PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Forty-third Annual Report

JANUARY 1 TO DECEMBER 31

1961

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in right of the Province of British Columbia.
1962

To Major-General the Honourable GEORGE RANDOLPH PEARKES,
V.C., P.C., C.B., D.S.O., 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 1 to December 31, 1961.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1962.

The Honourable Wesley D. Black,
Provincial Secretary,
Province of British Columbia.

SIR,—In conformity with the provisions of section 8 of the *Civil Service Act* (chapter 56, *Revised Statutes of British Columbia, 1960*), I have the honour to submit herewith the Report of the proceedings and work of the Civil Service Commission from January 1 to December 31, 1961.

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

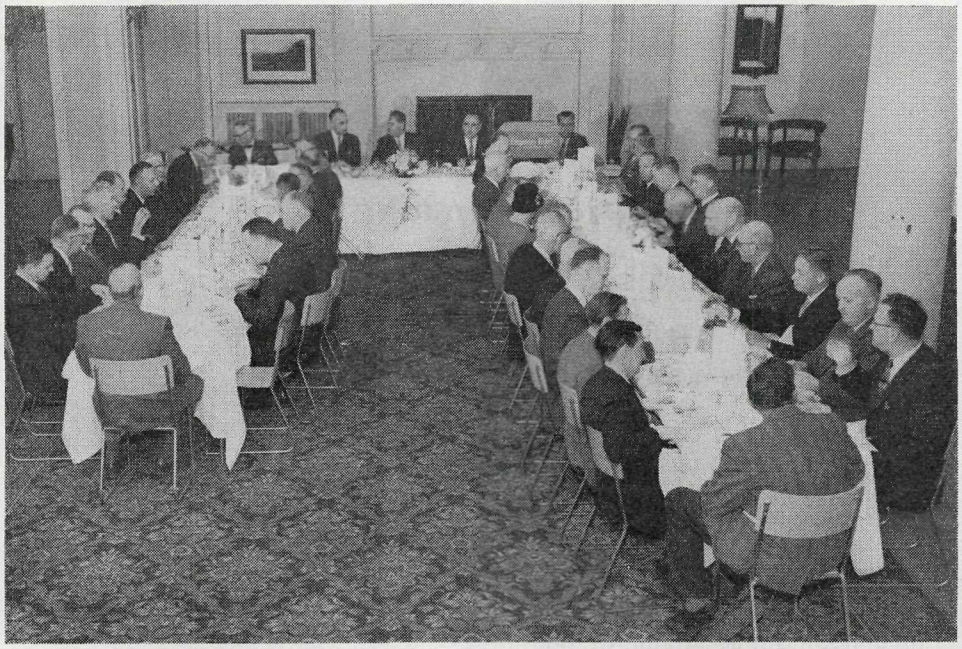
HUGH M. MORRISON,
Chairman, Civil Service Commission.

Victoria, B.C., January, 1962.

HIGHLIGHTS DURING 1961

- 856 persons were appointed to permanent positions.
- 989 persons were appointed to casual or temporary positions.
- 1,635 persons left the Service.
- There was a 15.98-per-cent turnover of staff.
- 339 Civil Servants gained promotion through open competition with other employees.
- 9 per cent of promotions were made from one department to another.
- The third class of the Executive Development Training Plan received their diplomas in Public Administration.
- A sixth class of thirty students commenced the Executive Development Training Plan.
- The Board of Reference system under Grievance Procedure was revised.
- The monthly Newsletter was increased in size from two pages to four.
- Three visitors engaged in personnel administration in foreign countries studied personnel practices of the Commission.
- There was a decrease in average sick leave.
- Two grievances were presented formally to the Civil Service Commission.
- Sixty-six Civil Servants received twenty-five-year continuous-service awards from the Premier and Executive Council at two luncheons.

DURING 1961 TWO LUNCHEONS WERE GIVEN BY PREMIER W. A. C. BENNETT AND THE EXECUTIVE COUNCIL TO HONOUR GOVERNMENT EMPLOYEES WITH TWENTY-FIVE YEARS OF CONTINUOUS SERVICE.



The above photograph was taken in the Lower Lounge, Empress Hotel, Victoria, on December 5th.

The luncheon held in the Social Suite of the Hotel Vancouver, in Vancouver, on December 6th.

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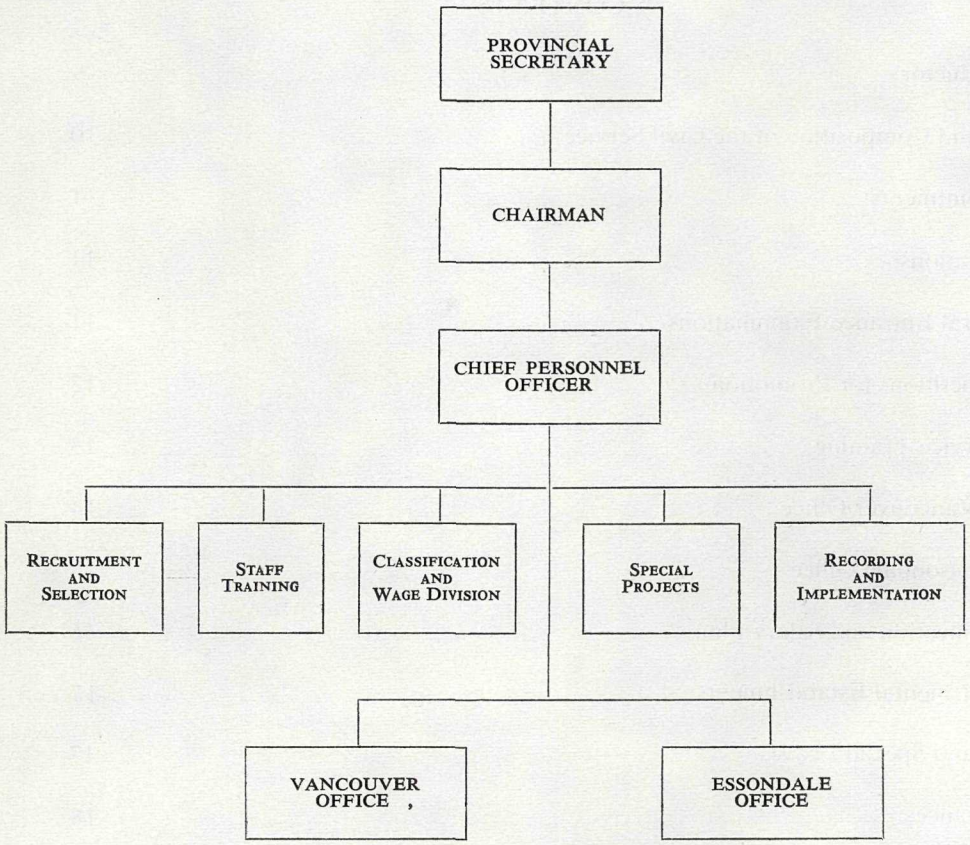
ORGANIZATION CHART OF THE CIVIL SERVICE COMMISSION



Report of the Civil Service Commission

Pursuant to Section 8 of the Civil Service Act, from January 1 to December 31, 1961

The Civil Service Commission is the Government's agency for the administration of its personnel policy. As such, the Commission is concerned, through these policies, with the attainment of the greatest possible efficiency in the public service.

During 1961 the Commission, in addition to the transaction of much business by written communication between its members, held eleven meetings on matters of general policy. At these meetings it considered and made decisions for recommendation on such matters as (1) the co-ordination and posting of Government personnel in certain localities of the Province; (2) the position classification of agrologists in the Forest Service and the Lands Branch; (3) policy on requests for leave resulting from pregnancy; (4) safety training programme; (5) policy relative to statutory holidays occurring on a Saturday; and (6) briefs from various employee associations dealing with salaries and conditions of employment.

Toward the end of the year it also heard, under the revised grievance regulations, briefs for salary increases from the B.C. Government Employees' Association in respect to (1) salaries of stationary engineers and (2) salaries for other classifications represented in its membership. Other organizations which appeared before the Commission were (1) staff registered nurses in the Mental Health Services; (2) public health nurses; (3) log-scalers; (4) sanitary inspectors; (5) public health physicians; and (6) public health dentists.

Extended work in the field was continued. Personnel Officers made numerous visits to Vancouver and the Lower Mainland, engaging in position classification audits and investigations. Also, the Senior Classification Officer, on similar work, visited Nelson and Kamloops. The Chairman visited extensively throughout the southern parts of the Province and on Vancouver Island. In May most Government installations and offices on Vancouver Island were visited. In July he spent nearly three weeks visiting offices and centres in the East and West Kootenays. Finally, in September, Revelstoke, Salmon Arm, and the large centre of Kamloops were visited. These visits were greatly appreciated. Personnel policies were clarified, and individual problems were solved. Such visits indicate Government concern for the welfare of its employees, and as a result greatly improve morale in the Service.

The Recruitment Division was busy conducting competitions and effecting appointments in Victoria, Vancouver, and at Essondale. It also assisted the Ferry System of the British Columbia Toll Highways and Bridges Authority in the selection of personnel for the two new ferries operating between Swartz Bay on Vancouver Island to Tsawwassen on the Mainland. In addition, the Vancouver office co-operated in the establishment of eligibility lists for toll collectors.

Miss J. M. Campbell, Personnel Officer (Recruitment and Staff Training Division), completed the Appraisal Course in 1961. A total of 122 candidates attended for the duration of the course. To date twenty-three candidates have completed the requirements of the Appraisal Institute of Canada and have been awarded the A.A.C.I. accreditation. The course in court reporting is continuing on into 1962. Excellent progress is being made in this new course. Three copies of " Tips to Supervisors " were published and distributed. Thirty new students enrolled for Class VI of the Executive Development Training Programme, which commenced in September. In October, Class III of the Executive Development

Training Programme graduated and received their diplomas in Public Administration from the University of British Columbia.

In July, Dr. J. V. Fisher, a member of the Commission, retired to accept the position of Agent-General in London, England. Dr. Fisher served with the original committee that led to the Civil Service Commission, which was formed in 1945. With the retirement of Dr. Fisher, the Honourable W. D. Black announced the appointment by Order in Council of Mr. J. E. Brown, Deputy Minister of Municipal Affairs, as the third member of the Civil Service Commission.

The monthly Newsletter published by the Civil Service Commission, and mailed to all Government employees and superannuants, was increased from two to four pages. Circulation of this Newsletter is in excess of 19,000.

The Manual of Personnel Administration was rewritten and amended. The employee handbook " Civil Service in British Columbia " was also amended.

In October a Board of Reference system was made available under the Grievance Procedure to hear and adjudicate appeals made before it.

Two luncheons were held—one in Victoria and the other in Vancouver—to honour those Government employees with twenty-five years of continuous service. Sixty-six Civil Servants received framed certificates from the Honourable W. A. C. Bennett, LL.D., who, with the Executive Council, hosted these luncheons.

The Chief Personnel Officer and Chief Assistant to the Commission chaired two all-day conferences with Personnel Officers during the year. An experiment in the evaluation of a specific position classification problem was conducted, in which the Chief Personnel Officer chaired an evaluating committee constituted to review the positions of Land Inspector and Forest Agrologist. The committee included the Assistant Chief Land Inspector, the Chief Forest Agrologist, a Senior Agriculturist, and the Surveyor of Taxes.

The Chief Personnel Officer also conducted investigations of various personnel problems and grievances, including evaluation of a number of senior positions. The senior positions reviewed were Departmental Comptroller, Department of Recreation and Conservation; Engineer 8; Executive Director, Alcoholism Foundation; Chief Clerk, Lands Branch; Solicitors; Chief Right-of-way Agent; Senior Animal Pathologist; Superintendent of Motor-vehicles; Instructors of Staff Nursing; Assistant Deputy Minister of Labour; Superintendent of School Construction; Convention Representative; Administrative Assistant, Lands Branch; District Superintendents; Research Officers; Chief Clerk, Department of Industrial Development, Trade, and Commerce; Mechanical Superintendents; Official Committee; Public Information Officers; Official Administrator.

Miscellaneous assignments included the review and analyses of six briefs submitted by groups of employees; the investigation of time spent away from home by scalers; review of procedures for allowing leave for pregnancy; " on call " procedures; co-ordinating staffing in local areas; reviewing individual employee grievances; reviewing educational leave procedures; reviewing requests for special payments; conducting organization studies; reviewing pay procedures in the case of staff outside the Province; and reviewing sick-leave procedures.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

The number of probationary and permanent Civil Servants at December 31, 1960, was 8,629. The number as of December 31, 1961, was 8,763 (*see* Appendix, Table 3), an increase of 134. The total number of Civil Servants, including temporary or casual employees, at the end of 1960 was 10,035, with the corresponding number at the end of 1961 being 10,233, an increase of 198.

APPOINTMENTS

During the year 1,845 appointments were made (*see* Appendix, Table 2), as compared with 1,917 appointments during 1960, a decrease of seventy-two or 3.9 per cent. The number of appointments to probationary-permanent positions amounted to 856, as compared with 881 in 1960. There were 989 appointments to casual or temporary positions, as compared to 1,036 in 1960. The Chief Selection Officer reports that 2,833 requisitions for staff in the Civil Service were processed, as compared to 2,871 in 1960, a decrease of thirty-eight or about 1 per cent.

SEPARATIONS

The number of employees leaving the Civil Service during 1961 was 1,635, as compared to 1,821 in 1960 and 1,550 in 1959. Using the formula of

$$\frac{\text{Number of employees leaving}}{\text{Total enrolment including casual employees}} \times 100$$

the turnover for 1961 was

$$\frac{1{,}635}{10{,}233} \times 100 = 15.98\%$$

As the following tabulation indicates, this is the lowest turnover rate in the last ten years:—

Year	Total Employees Leaving	Total Enrolment at Dec. 31	Percentage Rate of Turnover
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	26.67
1955	2,388	8,893	26.85
1956	2,637	9,270	28.45
1957	2,689	9,621	27.84
1958	1,979	9,263	21.36
1959	1,614[1]	9,819	16.34[1]
1960	1,821	10,035	18.14
1961	1,635	10,233	15.98

[1] Corrected

The following tabulation indicates the number of suspensions, dismissals, and extensions of probationary periods for the past seven years:—

	1955	1956	1957	1958	1959	1960	1961
Probationary periods extended	59	56	58	50	27	37	45
Civil Servants suspended but not dismissed	4	2	3	8	6	10	9
Civil Servants dismissed	52	42	64	36	30	33	26

GENERAL ENTRANCE EXAMINATIONS

Entrance examinations for the purpose of establishing eligibility lists for appointments to beginning-level stenographic, business-machine operators, and draughting positions were held in Victoria, Vancouver, and Essondale centres.

At the Victoria centre a total of 1,312 applicants were tested, compared to 1,327 in 1960. Of the number tested in 1961, 824 or 63 per cent qualified, com-

pared to 789 or 59 per cent in 1960. The positions for which eligibility tests were conducted were as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Clerk-Typist	474	248	52
Junior Clerk	374	296	79
Clerk 1	198	120	61
Clerk-Stenographer 1	107	60	56
Clerk-Stenographer 2	91	60	66
Junior Draughtsman	31	20	64
Draughtsman 1	4	2	50
Draughtsman 2	9	7	78
Senior Draughtsman	2	2	100
Mapping Assistant 2	5	1	20
Mapping Assistant 3	2	1	50
Field Survey Assistant 4	3	2	67
Photographic Assistant	1	.....	.....
Land Registry Office—			
Senior Examiner of Titles	1	.....	.....
Senior Clerk	3	.....	.....
Clerk 3	5	3	60
Clerk 2	2	2	100
Totals	1,312	824	63

At the Vancouver centre 356 wrote examinations, of which 338 or 95 per cent qualified, as compared to 579 examinations, of which 542 or 93 per cent qualified in 1960. At Essondale stenographic or clerical tests were administered to 152 applicants, of which eighty-five or 56 per cent qualified, compared to 258 examinations administered and 214 or 84 per cent qualifying in 1960.

COMPETITIONS FOR PROMOTION

There were 642 competitions for promotion conducted in 1961, an increase of eighty-one compared to 1960. Of these, sixty-six competitions were for personnel for the B.C. Toll Authority Ferry System. The Civil Service Commission advertised the ferry positions, accepted the applications, assisted with the initial screening of candidates, and participated in the selection panels involved. However, no record has been kept of the number of appointments for these positions, which are non-Civil Service. It is estimated that a minimum of 100 appointments were made.

Five hundred and fifty-seven candidates were appointed as a result of the remaining 561 competitions. Three hundred and thirty-nine or 59 per cent of the appointments were in-Service candidates, and 225 or 41 per cent of the appointments were from outside the Service. The number of promotional appointments made from one department to another amounted to fifty-one or 9 per cent.

The following tabulation illustrates the operation of the promotional policy during the past four years:—

Appointment	1958		1959		1960		1961	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
In-service promotion	369	65	369	56	304	53	339	59
Outside appointments	197	35	289	44	265	47	225	41
Totals	566	100	658	100	569	100	564	100
Promotions made from one department to another	70	19	58	9	44	8	51	9
Total number of requisitions processed	2,772		2,995		2,871		2,833	

IN-SERVICE TRAINING

Executive Development Training Plan

Thirty Civil Servants enrolled in Class III of the Executive Development Training Programme received diplomas in Public Administration from the Chancellor of the University of British Columbia at the fall congregation.

Twenty-eight candidates enrolled in Class IV, centred in Kamloops, entered the third and final year of the programme. Twenty-six employees enrolled in Class V entered the second year of the course. Class VI commenced in the fall of 1961 with twenty-eight Civil Servants and four employees from other Government agencies enrolled.

Interest in this training programme continues to be high, and over 100 candidates applied for Class VI.

Thirty Civil Servants, graduates of Class III of the Executive Development Training Programme, photographed following the presentation of diplomas in Public Administration at the fall congregation in the Armouries at the University of British Columbia, on October 26, 1961.

Courses in Appraisal

The Civil Service Commission, in co-operation with the British Columbia Department of Education and the Appraisal Institute of Canada, sponsored one course in Appraisal II in the spring of 1961. This completes the series of courses in appraisal for personnel employed in appraising, assessing, land valuation, and allied fields. Twenty-five candidates attended the Appraisal II course, bringing the

total to 208 candidates who have attended the courses between 1958 and 1961. Twenty-three candidates have received their full accreditation in the Appraisal Institute of Canada and may use the designation "A.A.C.I." Thirteen of these are Civil Servants, five are municipal employees, and five are from private industry.

Court Reporting Course

In co-operation with the Technical and Vocational Branch of the Department of Education, the course in court reporting entered its second year. Mr. Dennis Pearce, Official Stenographer, Supreme Court Registry, Victoria, is the instructor. He has reported that the students are progressing very favourably. He feels that some of the candidates will be competent to be employed in the field of court reporting in the fall of 1962.

Training Programme for Land Registry Offices

During 1961 a committee composed of Mr. A. Pearson, Inspector of Legal Offices; Mr. W. Higgins, Director of Administration, Department of Attorney-General; Mr. V. Di Castri, Registrar of Titles, Land Registry Office, Victoria; and Miss J. M. Campbell, Staff Training Officer of this Commission, met to discuss the training needs of the clerical personnel in the Land Registry Offices in the Province. The programme was started in early fall. The first promotional examinations were held in November, 1961, and the results pointed out some of the specific needs for a more uniform training programme.

General Training Plans

Plans are being made for a series of courses in fundamentals of English and technical report writing, and at a later date courses in fundamentals of English and business letter writing. Further studies were made regarding the need for a safety training programme.

THE VANCOUVER OFFICE

During 1961 this office continued to be engaged in recruiting and placing personnel, assessing positions for classification purposes, conducting staff and organization surveys, investigating grievances, and advising officials on matters relating to personnel practices as they concern the Government offices and institutions situated on the Lower Mainland.

Recruiting and placement activities carried out during the year resulted in fifty-five competitions being held and 338 appointments being made to fill a wide variety of clerical, technical, and professional positions within the Civil Service. In addition, forty-two competitions were held for the purpose of selecting personnel for employment in the Toll Authority Ferry System; three competitions were held to fill positions and establish eligibility lists for employment in the Toll Highways and Bridges Authority; and assistance was rendered to the Gaol Service in the selection of personnel.

All candidates seeking clerical and stenographic positions were subjected to qualifying examinations. Examinations were utilized extensively also as a factor in the selection of technical personnel and personnel requiring special qualifications. The following is a summary of the examinations administered:—

	Passed	Failed
Clerk-Stenographer	44	7
Clerk	66	6
Clerk-Typist	64	5
Toll Collector	158	----
Electrician	12	----
Painter	7	----
Carpenter	5	----
Totals	356	18

Grand total, 374 (579 in 1960).

It should be noted from the above that the turnover in Civil Service staff in this area decreased considerably during 1961 from the year previous. However, staff requirements of the British Columbia Toll Highways and Bridges Authority increased greatly during the year, and as a result the over-all activity of the office remained high.

THE ESSONDALE OFFICE

Recruitment again was the major activity of this office in 1961, with a total of 946 appointments made; a small number of these reported for duty in 1962.

Eighty-eight new positions were established and filled this year, as follows: Essondale area, 20; Valleyview area, 6; The Woodlands School, 21; Tranquille School, 35; Dellview Hospital, 3; Skeenaview Hospital, 3.

Of the total eighty-eight positions, approximately two-thirds of these were for the nursing area.

The recruitment of psychiatric nurses was good, with a total of 190 recruited during the year.

Recruitment of psychiatric nurses was as follows:—

Essondale graduates, 1961 class	76
Essondale graduates, other than 1961 class	91
Great Britain	6
Alberta	1
Saskatchewan	7
Manitoba	8
Holland	1
Total	190

One hundred and seventy-nine of the above were hired from British Columbia. Of the total hired, 141 were female psychiatric nurses and forty-nine were male psychiatric nurses.

During the year there were 135 competitions closing at this office, of which twenty-eight were local postings initiated by this office.

For these competitions there were 706 applicants, of which 310 were interviewed, resulting in 107 appointments. Two of these local postings were for the Psychiatric Nurse Promotional Eligibility List, for which there were an additional 174 applicants. During the year there were thirty appointments made from the eligibility lists.

It should be noted that thirty-seven advertisements were made for positions to be filled by this office. Included in this number were thirteen advertisements for which there were no results, twelve of these being for professional positions.

Qualifying examinations were given for the following classifications:—

	Number Writing Examination	Number Passed
Assistant Charge Psychiatric Nurse (Colquitz)	11	5
Assistant Charge Psychiatric Nurse (eligibility list)	92	14
Assistant and Charge Psychiatric Nurse (eligibility list)	73	(1)
Assistant Charge Psychiatric Nurse (Tranquille)	5	2
Chief Psychiatric Nurse 1	11	8
Cook 3	6	6
Cook 2	6	4
Clerk 1	3	2
Electrician	14	5
Stationary Engineer's Helper	3	(1)
Stenographer (shorthand)	61	21
Typist	91	64

[1] *Not available at this time.*

Of the total requisitions filled by this office, 759 were filled by new employees to the Mental Health Services, which is a slight decrease from 1960. Resulting in the departments handling their own intradepartmental transfers, this office had a decrease of requisitions filled by transfer to fifty-eight, compared to 123 in 1960.

Relief appointments totalled 259, one position less than 1960. However, 1960 included forty-nine pregnancy relief requisitions, compared to nineteen in the early part of 1961, before the new ruling; consequently, there was more relief granted for the Mental Health Services, particularly in the nursing areas.

CLASSIFICATION AND SALARY PLAN

The total number of classification reviews increased slightly during 1961 to 694, from 647 in 1960. Table 7 of the Appendix indicates the number of reviews in each department along with totals for previous years. The percentage of reviews resulting in upward revisions increased to approximately 70 per cent, as compared to 55 per cent in 1960 and 60 per cent in 1959.

In addition to the classification reviews, the Classification Division conducted salary surveys of all categories of positions in the Government service. Miscellaneous reviews were also completed as follows:—

Review of Timekeeper positions (thirty-three employees).
Review of Stockman positions (110 employees).
Dining-room supervisor, Jericho Hill School.
Hand-tool requirements for tradesmen.
Organization study, Provincial Home, Kamloops.
Organization study, Purchasing Commission.
Building Service Workers, Brannen Lake School.
Night-shift differential, Stationary Engineers.
Toll Authority—five positions.
Civil Defence—five positions.
Cooks, Mental Hospitals.
Draughtsmen—a preliminary study.

The Division also investigated fifty requests for appointments as to need and seven requests to extend casual appointments.

During the year forty titles were added to the classification schedules, and sixteen were deleted.

Increases in salary were afforded to a number of categories of positions including Teachers, Librarians, Archivists, Animal Pathologists, Milk Board Inspectors, Deputy Land Registrars, Senior Assessors, Forest Agrologists, Land Inspectors, and Stationary Engineers.

DEPARTMENTAL ESTABLISHMENTS

During the year the following additions and deletions were made to departmental permanent establishments:—

Department	Addition	Deletion
Agriculture	88	----
Attorney-General	12	2
Education	4	65
Finance	6	5
Forest Service	8	1
Health Branch	1	----
Highways	3	5
Hospital Insurance Service	----	3
Industrial Development, Trade, and Commerce	3	----
Lands Service	7	----
Mental Health Services	123	91
Mines and Petroleum Resources	6	----
Municipal Affairs	5	----
Provincial Secretary	50	----
Public Works	7	----
Public Utilities Commission	3	1
Recreation and Conservation	12	----
Social Welfare	12	----
Totals	350	173

SICK AND SPECIAL LEAVE

Exclusive of claims under the Workmen's Compensation Board and leave granted under the D.V.A. section of the Sick Leave Regulation, sick leave granted during the period October 1, 1960, to September 30, 1961, totalled 55,326 days—46,777.5 days with pay and 8,548.5 days without pay—an average of 5.37 days (*see* Table 5, Appendix) and a decrease of 0.36 day over the average for the previous twelve-month period of 5.73 days.

The average number of days sick leave per employee for the past eleven years was as follows:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1951	6.20	1957	5.85
1952	6.00	1958	6.54
1953	6.40	1959	5.85
1954	6.60	1960	5.73
1955	5.50	1961	5.37
1956	5.60		

The average daily salary for the year October 1, 1960, to September 30, 1961, was $16.38, bringing the cost of sick leave with pay for the 46,777.5 days to $766,215. Is should be mentioned that this is not actually an additional expendi-

ture as the employment of relief for employees on sick leave is permitted only in a few unavoidable instances. In most cases the absences were of short duration and the question of relief did not apply.

One employee was granted special leave to assist the Ministry of Education, Jamaica, and one employee was granted leave to serve with the United Nations Organization. Nineteen employees were granted leave for the purpose of training with Reserve units of Her Majesty's forces, and forty-nine employees were granted leave for the purpose of further training and study.

GRIEVANCES

In addition to grievances settled in an informal manner at departmental and Chief Personnel Officer levels, the Commission held three formal hearings on the following:—

(1) An appeal from an employee who was given notice of intention to dismiss. The department's decision was upheld, and the employee was dismissed by Order in Council.

(2) An employee in another department who appealed a notice of intention to dismiss. As a result of the hearing, the department agreed to change its disciplinary action from termination of services to suspension for a limited period.

(3) A hearing on salaries from Stationary Engineers in the Government Service, represented by the B.C. Government Employees' Association. The Treasury Board acecpted the recommendations of the Commission, which settled the grievance.

CONCLUDING OBSERVATIONS

In summary, the Commission feels that its many activities show the necessity of the present centralized system of handling the Government's personnel.

ACKNOWLEDGMENTS

The Commission again expresses its sincere thanks to all departments of Government and to other Provincial and Federal Civil Service Commissions for their whole-hearted co-operation. The Government Agents in the various centres of the Province have, as in the past, rendered valuable assistance in supervising the recruiting of junior clerical and stenographic positions in their localities. The Commission also wishes to record its thanks and appreciation to its technical and clerical staffs for loyal and efficient performance of their duties.

The Commission also extends to you, Sir, as Provincial Secretary, its sincere appreciation for your continued assistance and understanding.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*

J. E. BROWN, *Member.*

E. R. RICKINSON, *Member.*

APPENDIX

Twenty-five-year continuous-service certificates were awarded to the following Government employees in December, 1961:—

Mrs. M. L. Adamson, Clerk, Division of Vital Statistics, Health Branch.
Mr. L. B. Archibald, Charge Psychiatric Nurse, Provincial Mental Health Services.
Mr. A. L. Banfield, Senior Clerk, Land Registry Office, Department of the Attorney-General.
Miss E. M. Barlow, Clerk, Division of Vital Statistics, Health Branch.
Mr. H. V. Bassett, Chief Clerk, Bureau of Economics and Statistics, Department of Industrial Development, Trade, and Commerce.
Mr. E. W. Berry, Chairman, Old-age Assistance Board, Department of Social Welfare.
Mr. A. L. Blair, Barber, Provincial Mental Health Services.
Mrs. V. I. Blaney, Social Worker, Department of Social Welfare.
Mr. A. M. Brown, Assessor, Department of Finance.
Mr. K. M. Brown, Vendor, Liquor Control Board.
Mrs. E. I. Calder, Clerk-Stenographer, Department of Finance.
Mr. T. W. Carlow, Deputy Land Registrar, Department of the Attorney-General.
Mr. A. L. B. Clark, Industrial Relations Officer, Department of Labour.
Mr. R. Coulter, Fireman, Provincial Mental Hospital, Essondale, Department of Public Works.
Mr. E. B. de Blaquierre, Inspector of Motor Carriers, Public Utilities Commission.
Miss I. Craig, Head Nurse, Willow Chest Centre, Department of Health Services and Hospital Insurance.
Mr. T. C. Denny, Building Service Worker, Department of Finance.
Mr. D. Denham, Chief Boiler Inspector, Department of Public Works.
Mr. J. W. Dewberry, Vendor, Liquor Control Board.
Mr. B. W. Dysart, Chief Administration Officer, Department of Labour.
Mr. R. A. English, Stationary Engineer, Department of Public Works.
Mr. M. E. Ferguson, Manager, University Endowment Lands.
Mr. G. F. Forbes, Government Agent, Department of Finance.
Mr. K. W. Foster, Vendor, Liquor Control Board.
Mr. P. R. Fraser, Administrative Assistant, Motor-vehicle Branch, Department of the Attorney-General.
Mr. C. L. Gibson, Forest Ranger, Department of Lands and Forests.
Miss K. F. Gillies, Senior Clerk, Old-age Assistance Board, Department of Social Welfare.
Mr. J. N. Givens, Inspector, Amusement Tax, Consumer Taxation Branch, Department of Finance.
Mr. W. S. Haddow, Administrative Assistant, Department of Labour.
Mr. W. Hall, Chief, Air Surveys Division, Surveys and Mapping Branch, Department of Lands and Forests.
Mr. H. E. Hill, Gardener, Department of Public Works.
Mr. W. A. Jaffray, Superintendent of Motor Carriers, Public Utilities Commission.
Miss E. E. Jackson, Clerk-Stenographer, Mental Health Services, Department of Health Services and Hospital Insurance.
Dr. G. M. Kirkpatrick, Senior Physician Specialist, Mental Health Services, Department of Health Services and Hospital Insurance.
Mrs. F. Knox, Industrial Therapist, Mental Health Services.
Miss H. O. Lipsey, Supervisor of Nurses, Dellview Hospital, Department of Health Services and Hospital Insurance.
Mr. G. A. Little, Administrative Assistant, Department of Labour.
Mr. P. B. McCann, Vendor, Liquor Control Board.
Mr. J. R. McConnell, Clerk, Division of Vital Statistics, Department of Health Services and Hospital Insurance.
Mr. J. McCulloch, Chief Psychiatric Nurse, The Woodlands School, Department of Health Services and Hospital Insurance.
Miss J. McDiarmid, Bacteriologist, Division of Laboratories, Department of Health Services and Hospital Insurance.
Mr. D. I. MacLeod, Audit Accountant, Forest Service, Department of Lands and Forests.
Mrs. R. L. McMillan, Clerk, Motor-vehicle Branch, Department of the Attorney-General.
Mr. K. D. McRae, Government Agent, Department of Finance.

Mr. F. A. Matheson, Business Manager, Mental Health Services, Department of Health Services and Hospital Insurance.
Mr. G. N. Matthews, Foreman Plumber, Provincial Mental Hospital, Department of Public Works.
Mr. J. A. Miller, Senior Clerk, Real Property Taxation, Department of Finance.
Mr. J. Milne, Mechanical Foreman, Department of Highways.
Mr. T. Moore, Recorder of Brands, Live Stock Branch, Department of Agriculture.
Miss J. Penzer, Staff Nurse, Division of Tuberculosis Control, Department of Health Services and Hospital Insurance.
Mr. H. Pook, Chief Psychiatric Nurse, Provincial Mental Health Services, Department of Health Services and Hospital Insurance.
Mr. S. G. Preston, District Supervisor, Development and Extension Branch, Department of Agriculture.
Miss K. L. Robinson, Occupational Therapist, Willow Chest Centre, Department of Health Services and Hospital Insurance.
Mr. T. Ruben, Recreational Consultant, Division of Adult Education, Department of Education.
Dr. T. E. H. Sargent, Chief, Mineralogical Branch, Department of Mines and Petroleum Resources.
Miss A. E. Scott, Research Officer, Division of Vital Statistics, Department of Health Services and Hospital Insurance.
Mrs. C. J. Scott, Senior Clerk, Office of the Official Administrator, Department of the Attorney-General.
Mr. R. Shaw, Oakalla Prison Farm, Department of the Attorney-General.
Mrs. M. N. Stein, Ward Assistant, Willow Chest Centre, Department of Health Services and Hospital Insurance.
Mrs. M. E. Stewart, Instructor, Elementary Corespondence, Department of Education.
Mr. H. C. Stubbs, Pressman, Queen's Printer.
Mr. F. L. Thomson, Vendor, Liquor Control Board.
Miss W. M. Urquhart, Superintendent, Girls' Industrial School, Department of Social Welfare.
Mr. T. Wells, Superintendent, Green Timbers Forestry Station, Department of Lands and Forests.
Mr. K. B. Woodward, District Superintendent of Schools, Department of Education.
Mr. W. R. Workman, Engineer, Records and Estimates Branch, Department of Highways.

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1933 TO 1961
(AS AT DECEMBER 31, SINCE 1946)

Year	Enrolment	Year	Enrolment
1933/34	1,424	1948	6,417
1934/35	1,484	1949	7,345
1935/36	1,541	1950	7,694
1936/37	1,607	1951	7,994
1937/38	1,718	1952	8,543
1938/39	1,889	1953	8,543
1939/40	1,941	1954	7,945[1]
1940/41	1,951	1955	8,138[2]
1941/42	1,851	1956	8,398[3]
1942/43	1,822	1957	8,722[4]
1943/44	2,018	1958	8,349[5]
1944/45	2,159	1959	8,541[6]
Apr. 1, 1945, to Dec. 31, 1946	4,664	1960	8,629[7]
1947	5,425	1961	8,763[8]

[1] Exclusive of 578 casual employees.
[2] Exclusive of 755 casual employees.
[3] Exclusive of 872 casual employees.
[4] Exclusive of 899 casual employees.
[5] Exclusive of 914 casual employees.
[6] Exclusive of 1,278 casual employees.
[7] Exclusive of 1,406 casual employees.
[8] Exclusive of 1,470 casual employees.

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1933 TO DECEMBER 31, 1961

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 1, 1945, to December 31, 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
1957	.....	851	1,943	2,794
1958	.....	686	885	1,571
1959	.....	1,013	1,019	2,032
1960	.....	1,036	881	1,917
1961	.....	989	856	1,845

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 31, 1961, ACCORDING TO SEX

Department	Permanent and Probationary		
	Male	Female	Total
Premier's Office	.....	1	1
Agriculture	181	54	235
Attorney-General	345	280	625
Commercial Transport	9	7	16
Education	130	157	287
Finance	418	251	669
Forest Service	658	171	829
Health Services and Hospital Insurance	1,597	2,102	3,699
Highways	316	108	424
Industrial Development, Trade, and Commerce	47	27	74
Labour	54	44	98
Lands Service	284	37	321
Mines and Petroleum Resources	68	24	92
Municipal Affairs	18	4	22
Provincial Secretary	62	125	187
Public Utilities Commission	27	26	53
Public Works	474	47	521
Recreation and Conservation	65	21	86
Social Welfare	175	349	524
Totals	4,928	3,835	8,763

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31, 1961, ACCORDING TO SEX

Department	Casual		
	Male	Female	Total
Premier's Office	.....	1	1
Agriculture	21	4	25
Attorney-General	6	46	52
Commercial Transport	74	1	75
Education	1	11	12
Finance	8	16	24
Forest Service	110	65	175
Health Services and Hospital Insurance	250	382	632
Highways	119	39	158
Industrial Development, Trade, and Commerce	.....	.....	.....
Labour	.....	1	1
Lands Service	15	8	23
Mines and Petroleum Resources	.....	1	1
Municipal Affairs	3	1	4
Provincial Secretary	36	18	54
Public Utilities Commission	.....	.....	.....
Public Works	104	30	134
Recreation and Conservation	10	4	14
Social Welfare	40	45	85
Totals	797	673	1,470

TABLE 5.—SICK LEAVE GRANTED FROM OCTOBER 1, 1960, TO SEPTEMBER 30, 1961, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1960	Days' Sick Leave with Pay	Average per Employee	Days' Sick Leave without Pay	Average per Employee	Total Average Days per Employee	Average by Total Enrolment (with and without Pay)	Percentage of Working-days Lost (with and without Pay)
Premier's Office	1	3.0	3.00	.....	.....	3.00	.....	1.20
Agriculture	269	689.0	2.56	76.0	0.28	2.84	0.07	1.13
Attorney-General	676	3,041.5	4.50	534.0	0.79	5.29	0.35	2.11
Commercial Transport	90	190.5	2.12	.....	.....	2.12	0.02	0.84
Education	309	1,239.5	4.01	258.0	0.83	4.84	0.15	1.93
Finance	703	3,075.5	4.37	267.5	0.38	4.75	0.32	1.89
Forest Service	1,022	3,343.5	3.27	258.5	0.25	3.52	0.35	1.40
Health Services	1,086	5,702.5	5.25	1,909.5	1.76	7.01	0.74	2.79
Mental Health Services	3,118	17,076.0	5.47	3,817.5	1.22	6.69	2.03	2.67
Highways	581	2,008.0	3.46	140.0	0.24	3.70	0.21	1.47
Hospital Insurance Service	218	1,595.0	7.32	309.0	1.41	8.73	0.18	3.48
Industrial Development, Trade, and Commerce	72	506.0	7.03	33.0	0.46	7.49	0.05	2.98
Labour	97	323.0	3.33	5.5	0.06	3.39	0.03	1.35
Lands Service	339	1,201.0	3.54	83.5	0.25	3.79	0.12	1.51
Mines and Petroleum Resources	93	262.5	2.82	102.0	1.10	3.92	0.04	1.56
Municipal Affairs	24	93.5	3.90	.....	.....	3.90	0.01	1.55
Provincial Secretary	199	816.0	4.10	61.0	0.31	4.41	0.08	1.76
Public Utilities Commission	54	250.5	4.64	9.0	0.17	4.81	0.03	1.91
Public Works	648	2,414.5	3.73	142.5	0.22	3.95	0.25	1.57
Recreation and Conservation	96	292.5	3.05	.....	.....	3.05	0.03	1.21
Social Welfare	619	2,654.0	4.29	542.0	0.88	5.17	0.31	2.06
Totals	10,314	46,777.5	.....	8,548.5	.....	.....	.....	.....

Over-all sick-leave averages: With pay, 4.54 days; without pay, 0.83 day; total, 5.37 days.

TABLE 6.—NUMBER OF SEPARATIONS IN 1961 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred to O.S.
Agriculture	1	14	1	----	9	1
Attorney-General	3	87	2	2	7	1
Commercial Transport	----	5	----	----	3	----
Education	1	44	----	1	23	----
Finance	7	83	2	1	12	----
Forest Service	7	80	4	----	7	4
Health Services and Hospital Insurance	24	629	7	13	170	8
Highways	4	32	5	4	4	2
Industrial Development, Trade, and Commerce	1	9	----	1	3	----
Labour	1	15	----	----	----	----
Lands Service	----	26	----	1	1	2
Mines and Petroleum Resources	----	8	----	----	2	----
Municipal Affairs	----	----	1	----	----	----
Provincial Secretary	2	16	1	1	11	----
Public Utilities Commission	----	5	1	----	----	----
Public Works	8	33	3	1	6	3
Recreation and Conservation	1	10	1	----	3	----
Social Welfare	1	103	2	1	35	2
Totals	61	1,199	30	26	296	23

TABLE 7.—CLASSIFICATION REVIEWS BY DEPARTMENTS IN 1961 WITH COMPARATIVE FIGURES FOR PREVIOUS YEARS

Department	Upward Revisions	Downward Revisions	Reviews Resulting in No Change	Totals
Agriculture	11	-----	4	15
Attorney-General	58	2	23	83
Commercial Transport	4	-----	6	10
Education	15	1	11	27
Finance	45	2	18	65
Hospital Insurance	15	-----	4	19
Highways	56	2	25	83
Industrial Development, Trade, and Commerce	14	-----	4	18
Labour	5	-----	1	6
Lands Service	30	-----	4	34
Forest Service	49	-----	6	55
Mines and Petroleum Resources	7	1	2	10
Municipal Affairs	4	-----	-----	4
Provincial Secretary	10	-----	7	17
Public Utilities Commission	2	-----	2	4
Public Works	37	2	9	48
Recreation and Conservation	9	-----	4	13
Social Welfare	28	2	46	76
Public Health	33	-----	8	41
Mental Health	59	4	3	66
Totals, 1961	491	16	187	694
Totals, 1960	-----	-----	-----	647
Totals, 1959	-----	-----	-----	496
Totals, 1957	-----	-----	-----	610
Totals, 1956	-----	-----	-----	803

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