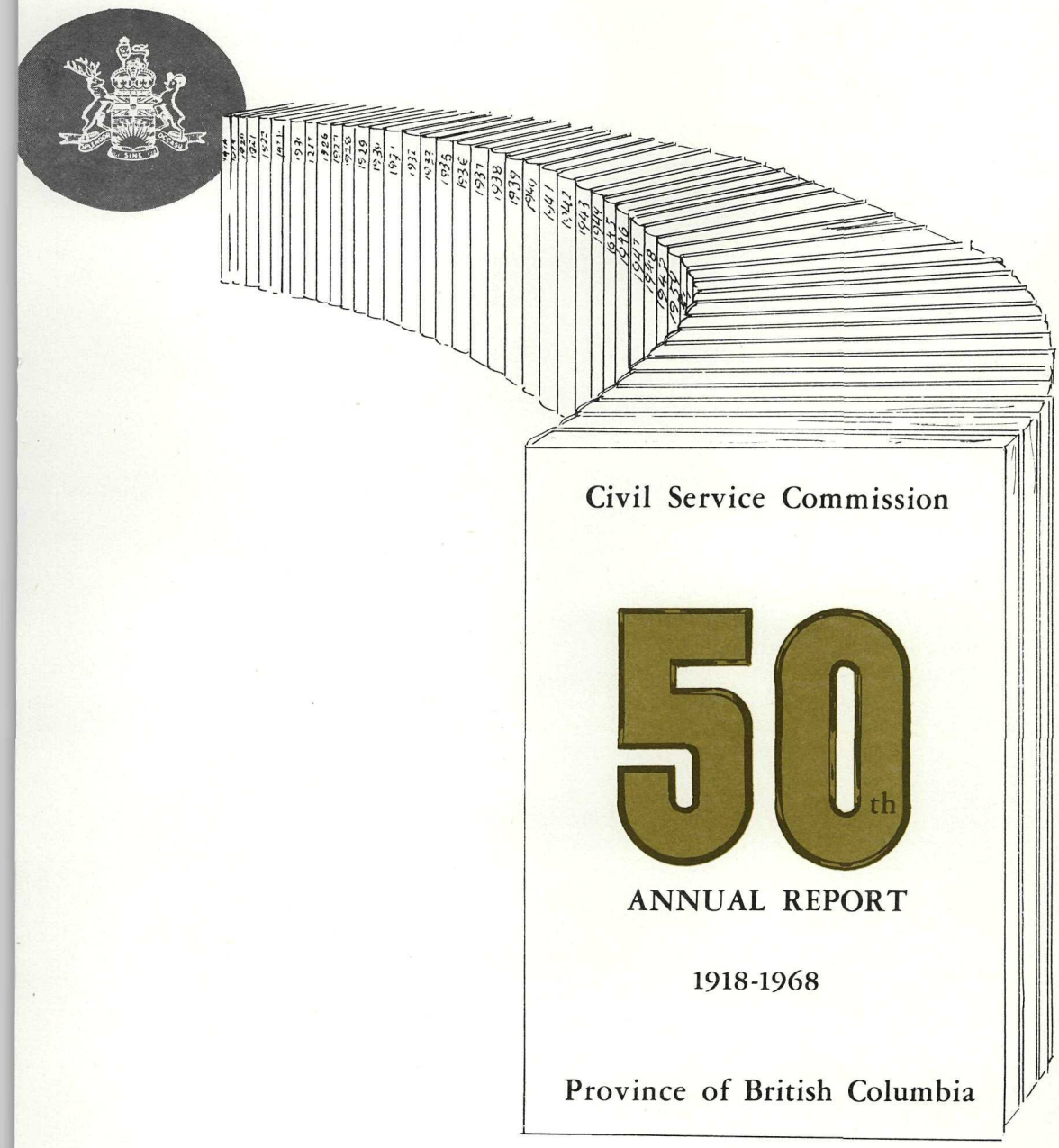

January 1st to December 31st, 1968

Published by Authority of the Legislative Assembly

PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Fiftieth Annual Report

JANUARY 1 TO DECEMBER 31

1968

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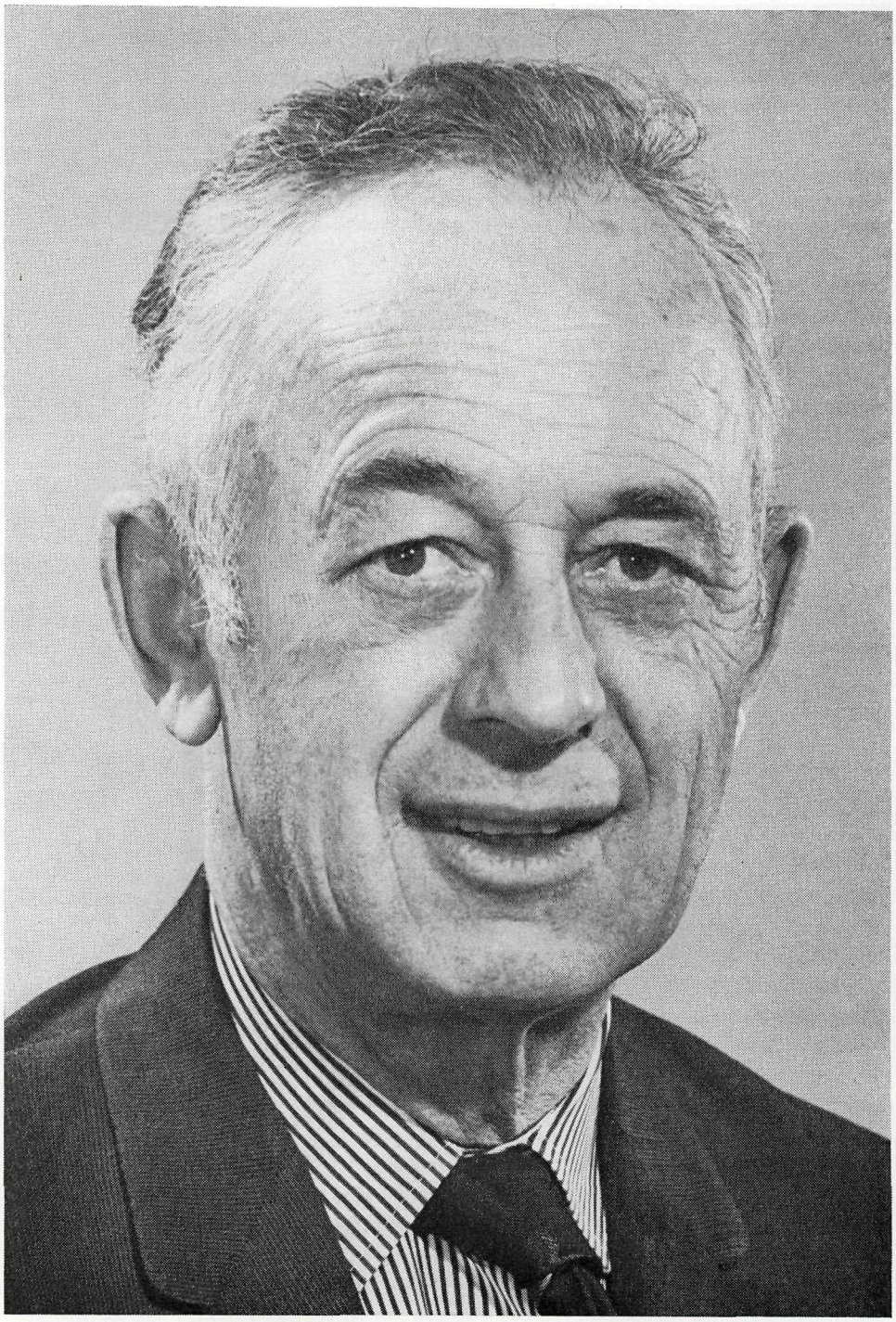
1969

The Honourable W. D. Black, Provincial Secretary.



H. M. Morrison, Ph.D., Chairman, Civil Service Commission.

To Colonel the Honourable JOHN R. NICHOLSON, P.C., O.B.E., Q.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 1 to December 31, 1968.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, British Columbia, January, 1969.

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, 1968.

HUGH M. MORRISON,
Chairman, Civil Service Commission.

Victoria, British Columbia, January, 1969.

THE EVOLUTION OF THE CIVIL SERVICE COMMISSION

1918–1968

A Brief Summary of the Development of the Administration of British Columbia's Centralized Personnel Agency

THIS, the Fiftieth Annual Report of the Civil Service Commission of British Columbia, marks a milestone in history and progress of this branch of the Service, and should not be permitted to pass without a special note of recognition. It was on February 14, 1919, when the Provincial Secretary presented to the Legislative Assembly the first report of the proceedings of the Civil Service Commissioner, W. H. MacInnes, from July 1, 1918, to January 31, 1919.

During the previous decade, special and intermittent attempts had been made by the Legislature and Government to frame an intelligible system of personnel administration based on merit selection and equitable wage administration. Apparently it was not until 1908 and 1909 that the Legislative Assembly felt this pioneer public service required such organization. Prior to these years there had been two Select Committees of the Assembly studying and reporting upon the Service. When British Columbia joined the Canadian Federation, there were some 90 persons on the public payroll, and these included many who correspond to elected officials today. In 1878 the first Select Committee recommended a 9 to 5 work-day; 45 minutes for lunch; no overtime was allowed for those required to finish their day's work; one month's notice in lieu of termination; no commissions to be paid employees, except to Sheriffs; and a " signing " register of attendance. Another Select Committee sat and reported in 1883. It reported that there was a substantial backlog of uncompleted work, and it also recommended salary increases for public servants, including Ministers of the Crown. At that time the number of employees, exclusive of the Minister, in the Lands and Works Department, was three—a Surveyor-General, a clerk of records, and a draughtsman. This corresponds today to some 8,701 employees in Lands, Forests, and Water Resources Department, the Highways Department, and the Public Works Department.*

Not much was done in respect to the recommendations of the Select Committees. In 1908, however, a start on the creation of a public service with provision for grading employees outlined through the *Public Service Act* came into being. The Act, apparently, did not get off the ground, because it was repealed the following year by the *Public Service Act* of 1909.

This Act was an elaboration of the 1908 Act. It was an attempt to provide for an efficient public service, which amounted to some 500 employees. A rough system of grading was established, and there was provision for the appointment of three Civil Service Commissioners and Examiners, three Grading Commissioners, plus a " Registrar of the Public Service." (Paschal Walker, later Deputy Provincial Secretary, served as Registrar from 1910 to 1918.) Appointments and promotions,

* This information is based on a graduating essay for Political Science 490, University of Victoria, by Peter J. T. Gibson, entitled " The Administration of the Administrative Classes of the Province of British Columbia."

although departmental or by Order in Council, had to have the certification of the Commissioners as to possession of adequate qualifications or success in its examinations. Promotions involving salary increases were required to have the consent of the Civil Service Commissioners.

By Order in Council approved July 30, 1910, Messrs. Alexander Robinson, Superintendent of Education; William John Goepel, Inspector of Offices; and John P. McLeod, Inspector of Legal Offices, were appointed Civil Service Commissioners and Examiners. Further, by Order in Council approved November 4, 1910, their duties were outlined. These duties were quite restricted, and advisory to the Executive Council. There was no power of appointment. Meanwhile, two years earlier, by Order in Council approved March 20, 1909, three Grading Commissioners had been appointed. Messrs. Moses B. Cotsworth (Chairman), J. A. Mara (a Justice of the Peace), and W. Curtis Sampson (an accountant) were charged with grading all employees who held positions on March 31, 1909. Their work was terminated January 24, 1910, and by an Order in Council approved November 4, 1910, the responsibilities were handed over to the Civil Service Commissioners.

In spite of the temporary nature of their tenure, Moses Cotsworth and his Commissioners accomplished their work in an astonishingly competent manner. They placed the Service on the road toward a defensible classification system. However, the Service was still too small to require the assistance of a centralized body. The departments needed little such assistance. In spite of the good intentions of the Act of 1909, the Civil Service Commissioners and Examiners accomplished little except the setting of a few examination papers based on typing and shorthand skills and knowledge of geography.

During the First World War, public service problems were naturally thrust into the background, but even before the end of the war it was becoming evident that some central authority was needed.* As a result, a *Civil Service Act* was passed in the Legislature in 1917 which repealed the *Public Service Act* of 1909. This is the first appearance of the term " Civil Service," except with the reference to " Civil Service Commissioners " in the Act of 1909.

The Act of 1917 provided for a one-man Civil Service Commission " to test and pass upon the qualifications of candidates for admission to or promotion in the Civil Service." The general principle of competition was to be stressed, but all appointments to a special grade labelled " technical " were to be by Order in Council.

The Act was proclaimed on May 17, 1918, bringing it officially into force on July 1st of that year, the date of appointment of the new Commissioner. The first Commissioner was actually a part-time Commissioner, Alexander Naismith Mouat, the Comptroller-General.

It apparently became impossible for Mr. Mouat to continue in both positions, and a few months later, on November 11, 1918, Mr. William H. MacInnes was appointed first full-time Commissioner.

The first report of the first full-time Civil Service Commissioner covered the period July 1, 1918, to January 31, 1919. This showed concern about the erosion of Civil Service salaries caused by the post-war inflation. Mr. MacInnes submitted a draft Act which later formed the basis of the Government's superannuation policy. This resulted in the *Civil Service Superannuation Act* being passed by the Legislative Assembly in April, 1921, and placed under the administration of the Civil Service Commission.

The operation of the Act of 1917 was not on a full merit basis because the sundry and technical classes were exempt. Nevertheless, the 1917 Statute did per-

* It should be noted that in November, 1916—the first Liberal Ministry—Premier H. C. Brewster announced that he was opposed to patronage. Almost at once he laid off all road superintendents and brought in Professor Adam Shortt to reform the Civil Service—extra "A History of British Columbia," by Margaret Ormsby, page 394.

mit the learning and consolidation of techniques which led later to the *Civil Service Act* of 1945. In 1926 Mr. MacInnes was transferred to the position of Official Administrator in Vancouver. For three years, 1926 to 1929, Arthur H. Cox was Commissioner, to be followed by a career Civil Servant, A. Norman Baker. By this time the superannuation duties were outweighing by far Civil Service duties, as during the " Depression " years recruitment of staff was drastically curtailed.

In 1931 it was decided to separate the administration of the Superannuation Act from the jurisdiction of the Civil Service Commission, and Mr. Baker assumed the position of Civil Service Superannuation Commissioner. Mr. Ross Napier, who had been on loan as a departmental Commissioner from the Government Agency at Vernon, was asked to accept the post of Civil Service Commissioner. However, he never did assume the post, as the Government apparently changed its mind, and appointed Mr. Roger Monteith, who served from 1931 to 1934. After the incumbency of Mr. Monteith, Norman Baker, the Superannuation Commissioner, again assumed the duties of Civil Service Commissioner in addition to his superannuation duties. In this way the Civil Service Commission became almost an appendage of the Superannuation Branch. A violent dispute with Mr. Napier had greatly weakened the merit principles, and Mr. Baker was unable to repair or regain lost ground.

The pressures of World War II together with a larger Service (around 4,000) started to reveal how weakened the Civil Service was, and how an overhauling was needed. Accordingly, Mr. Baker was asked in 1942 to chair a Committee for Reorganization of the Civil Service. His fellow members were John Villiers Fisher, Assistant Deputy Minister of Finance, and E. Wynn Griffith, Assistant Deputy Provincial Secretary. The Commission was ably assisted by Thomas Cole, of the Finance Department.

In 1945 a new *Civil Service Act* came into existence, and the principles of merit were strongly underlined. Powers of appointment and promotion were vested in the Commission, as well as classification of positions. In addition, one of its duties was to recommend salaries for classified positions, or changes in salaries, to the Executive Council.

The Act marked a return to a three-member Commission, with A. Norman Baker as Chairman and Executive Director of the Act, with the status of a Deputy Minister. Messrs. J. V. Fisher and E. W. Griffith were appointed members in 1945. In the same year two Personnel Officers were appointed to the Commission's staff—namely, Robin L. W. Ritchie and Hugh M. Morrison, the latter as Chief Personnel Officer. He accepted the position on a trial transfer from the school inspection staff of the Education Department. In the following year all members of the Commission were appointed Deputy Ministers: Mr. Fisher as Deputy Minister of Finance (October 1, 1946); Mr. Griffith as the first Deputy Minister of Welfare (October 1, 1946); and Mr. Baker as Deputy Provincial Secretary (October 1, 1946), in addition to being Chairman of the Civil Service Commission and Superannuation Commissioner. In 1947 Mr. Baker died, and on May 28, 1949, the Chief Personnel Officer, Hugh M. Morrison, was promoted to Chairman, now a full-time position.

Various developing factors guaranteed busy years for the Civil Service Commission, until today it has the fullest programme in personnel administration and advisement of any public service or civil service in Canada. These factors were as follows:—

(1) British Columbia has experienced the most rapid growth rate in population of any Canadian Province. The population has more than doubled since 1945, and the Civil Service has expanded to some 25,000.

(2) Expanded government services, such as greatly increased public health, mental health, and social welfare services; expanded highway construc-

tion, toll bridge and British Columbia Ferry Services; institution of hospital insurance service and medical insurance service; institution of many large vocational schools and the British Columbia Institute of Technology.

(3) Expanded employee relations, including administration of an employee grievance procedure. The *Civil Service Act* of 1945 contained provision for the recognition of employee organizations, without limiting in any way individual employee rights.

(4) The Act, as later amended, provided for in-service training and encouragement of such training by the Commission. In this connection, the Civil Service Commission takes pride in the fact that among the Canadian Provinces it instituted with Government approval and support

(*a*) the first supervisory training programme in 1949;

(*b*) the first executive development training course, with a university diploma, 1956;

(*c*) the first (and still only) Government integrated and co-ordinated employee safety programme, in 1962.*

The annual reports of the Civil Service Commission since 1946 reveal the manner in which the personnel administration of the Government of British Columbia, through the centralized agency of the Commission, and through the various departments in liaison with the Commission, has progressed.

It is a progression in which the Government and the people of British Columbia may justifiably take a good deal of pride—in a sound Civil Service, responsive to Government policies in the service of the people.†

CHRONOLOGY OF COMMISSIONERS OF PUBLIC SERVICE OF BRITISH COLUMBIA

GRADING COMMISSIONERS

March 20, 1909, to January 24, 1910:

Moses Cotsworth, F.G.S.
W. Curtis Sampson, C.A.
John A. Mara, J.P.

CIVIL SERVICE COMMISSIONERS AND EXAMINERS

July 30, 1910, to June 30, 1918:

Alexander Robinson (Superintendent of Education).
William John Goepel (Inspector of Offices).
John P. McLeod (Inspector of Legal Offices).

REGISTRAR OF CIVIL SERVICE

October 20, 1910, to June 30, 1918:

Paschal Walker.

CIVIL SERVICE COMMISSIONERS

July 1, 1918, to November 11, 1918:

Alexander Naismith Mouat (Comptroller-General).

* W. J. Williams: "Development of a Safety Programme for Provincial Government Service," *Canadian Public Administration (January, 1969).*

† *See also* Hugh M. Morrison: "Changing Nature of Public Personnel Administration in British Columbia," *Public Personnel Review (January, 1966).*

November 11, 1918, to April 30, 1926:

William Hedley MacInnes (first full-time Commissioner) (administered first Superannuation Act from April 1, 1921).

May, 1926, to March 31, 1929:

Arthur Harris Cox (administered Superannuation Act).

April 1, 1929, to August 31, 1931:

Alfred Norman Baker (administered Superannuation Branch).

September 1, 1931, to March 31, 1934:

Roger George Monteith (full time).

April 1, 1934, to March 31, 1945:

Alfred Norman Baker (Superannuation Commissioner and Deputy Provincial Secretary from October 1, 1946).

CIVIL SERVICE COMMISSION

April 1, 1945, to September 20, 1947:

Alfred Norman Baker, Chairman (Superannuation Commissioner and Deputy Provincial Secretary from October 1, 1946).

John Villiers Fisher, member (Assistant Deputy Minister of Finance to October 1, 1946, when appointed Deputy Minister of Finance).

Edgar Wynn Griffith, member (Assistant Deputy Provincial Secretary to October 1, 1946, when appointed Deputy Minister of Welfare).

Quorum of Members

September 20, 1947, to May 27, 1948:

J. V. Fisher and E. W. Griffith.

May, 1948:

Hugh Mackenzie Morrison, Chairman.

Members' Tenures

April 1, 1945, to January 8, 1951:

E. W. Griffith, resigned.

April 1, 1945, to October 5, 1961:

J. V. Fisher, appointment rescinded in order to be Agent-General in London, England.

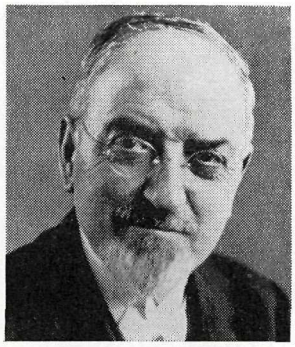
July 4, 1958:

Ernest Raymond Rickinson (Deputy Minister of Social Welfare).

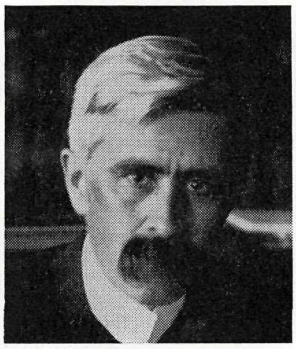
October 5, 1961:

James Everett Brown (Deputy Minister of Municipal Affairs).

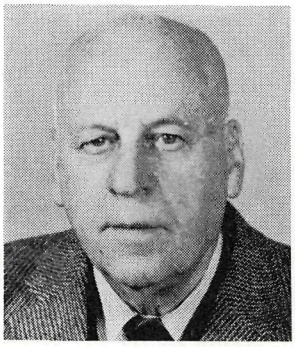
Photographs of Some of the Men Responsible for the Development of the Administration of British Columbia's Centralized Personnel Agency



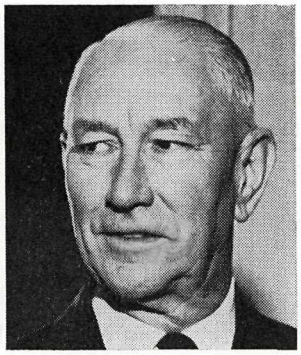
Grading Commissioner:
MR. MOSES COTSWORTH
F.G.S. 1909–1910



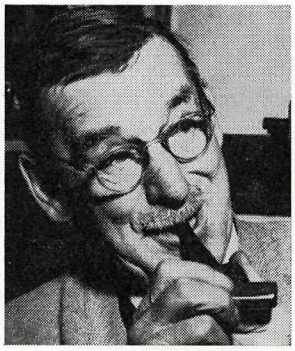
Commissioner and Examiner:
MR. ALEXANDER ROBINSON
1910–1918



First Full-time Commissioner and Father of Superannuation:
MR. WILLIAM H. MACINNES
1918–1926

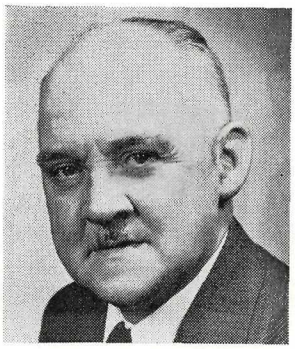


Commissioner:
MR. ARTHUR H. COX
1926–1929

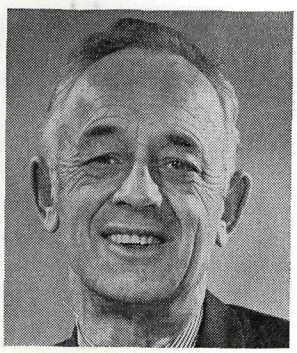


Commissioner:
MR. ROGER G. MONTEITH
1929–1931

Chairmen of the Commission

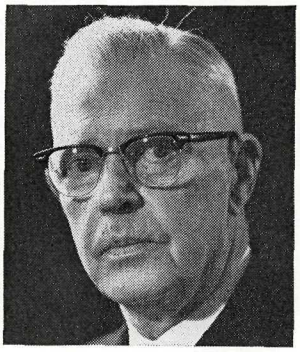


Civil Service Commissioner:
MR. NORMAN A. BAKER
1934–1945
Commission Chairman:
1945–1947

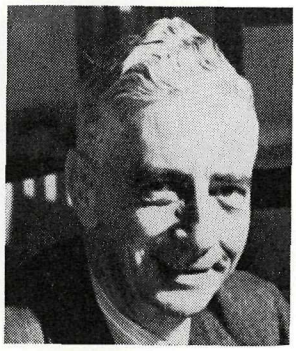


Commission Chairman:
DR. HUGH M. MORRISON
1948–

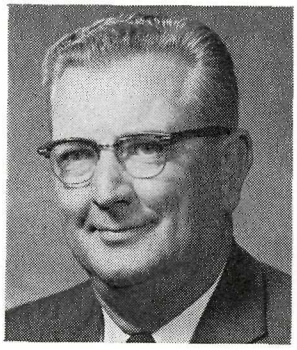
Members of the Commission



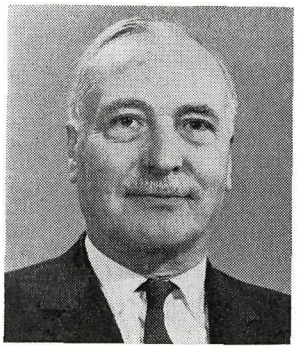
DR. JOHN VILLIERS FISHER
1945–1961



MR. EDGAR W. GRIFFITH
1945–1951



MR. E. RAY RICKINSON
1958–



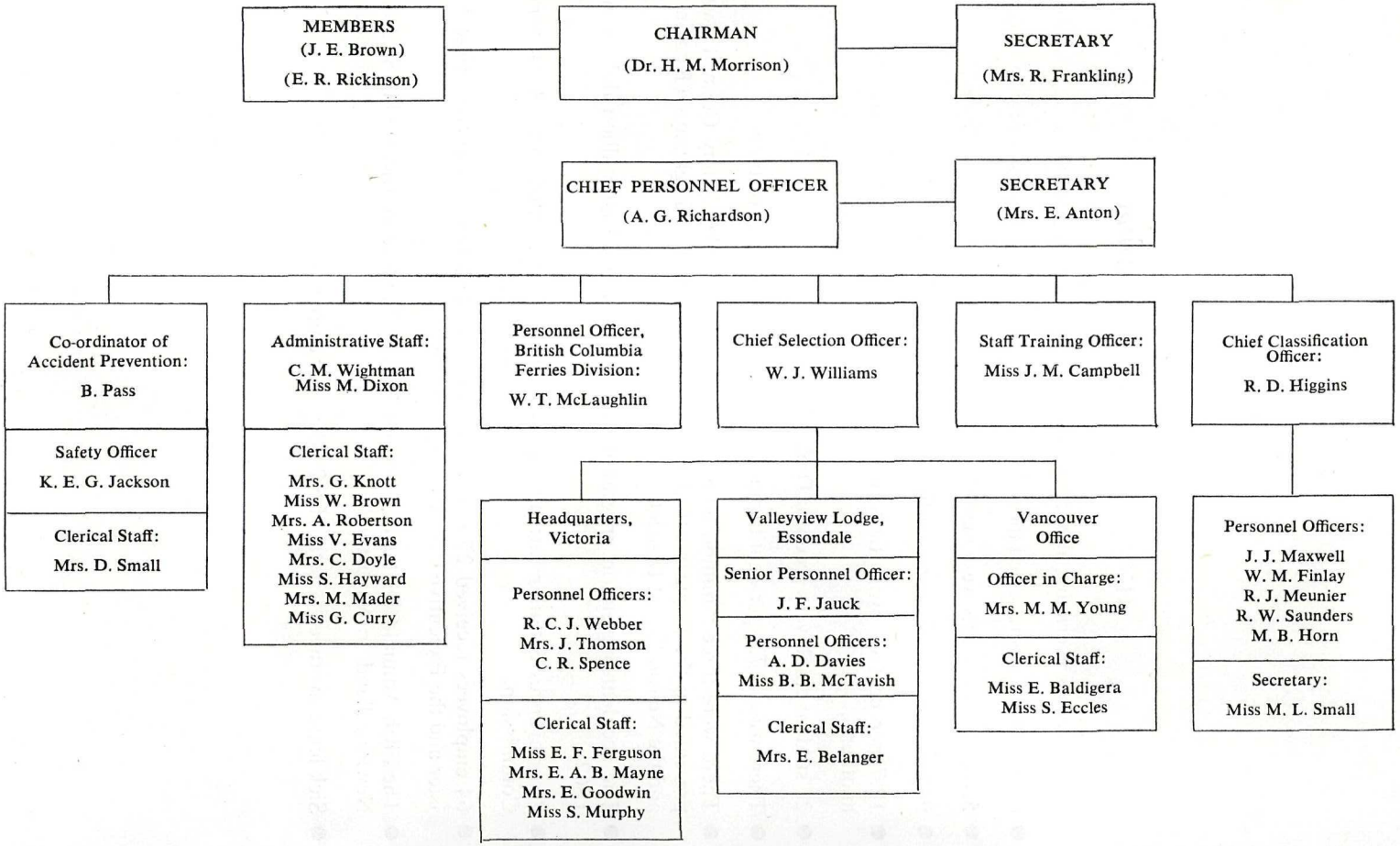
MR. J. EVERETT BROWN
1961–

(Photographs courtesy Photographic Branch, Provincial Archives, Victoria Press Ltd., and Pacific Press Ltd.)

HIGHLIGHTS DURING 1968

- Pay increases averaging about 6 per cent of payroll were granted.
- 6,812 employees received merit increases within salary ranges.
- 5,185 appointments were made to permanent and temporary positions.
- 930 employees gained promotion through competitions.
- 12.7 per cent of promotions were made by transfer from one department to another.
- 21 student employees received Diplomas in Public Administration.
- There was a 17.7-per-cent turnover of staff in permanent positions.
- There were three " million man-hour " British Columbia Safety Council awards presented to the Department of Finance, Department of Highways (Region 2), and the Nelson Forest District.
- The accident-prevention programme has saved about four million dollars since 1962.
- 20 grievances entailing formal legal hearings were presented to the Civil Service Commission.
- 64 employees received 25-year continuous-service awards from the Prime Minister and the Executive Council at two luncheons.
- The Fifth Annual Civil Service Commissioners' Conference was held in St. John's, Newfoundland, in August.
- Sick leave averaged a total of 6.20 days per employee.

CIVIL SERVICE COMMISSION



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REPORT OF THE CIVIL SERVICE COMMISSION

Pursuant to Section 8 of the Civil Service Act, from January 1 to December 31, 1968

The Civil Service Commission met 53 times during the year. Of this number, 20 meetings were convened to hear grievances from individuals and groups of employees. During the other meetings 28 representations on salaries and working conditions were presented by groups of employees or departmental officers.

In addition to grievance hearings referred to the Commission, 18 individual grievances were dealt with satisfactorily by the Chief Personnel Officer. Apart from his normal duties as overseer of the Commission's procedures, the Chief Personnel Officer also became a member of the Management Committee of the British Columbia Ferries.

The Screening Committee, responsible for reviewing problems of employees unable to perform their duties due to ill health, dealt with 16 cases in 1968. Seven of these were re-established in different types of employment, four retired, and five are pending.

A review of the Commission's regulations governing sick leave was made by the Chief Personnel Officer in consultation with departmental Personnel Officers. As a result, several changes are being considered. The regulation with respect to compensation for standing by was amended to provide for five hours' pay for each 24 hours standing by in place of the previous four hours' pay. Regulations governing substitution in a higher position were revised to reduce the waiting period from three months to one month in certain cases. A provision was approved whereby employees with 25 years of continuous service may be afforded two weeks' vacation in addition to their normal vacation in any one year after completion of 25 years' continuous service. The Cabinet approved the Commission's recommendation that employees required to work on 10 statutory holidays be compensated by pay or time off at time and one-half.

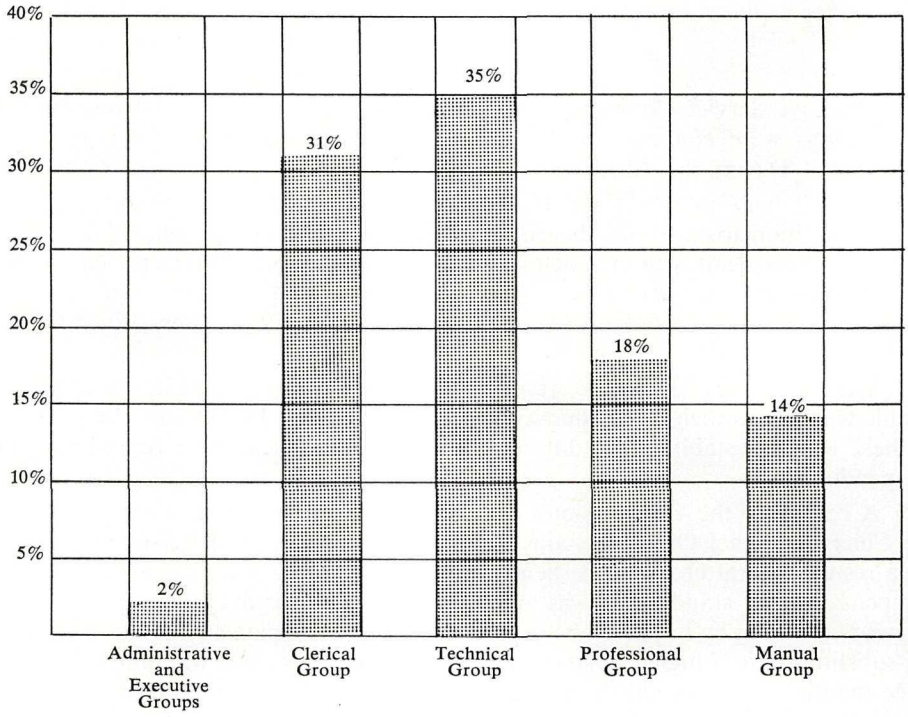
For the seventh consecutive year, pay increases were granted to all Government employees, amounting to an average of about 6 per cent of payroll, involving an increase in payroll costs of $4.5 million.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

On December 31, 1968, there were 25,438 Government employees (*see* Table I of the Appendix). One hundred and twenty-five Magistrates' positions were added to the payroll this year, which were not on the payroll in 1967. There were 24,368 Government employees plus the 125 Magistrates in 1967, a total of 24,493. Hence there were 945 more Government employees on December 31, 1968, than there were on December 31, 1967, just under 4 per cent more. The largest increases in numbers of employees occurred in the vocational schools, the British Columbia Institute of Technology, the Department of Agriculture (Dairy Herd Improvement), the Public Health Services, the Mental Health Services, the British Columbia Medical Plan, and the British Columbia Ferries services.

Of the 25,438 Government employees, 15,148 were classed as permanent employees and 10,290 were classed as temporary employees. On December 31, 1967, there were 14,670 permanent employees and 9,698 temporary employees.

The following graph indicates the percentage of employees within each of the major occupational groups in the main Civil Service schedules:—

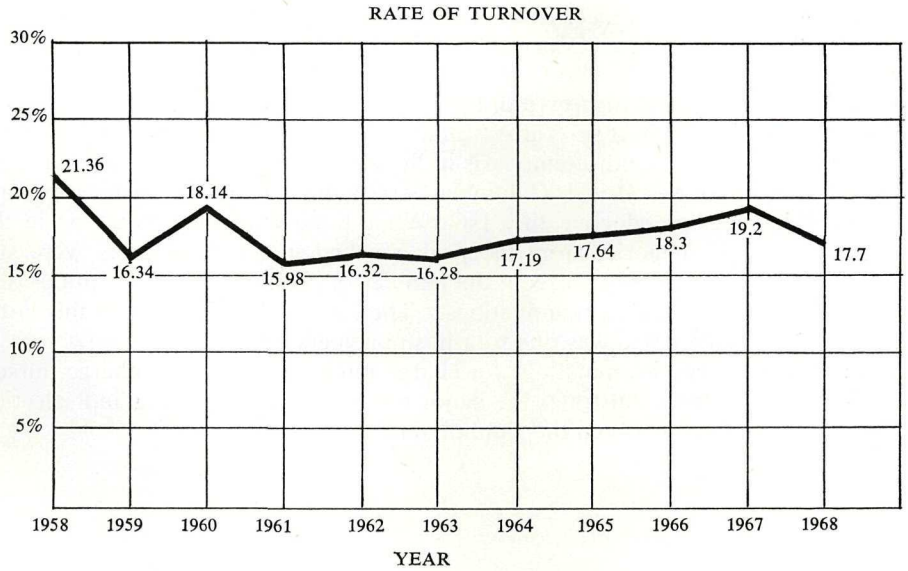


There was a 1-per-cent increase in the clerical group and a 1-per-cent decrease in the professional group as compared with 1967, the other groups remaining the same.

SEPARATIONS

During the year, 2,678 employees left permanent positions within the Civil Service. This represents a turnover of 17.7 per cent. In 1967, 2,826 employees left permanent positions, representing a turnover of 19.2 per cent. There was a significant decrease in turnover in 1968 as compared with 1967.

The following graph shows the percentage of turnover during the last 10 years:—



During 1968, 43 employees were dismissed as unsatisfactory, the probationary periods of 99 employees were extended, and merit increases were withheld in the case of 82 employees.

RECRUITING AND SELECTION DIVISION

General

The Civil Service Commission, with headquarters at Victoria, operates branch offices of the Recruiting and Selection Division at Vancouver and Essondale. The branch office reports follow this general recruiting summary.

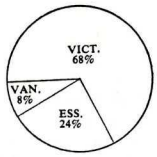
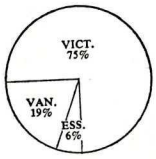
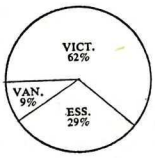
There was a welcome easing in the recruiting demands from the records set in the previous year. A 9-per-cent decrease in the number of appointments made in 1968 reflected the Government's policy of restraint in the rate of expansion of services, plus a reduction in the rate of turnover. The greatest proportion of recruiting took place during the mid-year period, when turnover due to outside employment opportunities was at its peak. There were expansions in the ferry service and the Medical Plan staff, as well as requirements for holiday relief staff. The usual reduction in competitions during the latter part of the year did not develop, however; October and November were two of the busiest months in terms of promotional selections. There were staff changes in the Recruitment and Selection Division itself, with appointments of a new Selection Officer in Charge, a female Selection Officer at Essondale, and a Selection Officer at Victoria, resulting from staff transfers and a resignation. Important changes also took place in the office staff with turnover in the positions of testing clerk, secretary, and reception clerk.

With the salary adjustments coming into effect at the beginning of the fiscal year in April, there was generally less difficulty in recruiting during the next several months in most classifications. Competitive position deteriorated once again, however, and a number of professional grades, particularly those in short supply, were difficult to recruit. Vacancies continued to exist for qualified audit accountants, psychiatrists, psychologists, psychiatric social workers, supervising social workers, petroleum engineers, hydraulic engineers, forest engineers, and agricultural special-

ists. The senior recruiting officer from the Essondale office made a special recruiting trip out of the Province in an effort to recruit Mental Health Services professional staff. Four major recruiting efforts were also required for staffing of motor-vehicle licence offices during their rush period, the expansion of the Public Service Medical Plan staff, the recruitment of several Assistant Directors of Mental Health following the major reorganization and re-emphasis in the programme of that department, the expansion of staff for the British Columbia Ferries due to shift reorganization and additions which became effective July 1st. While there was some reduction in the total volume in all categories from the peak reached in 1967, volumes were still ahead of 1966 in all categories, except the number of promotional competitions and the number of persons taking examinations. The remarkable decrease in this latter item in the Essondale office was due to a postponement until after the new year of the annual promotional examinations for charge nurses and assistant charge nurses.

The following table illustrates the major breakdown of recruiting and selection activities as distributed between the Commission's three offices:—

Distribution of Work Load

	1967	1968	Per Cent Change from 1967	1968 Distribution
Requisitions and requests for staff—				
Victoria	3,773	4,072	+7.9	
Essondale	1,778	1,427	−19.7	
Vancouver	543	518	−4.6	
Totals	6,094	6,017	−1.3	
Competitions—				
Victoria	866	746	−13.9	
Essondale	212	209	−1.4	
Vancouver	189	125	−30.4	
Totals	1,267	1,080	−14.8	
Examinations (persons taking written examinations)—				
Victoria	1,950	2,137	+9.6	
Essondale	454	175	−61.4	
Vancouver	470	522	+11.0	
Totals	2,874	2,834	−1.4	
Appointments (initial hiring)—				
Victoria	2,659	2,624	−1.3	
Essondale	1,401	1,249	−10.9	
Vancouver	352	382	+8.5	
Totals	4,412	4,255	−3.7	
Total positions filled (including competitions)—				
Victoria	3,579	3,225	−9.9	
Essondale	1,590	1,436	−9.7	
Vancouver	548	524	−4.4	
Totals	5,717	5,185	−9.3	

GENERAL ENTRANCE AND PROMOTIONAL EXAMINATIONS

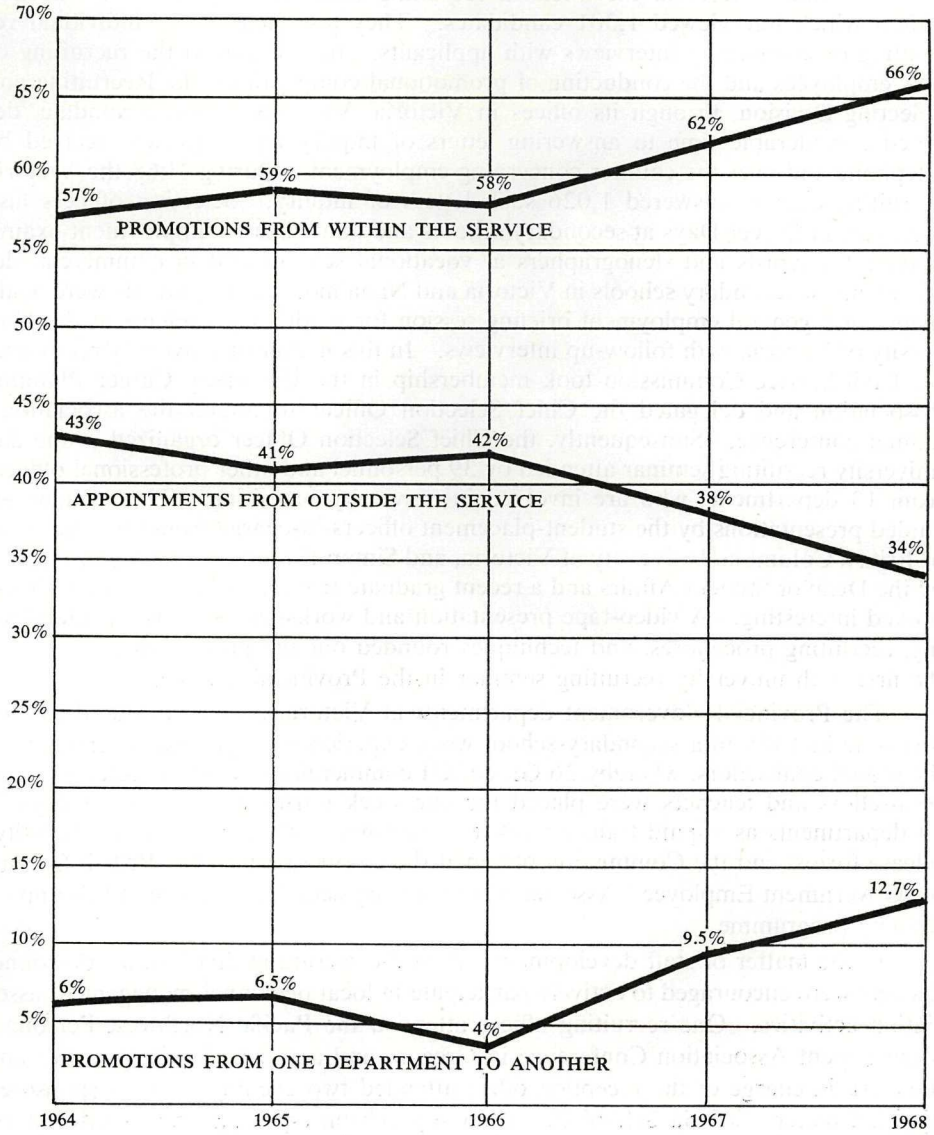
Examinations to establish qualified lists for such positions as stenographer, typist, clerk, and draughtsman were held as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified	Number of Occasions
Victoria				
Clerk-Typist	770	492	64	254
Clerk	930	618	66	53
Clerk-Stenographer 1	125	73	58	69
Clerk-Stenographer 2	146	86	59	76
Draughtsman 1	82	58	71	8
Draughtsman 2	17	13	76	2
Draughtsman 3	6	4	67	1
Key-punch Operator	14	11	79	9
Data Processing Operator	12	10	83	2
Personnel Officer	16	12	75	5
Examiner of Titles	2	2	100	2
Clerk, Land Registry	16	16	100	6
Surveyor, Land Registry	1	1	100	1
Totals, 1968	2,137	1,380	65	488
Totals, 1967	1,950	1,145	59	504
Essondale				
Clerk-Typist	32	25	78	17
Clerk	53	42	79	29
Clerk-Stenographer 1	10	10	100	9
Clerk-Stenographer 2	39	38	97	26
Fire-fighter	14	8	57	1
Cook 1	5	5	100	2
Cook 2	13	12	92	2
Cook 4	3	3	100	1
Dietary Aide 2	6	5	83	2
Totals, 1968	175	148	85	89
Totals, 1967	454	324	71	139
Vancouver				
Clerk-Typist	74	61	82	51
Clerk	213	182	85	101
Clerk-Stenographer 1	31	27	87	19
Clerk-Stenographer 2	125	105	84	92
Draughtsman	4	3	75	3
Examiner of Titles	2	2	100	2
Clerk, Land Registry	9	9	100	4
Key-punch Operator	10	10	100	9
Cook 2	4	4	100	1
Cook 3	2	2	100	1
Personnel Officer	12	5	42	2
Switchboard Operator	4	3	75	4
Surveyor, Land Registry	1	1	100	1
Public Information Officer	2	1	50	2
Stockman	8	7	87	4
Office Equipment Operator	6	6	100	1
Multilith Operator	1	1	100	1
Fishery Officer	7	7	100	1
Miscellaneous clerical	7	5	71	3
Totals, 1968	522	441	84	302
Totals, 1967	470	373	79	256

In total, 2,834 persons sat for the foregoing written examinations during 1968. There were increases at Victoria and Vancouver, but a substantial decrease at the Essondale office due to a change in examination schedules, which resulted in an over-all decrease of 40 from 1967. Sixty-nine per cent of the applicants qualified. The examinations were held on 487 separate occasions in Victoria, 302 occasions in Vancouver, and 89 occasions at Essondale.

Competitions for Promotion

Apart from appointments through entrance examinations, there were 1,080 competitions held in 1968, a decrease of 187 from 1967. Of these competitions, 120 were handled by the Civil Service Commission Personnel Officer attached to the British Columbia Ferries. Civil Service Commission officers did not participate in 19 competitions which were under delegated jurisdictions, such as the Provincial Gaol Service. Excluding several competitions in which there were no applicants and five competitions with over 100 applicants, the average number of applications received per competition during 1968 was 12.9. There was an average of 8.4 applications in the professional-level competitions. These competitions resulted in 930 candidates being appointed to the various Government departments and agencies. Sixty-six per cent of these appointments were promotions within the Service, and



the remainder were initial appointments. The number of promotional appointments made from one department to another was 118. This was 19 per cent of the in-Service promotions or 12.7 per cent of the total appointments from promotional competitions.

This represents a very high level of interdepartmental mobility and indicates a healthy acceptance of merit system principles and a Service-wide viewpoint by selection panels and departments. Reflected in these figures were a number of secretarial appointments at the Clerk-Stenographer 3 level resulting from an agreement with the employees' association to cancel qualified lists at this level and fill vacancies by individual competition for a trial period.

Special Activities

The four officers in the Victoria recruiting division convened 285 selection panels which interviewed 1,301 candidates. They also held 1,993 individual recruiting or counselling interviews with applicants. In addition to the recruiting of new employees and the conducting of promotional competitions, the Recruiting and Selecting Division, through its offices in Victoria, Vancouver, and Essondale, devoted considerable time to answering letters of inquiry and inquiries received by telephone and over the counter concerning employment. During 1968 the Victoria recruiting officers answered 1,026 such letters of inquiry. Selection officers also took part in Career Days at secondary schools and administered employment examinations for typists and stenographers at vocational schools and in commercial departments of secondary schools in Victoria and Nanaimo. Arrangements were again made for a general employment briefing session for graduating students at the University of Victoria with follow-up interviews. In this matter of university recruiting, the Civil Service Commission took membership in the University Career Planning Association and delegated the Chief Selection Officer to attend the association's annual conference. Subsequently, the Chief Selection Officer organized a one-day university recruiting seminar attended by 39 personnel and other professional officers from 13 departments who are involved in university recruiting. The seminar included presentations by the student-placement officers-in-charge from the University of British Columbia, University of Victoria, and Simon Fraser University. Addresses by the Dean of Student Affairs and a recent graduate from the University of Victoria proved interesting. A video-tape presentation and workshop sessions on interviewing, recruiting procedures, and techniques rounded out the programme. This was the first such university recruiting seminar in the Provincial Service.

The Provincial Government departments at Victoria also participated for the first time in 1968 in a secondary-school work experience programme organized by the school counsellors, whereby 26 Grade XII commercial students selected by their counsellors and teachers were placed for one week during the Easter holidays in 14 departments as unpaid trainee workers. Arrangements were made for liability-release forms, and the Commission obtained the co-operation of the British Columbia Government Employees' Association in agreeing with the principle of this unpaid training programme.

In the matter of staff development within the recruiting division, all Personnel Officers were encouraged to actively participate in local personnel-management association activities. One recruiting officer attended the Pacific Northwest Personnel Management Association Conference in Oregon, and another recruiting officer and the clerk in charge of the reception office attended two evening sessions sponsored by the Greater Victoria School Board on supervision and handling of grievances.

The Vancouver Office

The work of this office was mainly concerned with the recruitment and selection of office personnel and advising Governmental officials in Vancouver and the Lower Mainland area on matters relating to personnel practices and procedures. With the expansion of Government offices and activities in the Burnaby area, consideration was given early in the year to combining the Vancouver and Essondale offices of the Civil Service Commission into a single unit. However, a study of work load and staff distribution did not justify this change. Arrangements were made, however, through the Vancouver office for some clerical and stenographic testing to be carried on at Chilliwack in the Fraser Valley through the good offices of the Court Registrar at that location.

The following table shows the number of competitions and appointments handled by the Vancouver office during the last five years. While the number of promotional competitions dropped rather sharply, and this reflected in the total appointments made, there was at the same time an 8.5-per-cent increase in the hiring and placement of beginning-level office staffs to an average of 32 per month.

	1964	1965	1966	1967	1968
Competitions	95	140	180	189	125
Total appointments	668	936	755	548	524

The number of applications in some competitions also increased, with an average of over 100 for such categories as Fire-fighter, Tourist Counsellor, Motor Licence Clerk, Consumer Tax Inspector, and Sheriff's Officer. There were 69 selection panels convened, which interviewed 258 candidates. In addition, 392 persons were interviewed or counselled separately. During 1968, daily telephone and counter inquiries increased as well, with as many as 70 applicants responding in person to the newspaper advertisements or seeking general information concerning employment opportunities. The majority of these inquiries resulted in formal applications for employment. Similarly in the matter of written examinations in the Vancouver office, the year ended with an 11-per-cent increase, as shown earlier in this Report. Examinations were administered on 302 occasions to 522 candidates, including a number of employees taking promotional tests.

The Essondale Office

The Essondale office is located at Valleyview Hospital and is primarily engaged in recruiting and selection for the various Mental Health Services institutions throughout the Province. There was, however, a marked and intentional increase in the professional and technical staffing for other departments, such as at Oakalla Prison Farm, the British Columbia Institute of Technology, the Dairy Branch Laboratory, Health Services laboratories, and the Veterinary Branch of the Department of Agriculture at Abbotsford.

There was a further decrease of nearly 10 per cent or 154 in the total appointments made during 1968 from the previous year. This was primarily due to a 37-per-cent reduction in the number of holiday, sickness, and miscellaneous relief personnel required because of more extended scheduling of relief periods.

The following table shows the total number of appointments made by institution:—

Location	Total Appointments					Percentage of Total Appointments				
	1964	1965	1966	1967	1968	1964	1965	1966	1967	1968
Tranquille	154	189	272	229	165	11.90	13.9	16.0	14.4	11.5
Dellview	39	38	46	46	27	3.01	2.8	2.7	2.8	1.9
Skeenaview	32	22	33	43	52	2.47	1.6	2.0	2.8	3.6
Vista, Venture, and Mental Health Centres, except Burnaby	18	18	22	25	28	1.39	1.3	1.3	1.6	2.0
Valleyview	149	150	188	186	156	11.52	11.1	11.0	11.7	10.9
Woodlands	364	353	394	293	277	28.13	26.1	23.2	18.4	19.3
Riverview	484	517	643	663	597	37.40	38.2	37.8	41.7	41.5
Mental Health Centre, Burnaby	24	31	42	33	53	1.85	2.3	2.5	2.1	3.7
Headquarters and Education Centre	21	13	42	35	31	1.62	1.0	2.5	2.2	2.2
Departments of Public Works and Agriculture and other areas	9	23	18	37	50	0.71	1.7	1.0	2.3	3.4
Totals	1,294	1,354	1,700	1,590	1,436	100.00	100.0	100.0	100.0	100.0

In examining the table above, it will be noted that there was a substantial increase in recruiting for the Mental Health Centre and the new Youth Development Centre at Burnaby and also in the number of appointments handled for departments other than Mental Health Services. Although not reflected in numbers, a great deal of recruiting effort was spent by the Essondale staff in seeking qualified persons for the eight other Mental Health Centres established in keeping with the policy of decentralization of mental health care to the communities.

Appointments for the nursing divisions of the Mental Health Services were down 12.4 per cent from the 1967 total to 725 appointments. Particularly significant here is that within this smaller group there was an increase in the number of trained nursing personnel hired, so that the proportion of trained to untrained nursing personnel rose from 51.4 to 61.8 per cent of those hired. The number recruited from the nursing school operated by the Mental Health Services has increased over that of previous years, and it appears that the point may be reached before long where out-of-Canada recruiting for psychiatric nurses may be discontinued. During the year there were 83 new positions filled in various categories, of which approximately one-third were for Riverview Hospital and one-quarter for the Mental Health Centre and Youth Development Centre at Burnaby.

There were 209 competitions held in this office. During the year 1,550 persons applied for these competitions. Of this number, 783 were interviewed, resulting in 186 being selected. With promotional competitions and beginning-level recruiting combined, there was an average during the last four months of the year of 36 personal inquiries and 112 telephone calls per day. There were 1,407 recruiting interviews carried out during the year.

CLASSIFICATION AND WAGE DIVISION

The number of individual position-classification reviews increased to 765 from 727 in 1967. Table 2 of the Appendix indicates the number of reviews by department; upward revisions totalled 543, downward revisions were 10, and 212 remained unchanged.

1968 was a record year for studies of all types, and former outside agencies which have come under the scope of the *Civil Service Act* since 1965 contributed to the increased work load, as did requests from departments for greater assistance in matters involving organization and staff needs. A considerable backlog of work remained at the end of the year.

The Division investigated 126 requisitions for appointment, prepared or amended 140 position specifications, and investigated 32 requests for extensions to casual appointments. Wage surveys were carried out in detail, and numerous outside concerns were visited for the purpose of ensuring proper matching of positions. Many trips were made to the Greater Vancouver and Essondale areas, plus trips to the Okanagan, Kamloops, and Prince George areas.

The Chief Classification Officer appeared as a Commission witness at the Mediation Commission hearing relating to salaries and conditions of employment affecting psychiatric nurses employed by the Province of British Columbia. The statistical data utilized by the counsel for the Civil Service Commission were prepared by the Division.

Miscellaneous studies carried out during the year were as follows:—

Classification and Organization Study:

- Department of Industrial Development, Trade, and Commerce.
- Stock-keeping operation, Deas Dock, British Columbia Ferries.
- Provincial Museum.
- Division of Rehabilitation.
- Division of Venereal Disease Control.
- Business administration area, Riverview Hospital.

Classification and Salary Study:

- Key-punch operators, data-processing operators, and programmers.
- Postal clerks.
- Public information officers.
- Instrument-makers.
- Non-professional instructional staff, British Columbia Institute of Technology, Burnaby.
- Mechanical superintendents.
- Recreational consultants.

Classification Study:

- Terminal staff, British Columbia Ferries.
- Typing staff, Purchasing Commission.

Needs Study:

- Clerical staff, Department of Commercial Transport.
- Clerical staff, Securities Commission.
- Clerical staff, Real Property Taxation Branch.

Overtime Study: Drivers, Postal Branch.

Tool Requirement Study: Automotive mechanics.

Orthopædic Shoe Repair Requirement Study: Mental Health Services.

Staff Requirement Study: Cooks, Willingdon School.

Numerous salary survey returns were completed for other organizations.

STAFF TRAINING AND DEVELOPMENT

Executive Development Training Plan

Fifteen employees enrolled in Class XI are in the third and final year of the programme, 29 employees enrolled in Class XII are in their second year, and 30 employees are enrolled in the first year.

Twenty-one employees enrolled in Class X (Interior Class) of the Executive Development Training Plan received their Diplomas in Public Administration at a special academic assembly at the University of Victoria on November 1, 1968.

Graduates of Class X and their department or service and location in which they are employed are as follows: D. J. Warren, Finance, Kamloops; J. R. Callaghan, Highways, Kelowna; R. Macgregor, Finance, Grand Forks; J. H. Ryley, Finance, Cranbrook; T. G. White, Public Works, Prince George; E. E. Benwell, Liquor Control Board, Fort St. John; M. E. Goddard, Recreation and Conservation, Nelson; D. G. Bowman, Highways, Revelstoke; T. C. Chapman, Finance, Penticton; P. E. Bishop, Highways, Prince George; A. C. MacPherson, Forest Service, Prince Rupert; D. Thom, Lands Service, Vancouver; H. T. Butler, Recreation and Conservation, Prince George; R. F. Sheppard, Recreation and Conservation, Grand Forks; Professor N. Swainson, Director of the Programme; K. I. Booth, Finance, Cranbrook; D. L. Thompson, Liquor Control Board, Fernie; J. C. Lyons, Recreation and Conservation, Nanaimo; J. A. Mollberg, Social Welfare, Dawson Creek; R. G. White, Highways, Nelson; L. C. Hopper, Attorney-General, Haney; and J. W. Cartwright, Recreation and Conservation, Kamloops.

Correspondence Course in Public Administration

Thirty-five students enrolled in Class IV of the Correspondence Course in Public Administration received their certificates on April 10, 1968. Dr. H. M. Morrison, Chairman of the Civil Service Commission, presented the certificates at a luncheon held on the completion of the three-day workshop. The employees who received the certificates had successfully completed 24 assignments during the fall and winter months and had participated in a three-day workshop on " The Principles of Management in the Public Service."

Mr. C. J. Ferber, Comptroller-General for the Province, gave lectures on Provincial fiscal and accounting procedures, and on the use of computers. Mr. H. Turner, Administrative Officer, gave an interesting talk on the superannuation plan. Miss M. Campbell, Staff Training Officer, conducted the sessions on supervision.

The employees who received their certificates are as follows: A. J. Baker, Lands Service; H. E. Beier, Public Works; E. G. Boese, Commercial Transport; J. Buckley, Travel Industry; A. J. Caldow, Agriculture; H. A. Davie, Public Utilities Commission; A. W. Dayle, Education; E. P. de Cunha, British Columbia Ferries, Highways; W. J. Doddridge, Highways; F. S. Evans, Labour; D. Frost, Attorney-General; Mrs. M. Y. Glendinning, Mental Health Services; G. W. Harper, Highways; C. W. House, Lands Service; K. L. Johnson, Highways; T. C. Jones, Forest Service; O. T. King, Highways; M. A. Kirk, Health Services; H. J. Lanki, Attorney-General; J. C. Leman, Recreation and Conservation; Miss S. L. MacLean, Health Services; N. J. Manson, Public Works; W. L. Marshall, Finance; A. W. Milton, Finance; E. A. Mitchell, Mines and Petroleum Resources; J. F. W. Moore, Finance; M. G. Oswell, Agriculture; M. U. Rose, Attorney-General; R. C. Smith, Education; B. R. Stewart, Agriculture; D. G. Touchette, Hospital Insurance Service; H. L. Turner, Forest Service; S. H. K. Warner, Attorney-General; C. Webster, Finance; and D. J. Younie, Forest Service.

Appraisal Courses

Thirty-five employees from the Lands Service, Finance Department, and the Forest Service completed the third and final year of the appraisal course at a two-week institute held in early April, 1968.

Two employees completed their credits for full accreditation as A.A.C.I.'s, bringing the total number of Provincial and municipal government employees who have taken the appraisal courses under the sponsorship of the Civil Service to 60.

Personnel Officers' Course

Five Personnel Officers attended a 24-hour course on personnel policies in the British Columbia Civil Service. The Staff Training Officer conducted this programme for the newly recruited Departmental and Civil Service Commission officers.

Seminar for Staff Training Officers in the Public Service

A three-day seminar of staff training officers in the Federal, Provincial, and municipal governments was held in Victoria in early September, 1968. Twenty-three training officers from across Canada attended. The programme included a discussion of staff-development programmes being offered in each jurisdiction; programmes in the planning stages; the role of the universities in staff development in the public service; the role of the consulting firms in staff development; accident-prevention programmes; supervisory training and management development courses. The exchange of information was most valuable.

The Staff Training Officer of the British Columbia Civil Service Commission was in charge of the seminar. Mr. G. Duclos, Director-General of the Federal Public Service Commission's Staff Development and Training Division, volunteered to act as a liaison officer for the exchange of information between training officers in the Public Service Commissions across Canada.

Seminar on Training Techniques

On November 29th a seminar on training techniques was held in the viewing room of the Visual Education Branch, Vancouver. Seventeen employees from seven departments of Government attended this seminar, which was arranged by the Staff Training Officer of the Civil Service Commission for employees involved in departmental programmes. The programme featured five filmstrips, one film, and a demonstration on the use of visual aids. Discussions were also held on the preparation and presentation of course material.

Departmental Training Programmes

In addition to the training programmes sponsored by the Civil Service Commission, many of the departments of Government conducted training programmes directly related to the work of the department concerned. Major in-Service training programmes of a continuing nature are listed below:—

Attorney-General:
- Probation Officer-in-training Course.
- Security Officers' Academy Course.

Education: Teacher Education Programme for Vocational Instructors' Certificate (Summer School).

Forest Service: Forest Service training-school.

Mental Health:
- School of Psychiatric Nursing.
- Psychiatric Aide Programme.

Highways:
- Engineering Aide Programmes.
- Paving.

Social Welfare:
- In-Service Social Workers' Training Programme.
- Office Administration Programme.

Sick and Special Leave

Sick leave granted during the period October 1, 1967, to September 30, 1968, totalled 89,010 days—75,728.5 days with pay and 13,281.5 days without pay, an average of 6.20 days (*see* Table III, Appendix), and an increase of 0.29 day over the average for the previous 12-month period of 5.91 days. These figures are

exclusive of sick leave granted under the Workmen's Compensation Board and the Department of Veterans Affairs section of the Sick Leave Regulation.

The above figures do not include the Gaol Service, which average was 6.84 days; the Liquor Control Board (average 7.03 days); nor the British Columbia Ferries or daily-rate employees, totals for which are not available.

The average number of days' sick leave per employee (exclusive of the above groups) for the past 10 years was as follows:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1959	5.85	1964	5.91
1960	5.73	1965	5.62
1961	5.37	1966	6.10
1962	5.53	1967	5.91
1963	5.59	1968	6.20

Seventeen employees were granted leave for the purpose of training with Reserve units of Her Majesty's forces, and 104 employees were granted leave for the purpose of further training and study. Three employees were loaned to the University of British Columbia, and one was loaned to the Bridge, Structural and Ornamental Iron Workers' Union for the purpose of instituting a programme to increase the opportunity for employment of pre-apprentice school graduates.

The assistance and co-operation of the Director of Occupational Health in connection with sick-leave incidence is much appreciated. Further details will be found in the Report of the Health Branch.

ACCIDENT PREVENTION

During 1968, employees of the British Columbia Ferries of the Department of Highways, and of the Liquor Control Board, were brought within the central safety programme. This expansion of the scope of the programme, coupled with general development of the Service, led to an increase of man-hours of exposure of 11 per cent compared with 1967.

In previous years our accident-frequency statistics have been based on the number of accidents involving employees in one or more days lost time from duty. Due to a change in the machine-handling procedures of the Workmen's Compensation Board, those figures are no longer available to us. Accordingly all frequencies quoted in this Report are based on compensable accidents—that is, where time lost exceeded three days—in line with general industrial practice in British Columbia. To enable proper comparisons to be drawn, figures for 1967 quoted in this Report have been restated on the compensable basis now being used.

While 13 departments recorded zero or lower frequencies than in 1967, nine departments had higher accident rates. All department frequency was 11.9 in 1968, the same as in 1967. Cost rate was down 4 per cent compared with the previous year. In general terms, therefore, the accident picture showed little change compared with 1967.

Despite the lack of improvement in over-all results, steady progress was made in reducing accidents in major higher-hazard departments; for example, the Forest Service reduced its accident frequency from 11.9 in 1967 to 9.2 in 1968, an improvement of 22 per cent. This was the lowest ever recorded by the Service and a very creditable result in view of the severe hazards involved. The Department of Recreation and Conservation showed an improvement of 47 per cent over 1967, frequency for 1968 being 5.2, another fine record. Progress in those areas was offset, how-

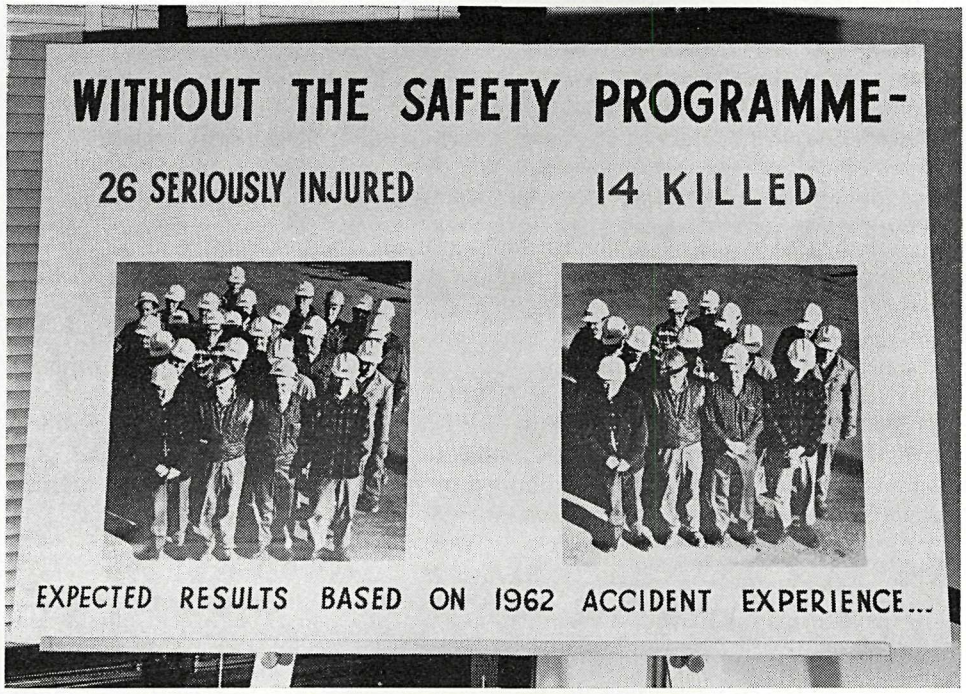
ever, by the high frequency of 21.2 in Mental Health Services, down 13 per cent from 1967, and the Department of Highways frequency of 12.2 in 1968 was practically unchanged from 12.1 in 1967. In this latter case we have reached the point where improvement is becoming increasingly difficult due to the nature of the work. The British Columbia Ferries had the highest frequency in the Service at 24.7. It was not possible to commence any programme in this division in 1968, but efforts will be concentrated in this area and in Mental Health Services in 1969. When it is realized that the departments mentioned—that is, Mental Health, Highways, and Ferries division—account for about 45 per cent of the total Service man-hours, it is apparent that safety performance in those three areas is crucial to over-all results.

Special projects conducted during the year included a slide training programme on flagman safety made in co-operation with the Department of Highways; depth studies of work accidents at three major mental health institutions and in one forest district; meetings with management and supervisors at all levels in Mental Health Services; visits to Liquor Control Board stores on initiation of the Liquor Control Board safety programme; meetings with youth crews of the Department of Recreation and Conservation throughout the Province; and the initiation of headquarters safety committee and work on organization structures in Mental Health Services. The Division co-ordinated efforts of the Motor-vehicle Branch and major departments in setting up departmental defensive-driving courses, which work will be continued in 1969.

The Co-ordinator attended 17 headquarters safety committee meetings, five local safety committee meetings, and 19 other meetings. He lectured for one session at the British Columbia Safety Council accident-prevention course at the University of British Columbia on safety organization in a multi-department setting. He made three depth studies in Mental Health Services and one in the Forest Service. Personal visits were made to 65 Liquor Control Board stores in the Kootenays, Fraser Valley, Vancouver, and on Vancouver Island. He visited the National Safety Congress in Chicago and discussed matters of mutual interest in safety with senior officials of the Government of Ontario. Forty-nine per cent of his time was spent away from Victoria.

The Safety Officer attended five safety rallies, conducted four film shows and three workshops, and participated in 82 other meetings. He investigated the one fatality arising during the year and made five depth studies in the Department of Highways. He conducted an extensive series of meetings with supervisors of Mental Health Services at Riverview, Valleyview, and Woodlands institutions and visited all youth crews of the Department of Recreation and Conservation in the Province. He attended the British Columbia Safety Conference in Vancouver and co-operated in the planning of a special regional safety project for the Department of Highways, which will be effective throughout 1969. Sixty-six per cent of his time was spent away from Victoria.

Highlight of the year's activities was the annual safety presentation ceremony, held at the Parliament Buildings on December 17th. On that occasion 19 British Columbia Safety Council awards were presented to 14 entire departments and major operating divisions. The function was attended by members of the Cabinet, 23 Deputy Ministers and senior departmental officials, the Chairman of the Workmen's Compensation Board, and the president and the general manager of the British Columbia Safety Council. The Provincial Secretary, the Honourable W. D. Black, gave the main address, and the awards were presented by the Honourable W. A. C. Bennett. The main results were summarized as follows:—



In 1968 two employees were seriously injured and one killed on duty. The above display at the awards presentation ceremony illustrated the expected results if there had been no safety programme.

(1) There was one fatal accident, compared with 12, 8, 5, 2, 3, and 0 in the previous years.

(2) The visual display indicated that, based on 1962 experience, without a safety programme we could have expected 26 serious injuries (we actually had two) and 14 fatalities (instead of the one actually occurring).

(3) For the first time, three " million man-hour " awards were presented in one year—to the Department of Finance (for the fifth time), the Department of Highways (Region 2), and to the Nelson Forest District.

(4) Travel Industry, Recreation and Conservation, and the Water Resources Service won entire department awards for the first time (bronze awards), while Safety Engineering Services Division of the Department of Public Works won the first major division award to be presented to this department.

(5) Of the 19 awards presented, the British Columbia Forest Service won six; the Forest Service had its lowest accident frequency on record, every forest district except Vancouver qualifying for one or more entire district awards.

(6) The awards presented represented 8,575,904 man-hours free of compensable injury worked by 3,693 employees, our best record so far.

(7) During the year a total of 184 British Columbia Safety Council awards were won by units of various departments, compared with 154 in 1967, the best previous record. These included three " million man-hour " awards, six awards of honour, nine silver-on-gold, and 14 bronze-on-gold, all major awards for outstanding safety performance.

1968 was a busy year, with increasing demands on the staff and resources of the Division. The Division is indebted for the fine co-operation and assistance of the Workmen's Compensation Board, the British Columbia Safety Council, the editor of the Civil Service Newsletter for valuable Service-wide publicity, and the support and co-operation of Ministers, Deputy Ministers, and all levels of the Service.

GRIEVANCES AND HEARINGS

As indicated at the beginning of this Report, the Commission heard 20 grievances from individuals and groups of employees, and 28 representations on salaries and working conditions were reviewed. These hearings and meetings take up a substantial portion of the Commission's time, and the Commission acknowledges the great assistance and advice afforded by solicitors assigned as counsel to the Commission by the Department of the Attorney-General.

The Chief Personnel Officer and the Chief Classification Officer, who was called as a witness, assisted in preparing the Commission's case before the Mediation Commission with respect to grievances submitted by psychiatric nurses. Mr. A. Mercer presented the Civil Service Commission's case to the Mediation Commission.

EMPLOYEE RELATIONS

The Chairman managed, during his busy year, to visit Government offices and employees in Prince George in January and Vernon, Kelowna, and Penticton in May.

The Civil Service Newsletter continued to be published monthly, with many informative articles. The circulation of the Newsletter is over 25,500, and this tends to provide communication and understanding between the Government and its employees.

There were a number of changes in the Commission's staff of Personnel Officers. Mr. C. Spence, of the Fire Marshal's Office of the Department of the Attorney-General, joined the staff of the Recruitment and Selection Division. Mr. G. L. Tomalty, of the Riverview office, was transferred to the Mental Health Services, and was replaced by Mr. J. F. Jauck, a transfer from the Public Health Services. Mrs. M. G. Cameron, of the Riverview office, resigned and was replaced by Miss B. McTavish; in addition, there were a number of changes in the Commission's clerical staff.

The Chairman attended the Fifth Annual Conference of Canadian Civil Service Commissioners, held in St. John's, Nfld., in August.

In conclusion, the Chairman wishes to record his sincere appreciation to his two colleagues on the Commission, to each member of the Commission's staff, the Government Agents, to the Civil Service Commissions of other Provinces and the Federal Government for their able assistance, and to you, Mr. Minister, for your sympathetic appreciation of the Commission's problems.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*

J. R. BROWN, *Member.*

E. R. RICKINSON, *Member.*

APPENDIX

Twenty-five-year continuous-service certificates were awarded to the following Government employees in December, 1968:—

Department of Agriculture

James Stewart Allin.
Miss Leah Katherine Reid.
Miss Hildegarde Frieda Rositch.

Department of the Attorney-General

Miss Charlotte Gardner Crawford.
Walley Ellsay.
Miss Bessie Maybee.
John Brett Walkinshaw.

Department of Education

Alexander Bennett.
Robert Douglas Crawford.

Department of Finance

Thomas Arthur Johnston.
Miss Elva Marion Stacey.
Frederick Andrew White.

Forest Service

Cecil Fredrick Appleton.
Douglas Sydney Barnes.
Ralph Oliphant Christie.
Frederick Gerrard Hesketh.
Marvin Oliver Kullander.

Health Services

Mrs. Grace Mary Donald.
Mrs. Madeline Johnson.
Miss Edith Christina Nelson.
Mrs. Dollie Edna Sharp.
Charles Robert Turner.

Department of Highways

Ambrose Casagrande.
Kenneth Byron Charters.
Raymond Chamberlain.
Miss Mary Jean Grant.
Arthur Holzworth.
Cecil William Hunter.
Louis Milton Johnson.
Jack Korenko.
Albert Lenny.
Frederick Alexander Norcross.
Carman Saporito.
William Kenneth Trail.

Department of Labour

Miss Mona Florence Morgan.

Liquor Control Board

David Bain.
George Victor Cooper.
Patrick Mark Kyle.
Frederick George Spracklin.
John Charles Trainor.
John Thomson Westwood.

Mental Health Services

Jacob Rudolph Bauer.
Randolph Phifer Cleven.
Peter George Fritz.
Miss Kathleen May Grey.
Gordon Andrew Grieve.
Miss Hattie Jane Ion.
Dr. Francis Evan McNair.
Mrs. Jessie Katherine Neal.
Leslie James Osmond.
Mrs. Rose Mary Phillips.

Public Utilities Commission

Mrs. C. E. Macdonald.
Cedric Norreys Cook.

Department of Recreation and Conservation

Allan Ford Gill.

Workmen's Compensation Board

Miss Dorothy Barron.
Olaf Helgeson Brekka.
Miss Frances Dorothy Foster.
John Alfred Humphreys.
Miss Selma Viola Lola Ljungh.
Harold MacIntosh.
Dr. Carl Robert McKinnon.
Dr. William Edward Milbrandt.
Mrs. Lucille Ann Smith.
Mrs. Dorothy Eunice Stothers.

STATISTICS

Table 1.—Number of Full-time Permanent and Temporary Employees in Each Department and Agency as at December 31, 1968

Department	Permanent	Temporary	Combined
Legislation	2	1	3
Premier's Office	5	----------	5
Agriculture	326	114	440
Attorney-General	2,289	246	2,535
Commercial Transport	106	2	108
Education	323	823	1,146
Finance	665	45	710
Public Health Services	1,101	537	1,638
Mental Health Services	3,676	357	4,033
Hospital Insurance Services	129	1	130
Highways	400	4,214	4,614
Industrial Development, Trade, and Commerce	84	----------	84
Labour	146	23	169
Lands Service	319	40	359
Forest Service	832	1,361	2,193
Water Resources	148	63	211
Mines and Petroleum Resources	119	22	141
Municipal Affairs	42	7	49
Provincial Secretary	407	205	612
Civil Service Commission	37	3	40
Superannuation Commission	49	9	58
Public Utilities Commission	55	----------	55
Public Works	633	635	1,268
Recreation and Conservation	246	158	404
Travel Industry	37	31	68
Social Welfare	701	170	871
Totals	12,879	9,071	21,950
Liquor Control Board	985	708	1,693
British Columbia Ferries	1,284	511	1,795
Grand totals	15,148	10,290	25,438

TABLE 2.—CLASSIFICATION REVIEWS BY DEPARTMENTS IN 1968 WITH COMPARATIVE FIGURES FOR PREVIOUS YEARS

Department	Upward Revisions	Downward Revisions	Reviews Resulting in No Change	Total
Agriculture	19	1	1	21
Attorney-General	125	1	22	148
Commercial Transport	-----	-----	1	1
Education	14	-----	12	26
Finance	43	-----	16	59
Hospital Insurance Service	5	-----	7	12
Highways	27	-----	2	29
Industrial Development, Trade, and Commerce	4	-----	-----	4
Labour	5	-----	2	7
Lands Service	22	-----	6	28
Forest Service	34	-----	22	56
Water Resources Service	9	-----	5	14
Mines and Petroleum Resources	10	-----	2	12
Municipal Affairs	9	-----	2	11
Provincial Secretary	27	-----	11	38
Public Utilities Commission	-----	-----	-----	-----
Public Works	23	-----	4	27
Recreation and Conservation	13	-----	9	22
Travel Industry	5	1	4	10
Social Welfare	19	1	11	31
Public Health	22	2	3	27
Mental Health	14	2	9	25
Liquor Control Board	7	0	7	14
British Columbia Ferries	87	2	54	143
Totals, 1968	543	10	212	765
Totals, 1967	-----	-----	-----	727
Totals, 1966	-----	-----	-----	711
Totals, 1965	-----	-----	-----	682
Totals, 1964	-----	-----	-----	541

TABLE 3.—SICK LEAVE GRANTED FROM OCTOBER 1, 1967, TO SEPTEMBER 30, 1968, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees at at Sept. 30, 1968	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	2	3.0	1.50	----------	------	1.50	0.00	0.60
Agriculture	294	958.5	3.26	103.5	0.35	3.61	0.07	1.44
Attorney-General	950	4,960.5	5.22	1,044.5	1.10	6.32	0.42	2.53
Commercial Transport	109	497.0	4.56	----------	------	4.56	0.03	1.82
Education	1,139	3,120.0	2.74	440.0	0.39	3.13	0.25	1.25
Finance	695	3,719.5	5.35	368.5	0.53	5.88	0.28	2.35
Forest Service	1,175	5,147.0	4.38	550.5	0.47	4.85	0.40	1.94
Health Services	1,512	10,292.5	6.81	2,836.5	1.88	8.69	0.91	3.47
Mental Health Services	3,770	25,398.5	6.74	5,641.5	1.50	8.24	2.16	3.29
Hospital Insurance Service	127	855.0	6.73	66.5	0.52	7.25	0.06	2.90
Highways	779	4,532.0	5.82	298.5	0.38	6.20	0.34	2.48
Industrial Development, Trade, and Commerce	107	515.0	4.81	71.0	0.66	5.47	0.04	2.19
Labour	151	810.0	5.36	27.0	0.18	5.54	0.06	2.22
Lands Service	337	1,503.5	4.46	26.5	0.08	4.54	0.11	1.82
Mines and Petroleum Resources	133	487.5	3.67	24.0	0.18	3.85	0.04	1.54
Municipal Affairs	48	195.0	4.06	----------	------	4.06	0.01	1.63
Provincial Secretary	226	1,367.0	6.05	346.5	1.53	7.58	0.12	3.03
Public Utilities Commission	53	224.5	4.24	23.0	0.43	4.67	0.02	1.87
Public Works	1,240	5,878.5	4.74	892.5	0.72	5.46	0.47	2.18
Recreation and Conservation	512	363.0	0.71	23.5	0.05	0.76	0.03	0.30
Social Welfare	737	4,169.0	5.66	362.5	0.49	6.15	0.32	2.46
Travel Industry	100	165.5	1.66	105.0	1.05	2.71	0.02	1.08
Water Resources	160	566.5	3.54	30.0	0.19	3.73	0.04	1.49
Totals	14,356	75,728.5	------	13,281.5	------	------	------	------

Over-all sick-leave averages: With pay, 5.28 days; without pay, 0.93 day; total, 6.20 days.
Does not include Gaol Service, which average was 6.84 days per employee, nor Liquor Control Board, which average was 7.03 days per employee.
British Columbia Ferries and daily-rate staffs not available.

430-1068-8032