qualifications and talents.

DEPARTMENTAL ESTABLISHMENTS

The system of staff establishment control, sometimes involving organization and work procedure studies, was continued. During the year there were 531 positions added to establishment and 134 deleted, being a net gain of 397 positions, many of which were required to staff the North Lawn Building at Essondale and the Mental Health Centre in Burnaby. Requests for sixty-three additional positions were not approved following investigation, and thus a saving of approximately $130,000 per annum may be claimed.

Except for a few branches in two departments, all survey checks of staff have been completed. Reports on two or more departments are being studied by the departments concerned. All other reports have been studied by this Commission and have been submitted. In most cases, whenever possible, action has been taken, with resultant efficiency and sometimes, through improved organization, staff decreases have been effected. In December the Commission submitted a progress report, summarizing progress to that month.

SICK AND SPECIAL LEAVE

A total of 51,468½ days' sick-leave was granted during the year October 1st, 1955, to September 30th, 1956—43,771 days with pay and 7,697½ days without pay (*see* Table 5, Appendix), an average of 5.6 days. This is a slight increase over the average for the previous twelve months—5.5. Not included in the above totals is sick-leave granted under the Workmen's Compensation Board and under the Department of Veterans' Affairs section of the Sick-leave Regulations. The average number of days' sick-leave per employee during recent years is shown hereunder. For comparison purposes these will be found interesting:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1950	5.3	1954	6.6
1951	6.2	1955	5.5
1952	6.0	1956	5.6
1953	6.4		

The average daily salary during the year October 1st, 1955, to September 30th, 1956, was $12.87, so that the cost of sick-leave granted with pay during the twelve-month period was $563,333. In the majority of instances the sick-leave was of short duration, requiring no payment for relief assistance.

Three employees are on leave of absence for the purpose of serving with units of the armed forces, under the provisions of the regulations governing enlistment of Provincial Government employees in the forces of the Crown, and during the year thirty-four employees were granted special leave for the purpose of training with Reserve units of Her Majesty's Forces or to permit them to take further qualifying courses with the forces.

One employee is serving with the Military Component, Canadian delegation, and two are serving with United Nations Organizations.

Forty-one employees were granted leave of absence for varying periods for the purpose of further training and study, some with assistance provided, as in previous years, from Federal Health Grant funds.

The Employees' Health Service in Victoria has completed its second calendar year, in that year extending its services in some 3,300 cases, an increase of some 800 over that of 1955. A full report of the activity of that health service is included in the annual report of the Health Branch, Department of Health and Welfare.

GRIEVANCES

For the fifth consecutive year it is with pleasure that the Commission is able to report that no formal grievances where heard. This does not mean that there were no grievances. It does mean that the continuous process of personnel counselling and administration was functioning satisfactorily. In this process the Commission itself met once with representatives of the Government Employees' Association to examine a point of representation.

GENERAL OBSERVATIONS

In June the Honourable the Premier and Executive Council recognized long service of Government employees by presenting each employee with twenty-five years or more of continuous service with a testimonial certificate (*see* frontispiece).

Such certificates were presented and the employees with the longest service in each department represented such department at a testimonial luncheon graciously extended by the Premier and his colleagues.

The Chairman of the Commission, in September, paid official visits to Prince Rupert, Terrace, Smithers, Burns Lake, and Prince George. The main purpose of the visit was to inquire into recruiting problems and housing difficulties reported in this booming area of the Province. Resulting from this visit, a survey team of inquiry was dispatched to make more detailed investigations.

ACKNOWLEDGMENTS

Once more the Commission wishes to express its appreciation of the co-operation given by the various departments of Government and by the Federal and various Provincial Civil Service Commissions. In this respect particular reference should be made to the Government Agents of the Department of Finance, who readily, cheerfully, and faithfully assisted with recruitment in their respective centres. It also wishes to express to you, as Provincial Secretary, its keen appreciation of your continual goodwill and wise understanding.

To each member of its technical and clerical staffs, the Commission wishes again to express its keen appreciation for continuous 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.

1. RECRUITMENT

The following table shows the nature and number of competitions in 1956:—

	Number	Per Cent
Number of positions filled by open competition	1,007	100
Filled by promotion within Service	361	36
Filled by appointment outside Service	646	64

Of in-service promotions, 18.5 per cent were made by transfer from one department to another.

During the year the task of recruiting persons with certain technical and specialized qualifications has become acute with the general shortage of such persons. It has been found necessary to extend the scope of advertising considerably in this regard, notably through professional journals and newspapers throughout Canada. This has resulted in a substantial increase in advertising costs over previous years.

The volume of recruiting generally has increased considerably over previous years. In 1955 the total number of requisitions processed was 2,626; in 1956 there were 4,404, an increase of nearly 69 per cent.

The fact that a greater proportion of positions were filled by outside appointments is due largely to the increased requirements involving specialist and professional personnel.

2. EXAMINATIONS

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

Classification	Number Examined	Number Qualified	Per Cent Qualified
Typists	338	164	41
Junior Clerks	255	165	65
Clerks—Grade 1	149	119	80
Clerk-Stenographers—Grade 1	53	36	68
Clerk-Stenographers—Grade 2	65	52	80
Junior Draughtsmen	53	44	83
Draughtsmen—Grade 1	15	3	20
Draughtsmen—Grade 2	22	7	32
Mapping Assistant—Grade 3	5	4	80
Senior Draughtsmen	1	1	100
Sanitary Inspector (trainee)	36	21	58
Totals	992	616	62

3. TRAINING

Supervisory training courses were administered in 1956 under the direction of Miss J. M. Campbell, as follows:—

Department and Branch	Number Attending
Municipal Affairs, Victoria	10
Lands Service, Victoria	107

The Chief Personnel Officer is working closely in liaison with Professor D. C. Corbett, of the University of British Columbia, with respect to the organization and administration of the executive development training programme undertaken by the Civil Service Commission in conjunction with the University.

4. STAFF TURNOVER

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

	Per Cent				
	1952	1953	1954	1955	1956
To further education	14	9	8	9	7
Marital status	17	17	18	19	22
Moving from job locality	14	12	12	13	14
Ill health	7	8	8	7	9
To accept other employment	19	18	19	25	36
Dismissed, unsatisfactory	10	7	4	4	4
Enlisted in Her Majesty's Forces	.....	.....	1	1	1
Miscellaneous or unknown	19	29	30	22	7
Totals	100	100	100	100	100

It is interesting to note that the reasons for separating are relatively stable from year to year, with the exception of those who leave to accept other employment, the number of which has risen considerably over the past two years. This increase is partly due to better reporting of separations, there being comparatively few " unknown " cases in 1956. However, it is apparent that during these years of industrial activity and high employment more employees are inclined to leave the Civil Service for other jobs.

The following is a distribution by classification of all separations in 1956. Figures in parentheses show the percentage of separations relative to the number employed in each category:—

Clerical

General	386 (26)
Business-machine operators	61 (39)
Stenographic	436 (40)
Storekeepers	8 (13)
Total	891 (32)

Manual

Animal care	17 (74)
Cleaning service	127 (26)
Culinary service	119 (40)
Equipment maintenance and operation	23 (13)
Housekeeping service	13 (20)
Maintenance services and trades	47 (18)
Personal services	3 (14)
Total	449 (33)

Professional and Administrative

Accounting and auditing	0 (0)
Administrative	1 (1)
Agriculture	6 (6)
Economics and statistics	0 (0)
Education	7 (4)
Engineering	36 (10)
Laboratory services	10 (20)
Legal	1 (5)
Library	5 (24)
Medical and dental	26 (20)
Nursing	128 (31)
Nutrition and dietetics	9 (82)
Sociological and psychological	88 (31)
Survey	0 (0)
Research	3 (8)
Total	320 (18)

Technical

Accounting, auditing, and assessing	14 (11)
Agricultural	3 (11)
Draughting, surveying, and photography	55 (23)
Engineering	22 (7)
Instructional	39 (33)
Investigational and inspectional	37 (8)
Marine services	23 (42)
Marine services	9 (14)
Medical and nursing	633 (36)
Occupational therapy	22 (58)
Total	857 (26)

Over-all turnover, 27 per cent.

In commenting on the foregoing, it appears that the greatest relative number of separations occur in the " Clerical " and " Manual " classifications. In the former group, stenographers have the highest turnover rate. This is generally to be expected, since the demand for such persons is in excess of the supply, and the Civil Service is required to compete for this service with all types of private employers who are able in some instances to offer very attractive salaries.

In the " Manual " group the highest turnover occurs in the " animal care " and " culinary service " groups (cattle stockmen, cooks, kitchen helpers, scullery maids, etc.), which is traditionally an area of transient labour.

It is interesting to note that the turnover amongst professional staffs is relatively small (18 per cent, compared to the over-all rate of 27 per cent). The highest rate occurred amongst dieticians, nine of a total staff of eleven leaving during the year.

In the " Technical " group the highest turnover rate is shown by hospital staffs (occupational therapists, laboratory technicians, psychiatric nurses, nurses' aides, etc.).

REPORT OF THE CLASSIFICATION OFFICER

A. G. RICHARDSON, M.A.

CLASSIFICATION AND JOB EVALUATION

During the first three months of 1956 the Classification Division was occupied mainly in preparing for and implementing a major revision of the Civil Service pay structure. This, along with the determining of appropriate wage levels for non-Civil Service employees in the outside services of the Forest Service, Department of Highways, Liquor Control Board, and Gaol Service, occupied the staff to the extent that classification studies were held in abeyance. The estimated cost of the approved increases in salaries amounted to $1,700,000.

During the remaining nine months of 1956, classification reviews continued, along with a concentrated wage and salary survey programme. Mr. R. D. Higgins was added to the staff in September to provide assistance in the latter. Table 17 in the Appendix indicates the number of classification reviews conducted in 1956, with comparative figures for the preceding five years. It indicates a 21-per-cent increase in the number of reviews over both 1955 and 1954. This is a sizeable increase considering that in the main the reviews were concentrated into nine months of the year. On a proportional basis the percentage of individual reviews resulting in downward classification and no change in classification increased considerably, which indicates that departments and employees were attempting to use the methods of classification and job evaluation to increase salaries of individuals which they considered to be low. This tendency was particularly noticeable in the case of senior positions, where some of the recommendations received had the earmarks of being irresponsible since, if approved, they would have disrupted proper salary relationships, not only in the Service, but within the particular department.

During the year, salary surveys were made for every position where comparisons outside the Civil Service could be made. The main survey of clerical and related positions was conducted by the Bureau of Economics and Statistics and included all firms in the Lower Mainland area employing more than 100 employees together with municipalities, all firms in the Victoria area employing more than fifty employees including the municipalities, and this year was broadened to include employees in the northern and central areas of the Province. Eighty per cent of employers returned questionnaires. The survey included Clerks, Accountants, Typists, Stenographers, Book-keepers, Business-machine Operators, Switchboard Operators, Janitors, Civil Engineers, Draughtsmen, Architects, Stationary Engineers, Labourers, Truck-drivers, Mechanics, Carpenters, and Heavy-equipment Operators.

In addition, separate salary surveys were conducted by the Division as follows:—

(1) Agriculturists.
(2) Bacteriologists.
(3) Bakers.
(4) Barbers.
(5) Building Service Workers.
(6) Butchers.
(7) Conciliation Officers.
(8) Cooks.
(9) Dentists.
(10) Dental Technicians.
(11) Dieticians.
(12) Electroencephalograph Technicians.
(13) Engineers-in-training.

(14) Ferry crews.
(15) Farm staffs.
(16) Fire-fighters.
(17) Foresters-in-training.
(18) Gardeners.
(19) Hairdressers.
(20) Industrial Relations Officers.
(21) Industrial Therapists.
(22) Kitchen Helpers (male).
(23) Kitchen Maids.
(24) Laundry staffs.
(25) Launch crews.
(26) Librarians.
(27) Meat-cutters.
(28) Mechanics.
(29) Nurses' Aides.
(30) Nurses—Psychiatric.
(31) Nurses—Public Health.
(32) Nurses—Staff.
(33) Occupational Therapists.
(34) Orderlies.
(35) Personnel Officers.
(36) Pharmacists.
(37) Psychiatrists.
(38) Projectionists.
(39) Psychiatric Aides.
(40) Psychologists.
(41) Rangers.
(42) Research Assistants.
(43) Right-of-way Agents.
(44) Shoemakers.
(45) Social Workers.
(46) Stockmen.
(47) Stationary Engineers.
(48) Tailors.
(49) Teachers.
(50) Waitresses.
(51) Ward Assistants.
(52) X-ray Technicians.

One problem of classification was particularly evident during the year which concerned the determination of appropriate qualifications for positions, particularly professional positions. There is a distinct tendency among professional workers to strive to have qualifications raised higher and higher, producing a shortage of so-called qualified workers and higher and higher salaries. The Classification Division considers that it is responsible to the Civil Service Commission, which in turn is responsible to the Government and the people, to guard against specifying high qualifications for positions which may not be entirely needed.

The Division also conducted several reviews of classification in organizations which are not included in the Civil Service, such as the Liquor Control Board, Gaol Service, Game Commission, Official Administrator's Office, and the Civil Defence organization.

ESTABLISHMENTS

The Division continued a system of establishment control whereby all requisitions for appointment were checked for both classification and need. These studies are time consuming and in some instances involve a determination of the value of a proposed additional service. In other instances organizational studies and work method studies are required in order to determine whether or not changes could be made to obviate the necessity to increase staff. The staff of the Division could quite easily be occupied full time on these types of reviews.

Table 19 of the Appendix indicates the additions to and deletions from each departmental establishment. There are 531 additions to establishments and 134 deletions, a net gain of 397 positions during the year. The majority of these positions were required to staff the North Lawn Building at Essondale and the Mental Health Centre in Burnaby. There were requests for sixty-three additional positions, which were not approved following investigation. The cost in salaries of these positions would have amounted to approximately $130,000 per annum.

REPORT OF PERSONNEL OFFICER, VANCOUVER

S. B. WILLISCROFT, B.COMM.

During 1956 the work of this office comprised the recruitment and placement of personnel, the assessment of positions for classification purposes, the conduct of staff and organizational surveys, the investigation of grievances, and the maintenance of liaison with local Government officials on matters relating to personnel practices.

Recruiting and placement activities toward the end of 1956 differed somewhat to that carried out in previous years as this office became actively engaged in rendering assistance in this field to Government agencies whose staff are not subject to the " Civil Service Act." These agencies include the Gaol Service and the Toll Highways and Bridges Authority, and while the actual number of recruits obtained for those was small during 1956, it is anticipated that a great activity will result from the opening of the new penal institutions and toll-bridges. In all a total of 846 recruitments were made during the past year to fill a wide variety of manual, clerical, technical, and professional positions. This number is an increase of 134 over the total of 1955. A summary is given in Table 15 of the Appendix, showing the distribution of these appointments by position classification.

During 1956 all candidates for clerical and stenographic positions were subjected to qualifying examinations. A summary of the examinations given is contained in the following table:—

	Passed	Failed
Junior Clerk	47	7
Clerk—Grade 1	119	28
Clerk-Typist—Grade 1 and 2	69	25
Clerk-Stenographers	112	11
Totals	347	71

Grand total, 418.

Extreme difficulty was experienced in obtaining suitable recruits for employment in many of the classifications requiring technical skills, but through the medium of advertising and selective examinations satisfactory results were obtained. The shortage of trained stenographers continued through 1956, and it is anticipated that there will be little change in this situation during the current year due to intense local competition.

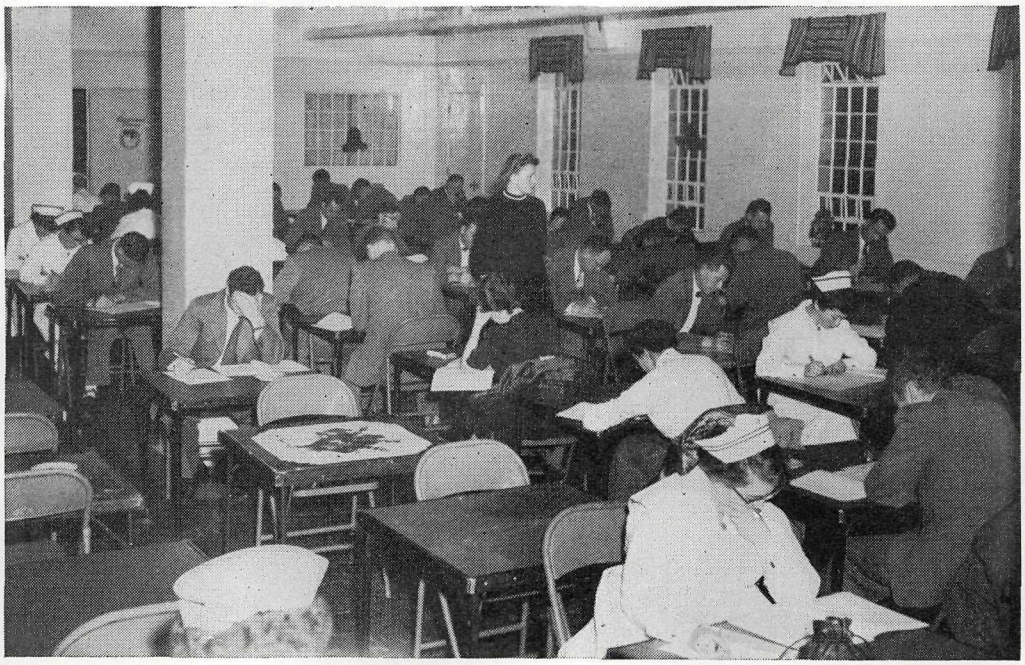
During 1956 the office assisted the Classification Officer by investigating forty-eight positions relative to position specifications and organizational requirements. In addition, organizational studies were carried out in the Old-age Assistance Board, were continued in the Provincial Mental Health Services, and are being continued in repect to the organization of the Game Commission.

REPORT OF PERSONNEL OFFICER, ESSONDALE

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

The purpose of the Essondale office was maintained in 1956 in carrying out the recruitment and placement of personnel, classifications, and organizational surveys, with the dominant activity being recruitment.

There were 929 appointments made in 1956, an increase of 310 from the previous year. These appointments were made in 119 classifications (*see* Table 16, Appendix). A percentage of this increase resulted from additional staff requirements for the Tubercular Building at Essondale and new staff for the opening of the Mental Health Centre in Burnaby



Civil Servants at Provincial Mental Hospital, Essondale, writing one of the Civil Service examinations for placement on eligibility list, from which promotions to positions of Deputy Charge and Charge Psychiatric Nurse are made.

A year has passed since the eligibility list came into effect for promotion of the nursing staff to Assistant Charge and Charge Psychiatric nursing positions throughout the Mental Health Services. From all indications this method of promotion has proved satisfactory. There was considerable time required to accustom the staff to this new promotional method, but the recent eligibility examination held in December of this year more than indicated acceptance to this change, as 196 members of the nursing staff wrote the examination out of a total of 199 who applied. With the expansion of last year and the small number of female psychiatric nurses who applied for the promotional examination at that time, the eligibility list for Assistant Charge positions became exhausted. The current list for the coming year has not been finalized, but it would appear with the number applying that more than sufficient qualified applicants are available for the Assistant Charge female eligibility list.

There were forty-six appointments made in 1956 to Charge Psychiatric Nurse and Assistant Charge positions, male and female, made from the eligibility list. The time

saved by all concerned is quite apparent in filling these positions from the eligibility list compared to the previous panel method of interviewing numerous applicants.

There were 123 competitions held at this office this year, including local postings, for which 770 applicants applied, 429 were interviewed, and 133 appointments were made.

During the year nineteen requests for reclassification by the Classification Officer were carried out, besides investigations into organizational requirements.

During the year the local branch of the Government Employees' Association invited the Personnel Officer to a special meeting of the Essondale branch to answer questions that would clarify any aspect of the role of the Civil Service Commission office at Essondale.

In order to assist in the recruitment of staff for the Mental Health Services and the Public Works Department at Essondale, a very close liaison has resulted with the National Employment office in New Westminster, in particular their graduate-student programme. The Personnel Officer also has carried out speaking engagements with various organizations in the Greater Vancouver area in order to promote good relations and also help in recruiting.

APPENDIX

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1933 TO 1956
(as at December 31st, since 1946)

Year	Enrolment	Year	Enrolment
1933–34	1,424	Apr. 1, 1945, to Dec. 31, 1946	4,664
1934–35	1,484	1947	5,425
1935–36	1,541	1948	6,417
1936–37	1,607	1949	7,345
1937–38	1,718	1950	7,694
1938–39	1,889	1951	7,994
1939–40	1,941	1952	8,543
1940–41	1,951	1953	8,543
1941–42	1,851	1954	7,945[1]
1942–43	1,822	1955	8,138[2]
1943–44	2,018	1956	8,398[3]
1944–45	2,159		

[1] Exclusive of 578 casual employees.
[2] Exclusive of 755 casual employees.
[3] Exclusive of 872 casual employees.

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1933 TO DECEMBER 31ST, 1956

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	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
1956	.....	923	1,786	2,709

NOTE.—From 1945 to 1948, probationary appointments are included in the " Casual " column. From and including 1956, probationary appointments are counted as permanent, and are not counted again when officially confirmed as permanent.

TABLE 3.—NUMBER OF CIVIL SERVANTS ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1956, ACCORDING TO APPOINTMENT AND SEX

Department	Permanent and Probationary		
	Male	Female	Total
Premier's Office	-----	2	2
Agriculture	119	52	171
Attorney-General	303	242	545
Education	141	217	358
Finance	421	282	703
Fisheries	3	2	5
Health	344	807	1,151
Labour	47	41	88
Lands	264	37	301
Mines	56	21	77
Municipal Affairs	13	5	18
Provincial Secretary	1,135	1,149	2,284
Public Utilities	26	33	59
Highways	384	122	506
Railways	5	2	7
Trade and Industry	46	32	78
Public Works	475	34	509
Hospital Insurance	96	109	205
Welfare	162	347	509
Forests	624	198	822
Totals	4,664	3,734	8,398

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1956, ACCORDING TO SEX

Department	Casual		
	Male	Female	Total
Premier's Office	-----	-----	-----
Agriculture	2	5	7
Attorney-General	15	67	82
Education	9	33	42
Finance	20	35	55
Fisheries	-----	-----	-----
Health	48	109	157
Labour	-----	-----	-----
Lands	11	4	15
Mines	3	6	9
Municipal Affairs	-----	-----	-----
Provincial Secretary	91	54	145
Public Utilities	-----	-----	-----
Highways	51	36	87
Railways	-----	-----	-----
Trade and Industry	2	-----	2
Public Works	103	11	114
Hospital Insurance	4	8	12
Welfare	14	21	35
Forests	42	68	110
Totals	415	457	872

TABLE 5.—SICK-LEAVE GRANTED FROM OCTOBER 1ST, 1955, TO SEPTEMBER 30TH, 1956, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1956	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	15	7.5	0.0016	------	----	-----	7.5	0.0016
Agriculture	174	652	3.7	0.07	60	0.3	0.006	4.0	0.076
Attorney-General	609	3,393½	5.6	0.37	697	1.1	0.08	6.7	0.45
Education	419	1,453½	3.5	0.15	119	0.3	0.01	3.8	0.16
Finance	735	3,252	4.4	0.35	396½	0.5	0.04	4.9	0.39
Fisheries	7	2½	0.4	0.0003	------	----	-----	0.4	0.0003
Health	1,289	7,738½	6.0	0.84	2,194½	1.7	0.24	7.7	1.08
Hospital Insurance	216	1,508	7.0	0.16	104	0.5	0.01	7.5	0.17
Labour	89	307	3.4	0.03	F6	0.7	0.007	4.1	0.037
Lands	302	977	3.2	0.10	101	0.3	0.01	3.5	0.11
Forests	922	3,052½	3.3	0.33	267½	0.3	0.03	3.6	0.36
Mines	84	299	3.6	0.03	14½	0.2	0.002	3.8	0.032
Municipal Affairs	18	90½	5.0	0.01	------	----	-----	5.0	0.01
Provincial Secretary	2,438	13,696½	5.6	1.49	2,903	1.2	0.31	6.8	1.80
Public Utilities	61	392½	6.4	0.04	10½	0.2	0.001	6.6	0.041
Highways	585	1,983½	3.4	0.20	218½	0.4	0.02	3.8	0.22
Public Works	606	2,127½	3.5	0.20	205	0.3	0.02	3.8	0.22
Railways	8	7½	0.9	0.0008	2½	0.3	0.0003	1.2	0.0011
Trade and Industry	82	411½	5.0	0.04	12½	0.2	0.001	5.2	0.041
Welfare	544	2,411	4.4	0.26	325½	0.6	0.03	5.0	0.29
Totals	9,190	43,771	------	------	7,697½	----	-----	----	-----

Over-all sick-leave averages: With pay, 4.8 days; without pay, 0.8 day; total, 5.6 days.

TABLE 6.—NUMBER OF CIVIL SERVANTS APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1956, ACCORDING TO NATURE OF APPOINTMENT AND SEX

Department	Permanent and Probationary		
	Male	Female	Total
Agriculture	8	17	25
Attorney-General	39	87	126
Education	10	66	76
Finance	59	84	143
Fisheries	----	1	1
Health	58	263	321
Labour	4	21	25
Lands	41	13	54
Mines	6	5	11
Municipal Affairs	----	2	2
Provincial Secretary	220	361	581
Public Utilities	2	10	12
Highways	27	49	76
Trade and Industry	10	12	22
Public Works	31	6	37
Hospital Insurance	10	32	42
Welfare	23	116	139
Forests	27	66	93
Totals	575	1,211	1,786

TABLE 7.—NUMBER OF CASUAL EMPLOYEES APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1956, ACCORDING TO SEX

Department	Male	Female	Total
Agriculture	1	6	7
Attorney-General	16	62	78
Education	9	39	48
Finance	10	51	61
Fisheries	1	----	1
Health	50	127	177
Labour	----	2	2
Lands	15	5	20
Mines	4	4	8
Municipal Affairs	----	----	----
Provincial Secretary	119	65	184
Public Utilities	1	7	8
Highways	30	46	76
Trade and Industry	1	1	2
Public Works	90	13	103
Hospital Insurance	2	12	14
Welfare	24	26	50
Forests	22	62	84
Totals	395	528	923

TABLE 8.—NUMBER OF SEPARATIONS IN 1956 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred O.S.	Cancelled
Agriculture	1	26	----	----	5	----	1
Attorney-General	6	133	4	3	12	1	4
Education	2	84	1	----	45	1	1
Finance	8	156	----	4	16	1	2
Fisheries	1	1	----	----	2	----	----
Health	4	452	4	14	28	1	9
Labour	----	21	----	----	1	1	----
Lands	3	62	----	----	6	1	----
Mines	----	11	1	----	----	1	1
Municipal Affairs	----	1	----	----	----	----	----
Provincial Secretary	12	725	----	9	46	2	12
Public Utilities	1	17	----	----	6	----	1
Highways	7	114	3	2	13	7	3
Railways	----	1	----	----	----	----	----
Trade and Industry	----	23	----	----	1	1	2
Public Works	5	54	----	4	13	----	1
Hospital Insurance	----	48	----	----	5	----	1
Welfare	1	153	1	2	15	1	5
Forests	6	146	----	4	8	10	3
Totals	57	2,228	14	42	222	28	46

TABLE 9.—NUMBER OF CIVIL SERVANTS AND CASUAL EMPLOYEES APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1956, ACCORDING TO CERTAIN AGE INTERVALS AS AT DECEMBER 31ST, 1956.

Interval	Appointed during 1956		
	Male	Female	Total
Under 21 years	113	469	582
21 to 25 years	148	394	542
26 to 30 ,,	144	245	389
31 to 35 ,,	132	185	317
36 to 40 ,,	125	172	297
41 to 45 ,,	104	149	253
46 to 50 ,,	87	87	174
51 to 55 ,,	74	56	130
56 to 60 ,,	52	31	83
61 to 64 ,,	17	16	33
65 years and over	25	1	26
Not stated	3	5	8
Totals	1,024	1,810	2,834
Terminated	301	528	829

TABLE 10.—CIVIL SERVICE AND CASUAL EMPLOYEES ENROLMENT ACCORDING TO CERTAIN AGE INTERVALS, AS AT DECEMBER 31ST, 1956

Interval	Civil Service and Casual Employees		
	Male	Female	Total
Under 21 years	103	561	664
21 to 25 years	301	768	1,069
26 to 30 ,,	555	550	1,105
31 to 35 ,,	802	518	1,320
36 to 40 ,,	761	543	1,304
41 to 45 ,,	778	543	1,321
46 to 50 ,,	572	338	910
51 to 55 ,,	516	161	677
56 to 60 ,,	388	143	531
61 to 64 ,,	239	35	274
65 years and over	44	6	50
Not stated	20	25	45
Totals	5,079	4,191	9,270

TABLE 11.—SALARY STATISTICS

(Median salary, $250 per month; average salary, $276 per month.)

Basic Monthly Salary	Number of Employees	Percentage of Employees
$50–$100	9	0.09708
101– 150	520	5.60949
151– 200	1,500	16.18123
201– 250	2,769	29.87055
251– 300	1,739	18.75943
301– 350	1,035	11.16504
351– 400	667	7.19525
401– 450	363	3.91586
451– 500	244	2.63214
501– 550	134	1.44552
551– 600	77	0.83063
601– 650	95	1.02481
651– 700	29	0.32283
701– 750	52	0.56094
751– 800	21	0.22653
801– 850	1	0.01078
851– 900	7	0.07551
901	8	0.08629
Totals	9,270	100.00991

TABLE 12.—BASIC MONTHLY SALARY COMMITMENT ACCORDING TO CLASSIFICATION GROUPS, AS AT DECEMBER 31ST, 1956

Group	Number of Employees	Total Amount of Basic Salary Involved
Administrative (AD)	119	$53,263
Clerical (CL)	2,911	630,560
Manual (ML)	1,323	311,063
Executive (EX)	16	14,400
Professional (PR)	1,654	653,338
Technical (TE)	3,247	897,084
Totals	9,270	$2,559,708

TABLE 13.—NUMBER OF MALE VETERANS APPOINTED DURING THE PERIOD JANUARY 1ST, 1956, TO DECEMBER 31ST, 1956

Veterans	274
Total males appointed	970
Percentage of veterans	28.25

TABLE 14.—TOTAL NUMBER OF MALE VETERANS IN PROVINCIAL CIVIL SERVICE

Veterans	2,764
Total male employees	5,079
Percentage of veterans	54.42

TABLE 15.—DISTRIBUTION OF APPOINTMENTS BY POSITION CLASSIFICATION INITIATED AND TABULATED IN THE VANCOUVER OFFICE

1. Assistant Director, School Radio Broadcasts	1
2. Audit Accountant	1
3. Administrative Assistant	1
4. Bacteriologist	15
5. Barber	1
6. Building Service Worker	50
7. Carpenter	3
8. Clerk—Grade 1	87
9. Clerk—Grade 2	62
10. Clerk—Grade 3	16
11. Clerk, Junior	21
12. Clerk, Senior	6
13. Clerk-Stenographer—Grades 1 and 2	112
14. Clerk-Typist	69
15. Cook	2
16. Deck-hand	4
17. Dentist	1
18. Deputy Fire Marshal	1
19. Dietician	2
20. Draughtsman, Electrical	2
21. Draughtsman, Senior Electrical	4
22. Driver	1
23. Driver's Examiner	16
24. Engineer, Ferry	3
25. Engineer, Stationary	12
26. Examiner of Titles, Senior	3
27. Ferry Captain	1
28. Forester Assistant	1
29. Gardener	6
30. Industrial Relations Officer	4
31. Inspector, Boiler	6
32. Inspector, Credit Unions	3
33. Inspector, Dairy Barns	1
34. Inspector, Electrical	8
35. Inspector, Fire Marshal	3
36. Inspector, Gas	3
37. Inspector, Industrial Transport	1
38. Inspector, Pipe-lines	1
39. Instructor, Handicrafts	1
40. Instructor, Resident, Jericho Hill School	4
41. Instructor, Travelling Unit	1
42. Kitchen Helper (Male)	4
43. Laboratory Technician	18
44. Labourer	2
45. Laundress	2
46. Maid	29
47. Mate-Purser	1
48. Mechanical Maintenance Foreman	1
49. Mechanic	2
50. Mechanic, Business Machines	1
51. Nurse's Aide	52
52. Nurse, R.N.	31
53. Occupational Therapist	3
54. Oiler	3
55. Operator, Office Equipment	12
56. Operator, Mobile X-ray Unit	2
57. Operator, Radio	1
58. Operator, Switchboard	3
59. Orderly	26
60. Outfits-maker and Glassware Cleaner	3
61. Painter	8
62. Physiotherapist	2
63. Pharmacist	2
64. Purser	1
65. Physician, Resident	7
66. Senior Scaler	11
67. Scaling Supervisor	2
68. Scaling Dispatcher	2
69. Secretarial Stenographer	3
70. Stenographer, Legal	2
71. Social Worker—Grade 1	2
72. Social Worker—Grade 2	1
73. Stockman	6
74. Stockman, Animal	4
75. Supervisor, Girls' Industrial School	8
76. Supervisor, Jericho Hill School	4
77. Teacher	1
78. Toll Collector	5
79. Toll Sergeant	1
80. Towmotor Operator	1
81. Utility Man	1
82. Waitress	3
83. Ward Assistant	24
84. Watchman	7
85. X-ray Assistant	1
86. X-ray Technician	1

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

1.	Bacteriologist—Grade 1	4
2.	Bacteriologist—Grade 2	3
3.	Baker—Grade 2	1
4.	Barber—Grade 1	1
5.	Building Service Worker—Grade 1	16
6.	Building Service Worker—Grade 2	3
7.	Building Service Worker—Grade 3	1
8.	Building Service Worker—Grade 4	1
9.	Business Manager (Chief Clerk)	1
10.	Carpenter	7
11.	Clerk—Grade 1	14
12.	Clerk—Grade 2	2
13.	Clerk—Grade 3	2
14.	Clerk, Junior	1
15.	Clerk-Stenographer—Grade 1	13
16.	Clerk-Stenographer—Grade 2	16
17.	Clerk-Stenographer—Grade 3	4
18.	Clerk-Stenographer—Grade 4	2
19.	Clerk-Typist	13
20.	Clinical Director	1
21.	Cook—Grade 1	5
22.	Cook—Grade 2	2
23.	Cook—Grade 3	1
24.	Co-ordinator of Voluntary Workers	1
25.	Dairyman, Head	1
26.	Dairyman	1
27.	Dental Assistant—Grade 2	1
28.	Dietician	6
29.	Dietician Administrator	1
30.	Dining-room Steward	2
31.	Driver	4
32.	Driver, Bus	1
33.	Driver-Mechanic	1
34.	Driver, Truck	5
35.	Electrician	2
36.	Electrician's Helper	1
37.	Engineer, Assistant Chief Stationary	1
38.	Engineer, Maintenance	1
39.	Engineer, Stationary—Grade 2	13
40.	Engineer, Stationary—Grade 4	1
41.	Engineer, Stationary, Helper	1
42.	Electroencephalograph Technician	1
43.	Gardener—Grade 1	2
44.	Gardener—Grade 3	1
45.	Hairdresser	1
46.	Housekeeper (Home Supervisor)	13
47.	Housekeeper, New Vista	2
48.	Industrial Therapist—Grade 1	5
49.	Industrial Therapist—Grade 2	1
50.	Instructor, Handicrafts	20
51.	Instructor, Nurses—Grade 1	1
52.	Instructor, Nurses—Grade 3	1
53.	Instructor, Recreational	2
54.	Kitchen Helpers (Male)	54
55.	Laundress—Grade 1	1
56.	Laundress—Grade 2	8
57.	Laundry Helper—Grade 1	6
58.	Laundryman—Grade 1	5
59.	Laundryman—Grade 2	2
60.	Meat-cutter, Chief	1
61.	Meat-cutter, Assistant Chief	1
62.	Meat-cutter	3
63.	Meat-cutter's Helper	1
64.	Medical Superintendent—Grade 2	2
65.	Medical Superintendent—Grade 3	1
66.	Music Therapist	1
67.	Nurse, Psychiatric (Male)	30
68.	Nurse, Psychiatric (Female)	112
69.	Nurse, Psychiatric, Assistant Charge (Male)	13
70.	Nurse, Psychiatric, Assistant Charge (Female)	20
71.	Nurse, Psychiatric, Charge (Male)	9
72.	Nurse, Psychiatric, Charge (Female)	4
73.	Nurse, Psychiatric, Dining-room (Male)	2
74.	Nurse, Psychiatric, Dining-room, Charge	1
75.	Nurse, Head	4
76.	Occupational Therapist, Supervisor	1
77.	Occupational Therapist—Grade 1	7
78.	Occupational Therapist—Grade 2	10
79.	Operator, Switchboard—Grade 2	6
80.	Physiotherapist	9
81.	Psychiatric Aide (Male)	128
82.	Psychiatric Aide (Female)	147
83.	Psychologist, Clinical—Grade 1	3
84.	Psychologist, Clinical—Grade 2	5
85.	Psychologist, Clinical—Grade 3	2
86.	Painter	24
87.	Painter, Foreman	1
88.	Pharmacy Student	1
89.	Plasterer and Tile-setter	2
90.	Plumber	3
91.	Plumber's Helper	1
92.	Public Health Nurse	4
93.	Resident Physician—Grade 2	9
94.	Sculleryman	1
95.	Seamstress	2
96.	Social Worker—Grade 2	8
97.	Social Worker—Grade 3	8
98.	Social Worker—Grade 4	4
99.	Speech Therapist	1
100.	Specialist in Psychiatry	7
101.	Stenographer—Grade 1	1
102.	Stenographer—Grade 2	9
103.	Senior Stenographer	1
104.	Staff Nurse—Grade 1	17
105.	Staff Nurse—Grade 2	1
106.	Stockman, Cattle	14
107.	Stockman, Stores—Grade 1	1
108.	Stockman, Stores—Grade 2	2
109.	Stockman, Stores—Grade 3	1
110.	Stockman, Stores—Grade 4	1
111.	Superintendent of Nurses—Grade 1	6
112.	Superintendent of Nurses—Grade 2	3
113.	Superintendent of Nurses—Grade 3	1
114.	Supervisor, Dairy Herd	1
115.	Upholsterer	1
116.	Upholsterer, Assistant	1
117.	Watchman	1
118.	Watchman-Driver	1
119.	X-ray Technician—Grade 2	1

TABLE 17.— CLASSIFICATION REVIEWS BY DEPARTMENT IN 1956 WITH COMPARATIVE FIGURES FOR 1951, 1952, 1953, 1954, AND 1955

	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	12	.....	1	.....	.....	.....	.....	13
Attorney-General	41	3	17	.....	.....	.....	.....	61
Education	31	.....	1	14	.....	.....	.....	46
Finance	83	1	25	.....	.....	.....	.....	109
Fisheries	2	.....	.....	.....	.....	.....	.....	2
Health	36	4	11	2	.....	.....	.....	53
Welfare	77	2	11	.....	.....	.....	.....	90
Hospital Insurance	9	3	1	...	.....	.....	.....	13
Highways	60	1	13	2	.....	3	.....	79
Labour	5	1	2	.....	.....	.....	.....	8
Lands	25	2	13	1	.....	.....	.....	41
Forests	71	1	12	8	.....	1	.....	93
Mines	7	.....	.....	.....	.....	.....	.....	7
Municipal Affairs	1	.....	.....	.....	.....	.....	.....	1
Provincial Secretary	62	8	19	.....	.....	6	.....	95
Public Utilities	3	.....	3	.....	.....	.....	.....	6
Railways	1	.....	.....	.....	.....	.....	.....	1
Public Works	57	2	6	.....	.....	3	.....	68
Trade and Industry	9	.....	1	.....	.....	.....	.....	10
Totals, 1956	592	28	136	27	.....	13	7	803
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	980
Totals, 1951	585	61	296	14	1	20	3	708

TABLE 18.—NUMBER OF EMPLOYEES BY LENGTH OF SERVICE IN FIVE-YEAR STEPS, AS AT DECEMBER 31ST, 1956

Interval	Male	Female	Total
Under 1 year	723	1,282	2,005
1 to 5 years	1,636	1,948	3,584
6 to 10 ,,	1,494	562	2,056
11 to 15 ,,	387	172	559
16 to 20 ,,	280	72	352
21 to 25 ,,	118	31	149
26 to 30 ,,	90	31	121
31 to 35 ,,	32	7	39
36 to 40 ,,	3	4	7
41 to 45 ,,	4	1	5
46 to 50 ,,	2	.....	2
Not stated	310	81	391
Totals	5,079	4,191	9,270

TABLE 19.—ADDITIONS TO AND DELETIONS FROM ESTABLISHMENTS

Department of Agriculture

Additions—
- 1 Inspector, Animal Brands.
- 5 Inspectors, Dairy Barns.
- 1 Agriculturist—Grade 2.
- 3 Agriculturist—Grade 3.
- 1 Inspector, Dairy Herd Improvement Association.
- 1 Laboratory Technician—Grade 3.
- 1 Inspector, Dairy—Grade 2.
- 1 Clerk-Stenographer—Grade 2.
- 1 Pathologist, Animal and Veterinary Inspector, Assistant.

Department of Attorney-General

Additions—
- 4 Examiners of Drivers.
- 1 Examiner of Titles, Senior.
- 1 Departmental Solicitor, Assistant.
- 1 Inspector, Assistant Chief, Credit Unions.
- 1 Superintendent of Insurance and Real Estate.
- 1 Registrar, Court—Grade 1.
- 1 Registrar, Land, Deputy—Grade 3.
- 1 Draughtsman—Grade 1.
- 4 Court Reporters—Grade 1.
- 6 Clerks—Grade 2.
- 1 Legal Stenographer.
- 1 Clerk-Stenographer—Grade 2.
- 1 Clerk-Stenographer—Grade 1.
- 1 Clerk-Typist—Grade 2.
- 3 Clerk-Typists—Grade 1.
- 1 Clerk, Junior.

Deletions—
- 2 Clerks—Grade 2.
- 1 Registrar, Land, Deputy—Grade 4.

Department of Education

Additions—
- 4 Clerk-Typists—Grade 1.
- 7 Clerks, Junior.
- 1 Librarian, Branch.
- 2 Clerk-Stenographers—Grade 2.
- 1 Clerk—Grade 2.
- 1 Clerk—Grade 1.
- 1 Teacher—Grade 2.
- 1 Librarian—Grade 1.
- 1 Supervisor—Grade 2.
- 1 Supervisor—Grade 1.
- 3 Ward Assistants.

Deletions—
- 2 Principals, Normal School.
- 2 Vice-Principals, Normal School.
- 20 Instructors, Normal School—Grade 3.
- 2 Instructors, Normal School—Grade 2.
- 1 Teacher—Grade 4.
- 2 Clerk-Stenographers—Grade 4.
- 1 Clerk-Stenographer—Grade 1.
- 1 Clerk—Grade 2.
- 1 Clerk, Junior.

Department of Finance

Additions—
- 1 Buyer—Grade 1.
- 2 Clerks—Grade 2.
- 5 Accountants, Audit—Grade 1.
- 1 Clerk, Junior.
- 1 Office Equipment Operator—Grade 1.
- 2 Clerks—Grade 1.
- 1 Government Agent—Grade 1.
- 1 Stockman—Grade 2.
- 1 Building Service Worker—Grade 1.
- 1 Building Service Worker—Grade 2.
- 2 Clerk-Stenographers—Grade 2.

Department of Fisheries

Additions—
- 1 Research Assistant—Grade 3.
- 1 Supervisor of Fisheries.

Deletions—
- 1 Deputy Minister.
- 1 Inspector of Fisheries.

Department of Health and Welfare

Additions—
- 6 Supervisors—Grade 1.
- 1 Nurse, Staff—Grade 2.
- 16 Public Health Nurses—Grade 1.
- 1 Public Health Nurse—Grade 2.
- 1 Laboratory Technician—Grade 3.
- 4 Laboratory Technicians—Grade 2.
- 2 Bacteriologists—Grade 3.
- 1 Bacteriologist—Grade 2.
- 1 Bacteriologist—Grade 1.
- 8 Ward Assistants.
- 1 Pharmacist—Grade 2.
- 4 Social Workers—Grade 2.
- 5 Inspectors, Sanitary—Grade 2.
- 1 Research Assistant—Grade 2.
- 6 Building Service Workers—Grade 1.
- 6 Building Service Workers—Grade 2.
- 1 Building Service Worker—Grade 4.
- 4 Clerk-Stenographers—Grade 2.
- 4 Clerk-Typists—Grade 1.
- 4 Clerks—Grade 1.
- 1 Clerk—Grade 2.
- 1 Clerk—Grade 3.
- 1 Driver.
- 1 Stockman—Grade 4.
- 1 Nurse's Aide.

Deletions—
- 1 Clerk—Grade 3.
- 1 Clerk-Stenographer—Grade 2.
- 1 Laboratory Technician—Grade 2.
- 1 X-ray Assistant.
- 1 Superintendent of Nurses—Grade 1.
- 1 Laundress—Grade 3.
- 2 Laundresses—Grade 2.
- 1 Laundress—Grade 1.
- 2 Dieticians.
- 15. Building Service Workers—Grade 1.

TABLE 19.—ADDITIONS TO AND DELETIONS FROM ESTABLISHMENTS—*Continued*

Department of Highways

Additions—
- 2 Engineers, Design and Structural—Grade 2.
- 1 Clerk—Grade 1.
- 4 Clerk-Stenographers—Grade 2.
- 3 Clerk-Stenographers—Grade 3.
- 1 Engineering Assistant—Grade 1.
- 1 Engineer, Resident—Grade 2.
- 2 Right-of-way Agents—Grade 1.

Deletions—
- 1 Deck-hand.
- 4 Foremen, Road Maintenance—Grade 3.
- 2 Foremen, Road Maintenance—Grade 1.
- 1 Power-grader Operator—Grade 2.
- 1 Stockman—Grade 4.
- 4 Mechanics—Grade 3.
- 1 Mechanic—Grade 4.
- 1 Mechanic—Grade 2.
- 1 Operator, Utility.
- 1 Operator, Reaction Ferries.
- 1 Tender, Bridge (Eburne).
- 1 Foreman, General.
- 1 Mate, Ferry—Grade 1.
- 1 Foreman, Road Maintenance—Grade 2.

Department of Labour

Additions—
- 1 Administrative Assistant—Grade 1.
- 1 Industrial Relations Officer—Grade 1.

Department of Lands and Forests

Additions—
- 1 Clerk, Chief.
- 1 Administrative Assistant—Grade 1.
- 1 Clerk—Grade 3.
- 3 Clerks—Grade 2.
- 6 Clerks—Grade 1.
- 2 Clerk-Stenographers—Grade 2.
- 3 Clerk-Stenographers—Grade 1.
- 1 Clerk-Typist—Grade 2.
- 3 Clerk-Typists—Grade 1.
- 1 Draughtsman, Senior.
- 2 Rangers, Forest—Grade 2.
- 4 Rangers, Forest—Grade 1.
- 2 Engineers, Assistant—Grade 2.
- 1 Engineer, Assistant—Grade 1.
- 1 Forester—Grade 1.
- 1 Forest Assistant—Grade 4.
- 4 Forest Assistants—Grade 3.
- 2 Forest Assistants—Grade 2.
- 4 Foresters-in-training.
- 2 Forester Assistants—Grade 2.
- 1 Investigator, Forest Products Accounting.
- 1 Mechanic—Grade 5.
- 19 Scalers.

Deletions—
- 1 Clerk, Senior.
- 1 Clerk—Grade 2.

Department of Mines

Additions—
- 1 Technician, Petroleum.
- 1 Draughtsman, Junior.
- 1 Engineer, Petroleum—Grade 1.
- 1 Engineering Assistant—Grade 1.
- 1 Clerk-Stenographer—Grade 2.

Department of the Provincial Secretary

Additions—
- 1 Dietetics Administrator.
- 1 Dietetics Administrator, Assistant.
- 3 Dieticians—Grade 2.
- 10 Stockmen, Cattle.
- 2 Superintendents of Nurses—Grade 2.
- 1 Superintendent of Nurses—Grade 3.
- 3 Superintendents of Nurses—Grade 1.
- 5 Nurses, Psychiatric.
- 6 Nurses—Head.
- 14 Nurses, Staff—Grade 2.
- 11 Nurses, Staff—Grade 1.
- 3 Nurses, Psychiatric, Charge.
- 10 Nurses, Psychiatric, Assistant Charge.
- 26 Nurses, Psychiatric.
- 43 Psychiatric Aides.
- 1 Nurse, Psychiatric, Special.
- 1 Physiotherapist.
- 1 Social Worker—Grade 4.
- 24 Social Workers—Grade 3.
- 6 Occupational Therapists—Grade 1.
- 1 Occupational Therapist—Grade 2.
- 3 Laundry Helpers—Grade 2.
- 3 Laundry Helpers—Grade 1.
- 1 Laundress—Grade 1.
- 8 Laundresses—Grade 2.
- 1 Clinical Director.
- 4 Specialists in Psychiatry.
- 4 Physicians, Resident—Grade 2.
- 1 Superintendent, Medical—Grade 2.
- 1 Housekeeper, Hospital.
- 1 X-ray Technician—Grade 1.
- 1 Electroencephalograph Technician—Grade 2.
- 1 Bacteriologist—Grade 2.
- 1 Psychologist, Clinical—Grade 3.
- 1 Psychologist, Clinical—Grade 2.
- 2 Drivers, Truck (Institutions).
- 1 Hairdresser.
- 14 Kitchen Helpers.
- 2 Cooks—Grade 3.
- 2 Cooks—Grade 2.
- 6 Cooks—Grade 1.
- 1 Driver-Mechanic.
- 1 Building Service Worker—Grade 4.
- 2 Building Service Workers—Grade 2.
- 6 Building Service Workers—Grade 1.
- 1 Stockman—Grade 2.
- 1 Clerk, Chief.
- 1 Clerk, Senior.
- 4 Clerks—Grade 1.
- 1 Clerk—Grade 2.
- 1 Clerk, Junior.
- 1 Clerk-Stenographer—Grade 3.

TABLE 19.—ADDITIONS TO AND DELETIONS FROM ESTABLISHMENTS—*Continued*

Additions—*Continued*
- 5 Clerk-Stenographers—Grade 2.
- 1 Instructor, Handicrafts.
- 1 Operator, Switchboard—Grade 2.

Deletions—
- 1 Dietician, Chief.
- 3 Milkers.
- 1 Instructor, Psychiatric Nursing (Male).
- 1 Nurse, Psychiatric, Chief—Grade 1.
- 1 Nurse, Psychiatric, Supervisor.
- 2 Nurses, Psychiatric, Charge.
- 12 Nurses, Psychiatric, Assistant, Charge.
- 4 Superintendents of Nurses—Grade 1.
- 3 Nurses, Head.
- 1 Dietician—Grade 1.
- 1 Cook, Chief.
- 1 Cook—Grade 5.
- 1 Cook—Grade 3.
- 1 Cook—Grade 2.
- 1 Cook—Grade 1.
- 6 Kitchen Helpers.
- 2 Occupational Therapists—Grade 1.
- 2 Building Service Workers—Grade 1.
- 1 Intermediate Clerk—Grade 2.

Public Utilities Commission

Additions—
Nil.

Deletions—
- 1 Superintendent, Motor Carrier Branch, Deputy.

Department of Public Works

Additions—
- 1 Gardener—Grade 1.
- 2 Inspectors, Gas.
- 4 Inspectors, Electrical—Grade 1.
- 1 Carpenter.
- 3 Building Service Workers—Grade 1.
- 1 Inspector, Boiler.

Deletions—
- 1 Building Service Worker—Grade 1.

Department of Railways

Additions—
- 1 Administrative Assistant—Grade 1.

Deletions—
- 1 Draughtsman—Grade 2.

Department of Trade and Industry

Additions—
- 1 Field Representative.
- 1 Research Assistant—Grade 1.
- 1 Clerk-Typist—Grade 1.
- 1 Clerk—Grade 3.

Deletions—
Nil.

Positions Transferred from One Department to Another

Transferred from Department of Health and Welfare to Department of Provincial Secretary—
- 1 Supervisor, Psychiatric Social Work.
- 2 Supervisors of Welfare—Grade 1.
- 9 Social Workers—Grade 4.
- 22 Social Workers—Grade 3.
- 9 Social Workers—Grade 2.

Transferred from Department of Lands and Forests to Department of Agriculture—
- 1 Commissioner, Dyking.
- 1 Commissioner, Dyking, Deputy.
- 2 Clerks, Senior.
- 1 Clerk-Stenographer—Grade 2.
- 1 Inspector, Land Settlement Board.

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