PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

REPORT

FROM JANUARY 1ST TO DECEMBER 31ST

1954

VICTORIA, B.C.
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1955

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

MAY IT PLEASE YOUR HONOUR:

The undersigned respectfully submits the Report of the Civil Service Commission, Province of British Columbia, from January 1st to December 31st, 1954.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1955.

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

SIR,—In conformity with the provisions of section 7 of the "Civil Service Act" (chapter 51, "Revised Statutes of British Columbia, 1948"), I have the honour to submit herewith the Report of the proceedings and work of the Civil Service Commission from January 1st to December 31st, 1954.

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

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

Victoria, B.C., January, 1955.

CIVIL SERVICE COMMISSION

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

Administrative Assistant: A. PARTRIDGE.

PERSONNEL STAFF

VICTORIA

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

VANCOUVER

Personnel Officer: S. B. WILLISCROFT.

ESSONDALE

Personnel Officer: G. L. TOMALTY.

CLERICAL STAFF

Mrs. A. R. BARTESKO.
Miss W. E. BROWN.
Mrs. S. M. BURNS.
Miss E. L. CHRISTIE.
Miss D. CLAYDON.
Miss M. M. DEWAR.
Miss M. DIXON.
Mrs. G. P. DOERGES.
Mrs. R. M. FRANKLING.
Mrs. T. V. M. HOLE.
Miss M. E. JACKSON.
Mrs. G. KNOTT.
Miss J. MCCUAIG.
Miss D. THORPE.
Mrs. C. M. VANCE.
Miss E. WOOD.
Miss J. ZALUSKI.

Vancouver Office

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

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Report of the Civil Service Commission

Pursuant to Section 7 of the "Civil Service Act," from January 1st to December 31st, 1954

The Civil Service Commission is the centralized agency for the direction and clearance of the Government's personnel management policies. The major functions are selection of the best available personnel; equitable salary administration through a system of position classification; and management problems of staff size, efficiency, and training.

In addition to its regular duties, the Commission was faced during 1954 with special problems such as staff adjustments consequent to the reorganization of the British Columbia Hospital Insurance Service; the institution and control of a revised system of temporary appointment; the sponsoring of a Civil Service Health Centre in Victoria; and the Government's announcement of the placing of the greater part of the Service on a 40-hour (or less) work basis per week.

Usual meetings were held throughout the year. In addition, each member reviewed numerous reports for final consideration and disposal. Representatives of various employee groups and departmental officials were heard from time to time.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

For the first time in a decade, enrolment in the Civil Service showed a decrease. On December 31st, 1953, the total number of probationary and permanent Civil Servants enrolled was 7,995 (*see* Table 3, page 24, Annual Report, 1954); the corresponding number at December 31st, 1954, was 7,945 (*see* Appendix, Table 3), a decrease of 50. The gross total (including temporary employees) at the end of 1953 was 8,543; the corresponding number at the end of 1954 was 8,523 (*see* Appendix, Tables 3 and 4), a decrease of 20. Hence the enrolment curve, which flattened out during 1953, took a slight dip during 1954.

An analysis of type of appointment and enrolment in each department of Government is given in the Appendix, Tables 3 and 4. Roughly 15 per cent of the permanent Civil Service staff are probationers.

AMENDMENTS TO REGULATIONS

Most of the amendments to Civil Service regulations during 1954 were concerned with hours of work. The most important was Order in Council No. 2875, approved December 21st, which provided for the implementation by April 1st, 1955, of a maximum 40-hour work-week for the entire Civil Service, with the exception of psychiatric nurses and psychiatric aides on the staffs of the mental hospitals and ferry personnel and fire-fighters in the Public Works Department. As a result of this Order in Council, the weekly hours of work for the Civil Service will be generally as follows:—

	Hours
(1) Clerical, administrative, and professional classifications (about 45 per cent of the Service)	36¾
(2) Custodial and maintenance classifications (about 42 per cent of the Service)	40
(3) Psychiatric nurses, psychiatric aides, and ferry crews (about 13 per cent of the Service)	44
(4) Fire-fighters (about 0.002 per cent of the Service)	48

Other classifications brought into the normal pattern were as follows:—

Order in Council No. 558, approved March 19th, 1954, as amended by Order in Council No. 743, provided that the general attendance (exclusive of meal periods) for janitors and all employees engaged in the maintenance of and repairs to Government buildings throughout the Civil Service, employed on day shifts, be forty-four hours per week, and for such personnel employed on night shifts, forty hours per week. Consequent to the 40-hour week, approved by Order in Council No. 2875, a further Order in Council (No. 2900, approved December 22nd, 1954) revised the hours stated in Order No. 558 to forty hours for day janitors (exclusive of meal periods) and to forty hours for night janitors (inclusive of meal periods) and also set the forty hours as the weekly number for barbers and hairdressers.

Order in Council No. 1098, approved May 21st, 1954, provided that the work-week for employees of the Forest Service Marine Station in Vancouver should be forty hours.

Order in Council No. 2560, approved November 12th, 1954, set the hours of work for registered nurses to be forty on a 5-day week, and forty-two and five-eighths on a 5½-day week.

For the purpose of aligning Government hours of service to the public, Order in Council No. 2623, approved November 23rd, 1954, as amended by Order in Council No. 2698, set the office and work hours of Government employees in certain areas in the eastern and northern sections of the Province.

Order in Council No. 2318, approved October 12th, 1954, amended the Regulations Governing the Granting of Sick-leave to Civil Servants by providing that, in exceptional cases, evidence in a form other than the certificate of a duly qualified medical practitioner may be referred by the Commission to the Health Branch for consideration and advice.

Order in Council No. 2699, approved November 30th, 1954, rescinded the regulations governing the enlistment of Provincial Government employees in Her Majesty's Forces and made provision for revised regulations, which stipulate a maximum 3-year period for leave of absence from Provincial Government employ for the purpose of serving with Her Majesty's Forces.

APPOINTMENT AND RECRUITMENT RATE

During the year 2,120 new—that is, probationary and casual—and confirmed permanent appointments—that is, employees who have successfully completed probationary periods in 1954—were made by the Commission (*see* Appendix, Table 2). This is a figure which is 64 larger than the similar figure for 1953.

The number of separations reported is 2,529 (*see* Appendix, Table 9). In the same period 968 gained permanent appointment to the Service (*see* Appendix, Table 8). This latter figure includes probationary appointments carried over from some of the 1,054 probationary employees appointed in 1953. Of the 2,120 new appointments, 1,149 were probationary and 533 were casual (*see* Appendix, Table 2). Thus, by adding the number of probationary appointments (1,149) and the number of casual appointments (533), it is possible to arrive at the number of new appointments made during the year, which was 1,149 plus 533 equalling 1,682, being 19.7 per cent of the gross total number of appointments of 8,523 as at December 31st, 1954. This 19.7-per-cent recruitment rate is only 0.2 per cent higher than that for 1953. It would appear that the Service, as stated in our last Annual Report, is securing some degree of stability.

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

SEPARATIONS

Again this year the Chief Personnel Officer's analysis of the reasons for the separation of permanently appointed personnel from the Service indicates no divergence from normal trends, with the satisfactory exception that the percentage of dismissals for unsatisfactory services has shown a decline of from 10 per cent of separations to 4 per cent of separations, since 1952 (*see* page 16).

Evidence that permanent appointment is not automatically obtained, or that once secured it cannot be withdrawn, is found in the fact that 54 employees were dismissed during the year and 61 had their probationary periods extended. In addition, 10 suffered suspensions without dismissals.

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

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

GENERAL ELIGIBILITY EXAMINATIONS

General assembled stenographic, clerical, and draughting examinations for the establishment of eligibility lists in the junior classifications were held four times during the year in Victoria, in addition to constant smaller and individual examinations in the Commission's office. In Vancouver it again was found impossible to maintain eligibility lists for a reasonable period of time. Hence applicants were examined constantly in the Commission's Vancouver office. Interior points were served through the never-failing courteous assistance of the Department of Finance Government Agents, who, when necessary, conducted the examinations.

In the Victoria centre the total number of applicants who were examined in these junior written examinations amounted to 751. Of this number, 455 or 61 per cent qualified. In the Vancouver area 309 were examined, of which 278 or 89 per cent qualified.

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

Percentage of Qualifications on General Eligibility Examinations

Office	1950	1951	1952	1953	1954
	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
Victoria	71	67	64	66	61
Vancouver	([1])	88	72	84	89

[1] No record.

One of the reasons given to explain why the Vancouver qualification percentages are higher than the Victoria percentages is that in the Victoria centre many candidates who have failed the generally assembled examinations appear for a re-examination (sometimes after a second failure) some time later in the year. This apparently does not happen so frequently in Vancouver, as to date there have been no generally assembled examinations, and, in addition, the competition for workers in Vancouver is keener than in Victoria.

Written examinations are used also for competitions in other classifications, as the need arises. Such examinations during the year were: Personnel Officer, Mental Health

Services; Departmental Comptroller, Department of the Attorney-General; Assistant Chief Land Inspector; Senior Clerk—Grade 1, Parks Division, Forest Service; and Sanitary Inspector trainees, Health Branch.

PROMOTIONAL POLICY

The usual policy of promotion of as wide an advertising of vacancies as possible, and of giving preference to in-Service personnel when qualifications were judged equivalent to applications from without the Service, was continued. In order to guard against in-Service breeding, all vacancies advertised within the Service are simultaneously advertised in the newspapers, inviting public application. Of the 543 vacancies posted within the Service and advertised publicly, 371 or 68 per cent were filled from within the Service.

IN-SERVICE TRAINING

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

Supervisory training courses were continued. They are well received by the personnel concerned. In 1954 the total number of supervisors who attended these intensive courses amounted to 405. They were held in various centres in the Okanagan Valley; on the C.P.R. main line; at the Pearson Tuberculosis Hospital, Vancouver; The Woodlands School, New Westminster; the Provincial Mental Hospital, Essondale; and in the Division of Vital Statistics in Victoria.

Since the inauguration of these courses in 1950, more than 1,200 supervisors have been enrolled, as follows:—

Year	Number of Supervisors Enrolled
1950	101
1951	132
1952	317
1953	287
1954	405
Total	1,242

THE VANCOUVER AND ESSONDALE OFFICES

Work on the Mainland, as indicated in former Annual Reports, reached the stage where relief became imperative. As a result, the placement of a Civil Service Commission personnel officer to serve the Mental Health Services from the hospital at Essondale was recommended by the Government and approved in the Estimates of the Legislative Assembly. An open competition for the appointment was held. The vacancy was advertised throughout Canada, and written and oral examinations were held. Mr. G. L. Tomalty, a B.A. graduate in Economics and Government from the University of British Columbia, who also has a Master of Public Administration degree from the University of Washington, won the competition. He was serving at the time as personnel assistant in the Department of Public Works. He commenced his new duties in August.

The institution of this office not only will lighten the work in the Vancouver office, but, in addition, will intensify the work of the Commission in respect to the mental institutions and hence expedite personnel administration in these institutions. A consolidated report of both the Vancouver and Essondale offices is given elsewhere in this Report. Transfer of staff, consequent to the closing of the Jericho Tuberculosis Unit, has been satisfactorily handled by the Vancouver office in co-operation with the Division of Tuberculosis Control.

CLASSIFICATION AND SALARY PLAN

The work of the Classification Division is tabulated in the Appendix, Tables 17 and 19. The total number of official classification reviews amounted to 678. This may be compared to 728 in 1953, 818 in 1952, 980 in 1951, and 708 in 1950. In addition, special assignments involving investigations and reports on various conditions of service, such as hours of work and prevailing wage and salary studies, are continually being conducted by the Classification Division.

DEPARTMENTAL ESTABLISHMENTS

During the year 191 new positions were classified into the Service and 488 positions were deleted (*see* Appendix, Table 19). As reported by the Classification Officer, this table "does not show increases to certain positions in mental hospitals, such as psychiatric nurses and aides, where staff has increased with the growth of these institutions." Considering this, it appears the number of probationary and permanent employees within the Civil Service shows a decrease of fifty from the end of December, 1953, to the end of December, 1954. It is estimated that the savings effected through classification and organization studies exceeded $75,000.

The reorganization of the Hospital Insurance Service resulted in a reduction of its staff from 445 to 95. A great deal of personnel administration, including establishment reorganization, reorganized position classifications, and personnel transfers, was involved. The task was smoothly and competently accomplished, largely through the understanding and co-operation of senior officials from the Hospital Insurance Service, the Finance Department, and the Civil Service Commission.

SICK AND SPECIAL LEAVE

A total of 51,588 days' sick-leave were granted during the period October 1st, 1953, to September 30th, 1954—42,353½ days with pay and 9,234½ without pay. This is an average of 6.6 days per Civil Servant enrolled as at September 30th, 1954 (*see* Appendix, Table 5), an increase over the average for the previous 12-month period, which was 6.4 days. These figures do not include sick-leave granted to Civil Servants as Workmen's Compensation Board or Department of Veterans' Affairs cases.

The average salary as at September 30th, 1954, calculated on a daily-rate basis, was $11.50, so that it will be seen the cost of sick-leave granted with pay in this 12-month period was $487,065. While this figure seems high, most of the sick-leave was of short duration, no payment for relief assistance being required.

Twenty-eight employees are on leave of absence serving with units of Her Majesty's Forces under the provisions of Orders in Council Nos. 2223/50 and 2857/50, and during the year fifty-six employees were granted special leave for the purpose of training with Reserve units of Her Majesty's Forces or to take officers' training courses. Two employees are serving with United Nations Organizations.

Fifty-seven employees were granted special leave of absence for further training and study, in some cases with the assistance of Federal health grants.

During the year a Civil Service Health Unit under the direct supervision of the Director of Environmental Management of the Health Branch was inaugurated. A clinic with a nurse in charge for the handling of Government employees in the Victoria area was put into operation. It is too early yet to report on the effectiveness of the unit, but much is expected in the way of the administration of the principles of public health in the ranks of the Government's own employees.

GRIEVANCES

For the third consecutive year, no formal grievance was heard by the Commission.

ACKNOWLEDGMENTS

During the year, centres in the Okanagan and C.P.R. main line, including Kamloops, received official visits.

During the year the Commission was favoured with a visit from a member of the Board of Commissioners of the British Civil Service, namely, Mr. C. J. Hayes, Director of Examinations. The visit proved mutually beneficial in the exchange of information on the methods of public personnel management and recruitment as practised in both countries.

The Commission wishes to express its appreciation of the co-operation given in its work by the various departments of Government, and by the Federal and Provincial Civil Service Commissions. It also desires to express, to each member of its technical and clerical staffs, appreciation for the never-failing efficient and loyal support.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*

J. V. FISHER, *Member.*

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

1. RECRUITMENT

The following table shows the number and nature of competitions for the filling of positions in 1954:—

	Number
Positions posted and advertised	543
Positions advertised but not posted (not involving in-Service promotion)	224
Total	767

	Number	Per Cent
Filled by promotion within Service	371	48[1]
Filled by appointment outside Service	238[2]	31
Unfilled or pending or cancelled	158	21

[1] Sixty-eight per cent of posted positions.
[2] This includes a number of "beginning level" positions not involving promotion; e.g., stenographers, social workers, etc.

Of the in-Service promotions, 52 or 14 per cent were made by transfer from one department to another, which indicates service-wide channels of promotion for career Civil Servants.

A special placement problem was posed in May, 1954, when 380 staff members of the Hospital Insurance Service were released through changes in Government policy. Of these, 196 were eligible for and sought further Government employment. (This does not include married women who were not self-supporting or persons who had arranged other employment for themselves.) To date, 165 of this group have been placed in the Civil Service, which includes all those with eight or more years' service. The remaining 31 are on eligibility or priority lists for re-entry into the Service.

The closing of the Jericho Tuberculosis Unit in Vancouver did not constitute a similar problem, since the majority of staff have been readily absorbed into other institutions.

2. EXAMINATIONS

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

Classification	Number Examined	Number Qualified	Per Cent Qualified
Typists	236	108	46
Junior Clerks	153	93	61
Clerks—Grade 1	117	81	69
Stenographers—Grade 1	53	32	60
Stenographers—Grade 2	99	72	73
Junior Draughtsmen	58	40	69
Draughtsmen—Grade 1	21	19	90
Draughtsmen—Grade 2	14	10	71
Totals	751	455	61

3. TRAINING

The training of supervisors is continuing successfully in all departments under the direction of Miss J. M. Campbell of this division. The following number of supervisors have attended these intensive sessions in 1954:—

	Number Attending
All departments, Revelstoke	15
All departments, Salmon Arm	20
All departments, Vernon	60
All departments, Kelowna	40
All departments, Penticton	40
All departments, New Westminster	65
Department of Health and Welfare, Division of Vital Statistics, Victoria	20
Department of Health and Welfare, Pearson Tuberculosis Hospital, Division of Tuberculosis Control, Vancouver	20
Mental Health Services, Essondale	95
Mental Health Services, The Woodlands School	30
Total	405

4. STAFF TURNOVER

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

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

No significant change in reasons for turnover is apparent in these figures, other than the relative number of dismissals for unsatisfactory service has steadily decreased.

5. GENERAL

For the month of March, 1954, the Chief Personnel Officer was granted special leave to work with the Selection and Training Analysis Unit, Royal Canadian Air Force, in Toronto.

Miss J. M. Campbell organized and led an extension course in personnel management, given at Victoria College (Evening Division), sponsored by the Pacific Northwest Personnel Management Association, and also lectured on this subject to a supply officers' training course, Royal Canadian Navy, Esquimalt.

Assistance is given all Government departments in problems of personnel administration, supervision, etc. The closest co-operation is maintained with placement officers of National Employment Service, the Department of Veterans' Affairs, the Workmen's Compensation Board, and the Greater Victoria school system.

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

CLASSIFICATION AND JOB EVALUATION

Table 17, attached, indicates the distribution by department and type of classification reviews during 1954, with comparative figures for previous years. The total number of reviews were fewer than in previous years, but the percentage of upward revisions was larger. Proportionately the number of reviews resulting in no change in salary or downward revisions were less than in previous years. For example, 76 per cent of reviews resulted in upward revisions in 1954, whereas only 67 per cent produced the same result in 1953 and 62 per cent in 1952, indicating that departmental and employees' requests for reclassification are becoming increasingly justified. This may indicate, as a result of the reduction in total numbers of requests, that there is a greater degree of selection on the part of departmental officials and the employees themselves. It also indicates a better appreciation of the value of jobs and the principles of job evaluation.

During the year a revised aid to job evaluation of clerical positions was placed in operation. This is a point system similar to that previously in use, but in a simpler form. A system of job evaluation for professional positions is in the process of development and is presently being discussed with departmental heads and other senior officials.

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

(1) Survey of clerical and related positions.
(2) Psychiatrists and Physicians.
(3) Fire-fighters.
(4) Social Workers.
(5) Deck-hands.
(6) Firemen in heating plants.
(7) Road Labourers.
(8) Agriculturists.
(9) Ward Assistants.
(10) Pharmacists.
(11) Clerks in engineering offices.
(12) Psychiatric Nurses and Aides.
(13) Orderlies.
(14) Nurses' Aides.
(15) Ferry Captains, Engineers, Mates, and Pursers.
(16) Tabulating-machine Operators and Supervisors.
(17) Automotive Mechanics.
(18) Butchers.
(19) Beginning level positions in clerical, stenographic, and office-equipment operator categories.
(20) Professional Engineers.
(21) Research Assistants.
(22) Elevator Operators.
(23) Janitors.
(24) Stationary Engineers.
(25) District Public Works Superintendents.
(26) Tradesmen.
(27) Laundry-workers.
(28) Barbers and Hairdressers.
(29) Radio Operators and Technicians.
(30) Seamstresses.
(31) Road Foremen.

A number of reviews of positions were conducted which include employees in several departments. These appear in Table 17 and were as follows:—

Audit Accountant—Grade 5: Salary increased upward.

Bacteriologists and Laboratory Technicians: Revised classification reducing number of grades.

Building Service Workers: Revised classification reducing number of grades.

Chief Draughtsmen: Salary revised upward.

Tabulating-machine Operators and Supervisors: Salaries increased in some cases.

Registered and Public Health Nurses: Salaries revised upwards in most cases.

In addition, position specifications were written or rewritten in the case of 103 positions and a number of miscellaneous reports completed, as follows:—

(1) Effect of 5-day 40-hour week.
(2) Confidential Report for the Minister of Labour.
(3) Organization of Surveys and Mapping Branch.
(4) Hours of Work of Registered Nurses.
(5) Hours of Work of Barbers and Hairdressers.
(6) Special Report on Fees for Gas Fitters' Licences.
(7) Effect of " Equal Pay Act " on Positions in the Service.
(8) Report on Staff Concerned with School Plans.
(9) Report on Long Service Pay.
(10) Report on Log Scalers' Salaries.
(11) Report on Civil Service Establishments.
(12) Report on Minister of Labour's Office.
(13) Salaries of Ministers' Secretaries.

During the year Classification Schedules were revised, apart from routine changes in title, by the addition of 66 positions and the deletion of 105 others. The Schedules therefore list 39 fewer categories than were listed at the beginning of the year. There are at present 847 listed in the Schedules.

ESTABLISHMENTS

The Division continued to maintain a check on departmental establishments by reviewing some positions already established and all new positions. Table 19, attached, indicates the number of these reviews by departments. It indicates that there were 191 new positions added to the Service in 1954 and 488 positions deleted from the Service. The table does not show increases to certain positions in mental hospitals, such as psychiatric nurses and aides, where staff has increased with the growth of these institutions. Taking these into consideration, the number of permanent employees within the Civil Service shows a decrease of 64 from the end of December, 1953, to the end of November, 1954.

FINANCIAL ASPECTS

The approximate savings on classification reviews during the year were $40,000 and on establishment reviews approximately $35,000, a total of $75,000.

REPORT OF PERSONNEL OFFICERS, VANCOUVER AND ESSONDALE

S. B. WILLISCROFT, B.COMM., VANCOUVER
G. L. TOMALTY, M.P.A., ESSONDALE

During 1954 the Vancouver office continued to be engaged in recruiting and placing personnel; assessing positions for classification purposes; conducting staff and organizational 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. Over the period of the last several years the bulk of this work increased annually, and, as a result, the Civil Service Commission appointed a personnel officer for duty in the Mental Health Services during August last. The office of this official is situated in the Crease Clinic, Essondale, and it provides complete service to the institutions and offices of the Mental Health Services.

The recruitment and placement of personnel during 1954 through advertising and posting continued to maintain the high level of activity experienced in former years and resulted in a total of 1,099 appointments on the Lower Mainland, including those initiated by the Civil Service Commission office, Essondale. This number of appointments constitutes an increase of 231 over the total of 1953. Table 16, attached, shows the distribution of these appointments by position classification. It is of interest to note that competition for appointments to non-technical and non-professional positions was very keen, and on several occasions over 200 applications were received for one position. Competition for technical and professional positions was less intense, but in most instances it was adequate for recruiting purposes.

During the past year all candidates for clerical and stenographic positions were subjected to qualifying examinations. Unfortunately a continuous shortage of candidates made the conduct of group examinations and the establishment of eligibility lists impractical, and instead continuous individual tests were administered in order that vacancies could be filled with a minimum of delay. The following table provides a summary of the examinations given during the year:—

	Passed	Failed
Junior Clerk	33	3
Clerk—Grade 1	59	4
Clerk-Typist	83	14
Stenographer—Grades 1 and 2	89	10
Clerk-Stenographer	9	----
Secretarial Stenographer	5	----
Totals	278	31

Grand total, 309.

During 1954 this office and the Mental Health Services office assisted the classifications officer by conducting twenty-eight investigations and surveys relative to position classifications and organizational requirements, and continued to examine the duties of positions becoming vacant to determine if any change in classification should be made before they were refilled.

The closing during 1954 of the Mainland offices of the Hospital Insurance Service and the Jericho Tuberculosis Unit created a problem in respect to a transfer of staff, but a current survey indicates that all redundant staff, with two or three exceptions, have been absorbed satisfactorily into other positions. In addition, fourteen transfers of staff were effected because of compassionate grounds or service requirements.

The supervisory training courses carried out on the Mainland during 1954 concerned chiefly institutions of the Mental Health Services and Tuberculosis Control. Officials of both of these services have expressed appreciation of the instruction given, and it is recommended that the courses be continued as intensively as possible.

APPENDIX

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1953 TO DECEMBER 31ST, 1954
(Enrolments for 1954 exclude 578 casual employees.)

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

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1953 TO DECEMBER 31ST, 1954

Year	Probationary	Casual	Permanent	Total
1933–34	------	170	98	268
1934–35	------	248	85	333
1935–36	------	258	78	336
1936–37	------	279	104	383
1937–38	------	297	185	482
1938–39	------	328	133	461
1939–40	------	342	146	488
1940–41	------	356	121	477
1941–42	------	352	88	440
1942–43	------	474	173	647
1943–44	------	491	184	675
1944–45	------	547	155	702
April 1st, 1945, to December 31st, 1946	------	2,058	1,245	3,303
1947	------	2,048	815	2,863
1948	------	2,041[1]	867	2,908
1949	1,230	507	370	2,107
1950	984	441	290	1,715
1951	1,191	600	339	2,130
1952	1,417	673	378	2,468
1953	1,193	473	390	2,056
1954	1,149	533	438	2,120[2]

[1] Included in this number are 1,062 appointments of a probationary nature.
[2] Included in this total are 602 employees who terminated their service before December 31st, 1954.

TABLE 3.—NUMBER OF CIVIL SERVANTS ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1954, ACCORDING TO NATURE OF APPOINTMENT AND SEX

Department	Permanent			Probationary			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Premier's Office	-----	2	2	-----	-----	-----	-----	2	2
Agriculture	94	39	133	14	10	24	108	49	157
Attorney-General	262	185	447	16	31	47	278	216	494
Education	145	169	314	13	40	53	158	209	367
Finance	375	199	574	23	64	87	398	263	661
Fisheries	4	2	6	-----	-----	-----	4	2	6
Health	330	582	912	25	166	191	355	748	1,103
Welfare	146	277	423	10	52	62	156	329	485
Hospital Insurance	94	76	170	4	18	22	98	94	192
Labour	46	29	75	-----	8	8	46	37	83
Lands	255	32	287	22	10	32	277	42	319
Forests	547	119	666	33	45	78	580	164	744
Mines	52	19	71	1	2	3	53	21	74
Municipal Affairs	19	9	28	-----	1	1	19	10	29
Provincial Secretary	982	755	1,737	93	241	334	1,075	996	2,071
Public Utilities	25	29	54	1	8	9	26	37	63
Public Works	844	128	972	20	25	45	864	153	1,017
Railways	6	2	8	-----	-----	-----	6	2	8
Trade and Industry	35	27	62	4	4	8	39	31	70
Totals	4,261	2,680	6,941	279	725	1,004	4,540	3,405	7,945

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1954, ACCORDING TO SEX

Department	Male	Female	Total
Agriculture	2	1	3
Attorney-General	9	18	27
Education	7	27	34
Finance	16	26	42
Health	78	92	170
Welfare	23	29	52
Hospital Insurance	28	16	44
Labour	-----	1	1
Lands	6	2	8
Forests	16	23	39
Mines	-----	2	2
Municipal Affairs	-----	1	1
Provincial Secretary	48	68	116
Public Works	28	11	39
Totals	261	317	578

TABLE 5.—SICK-LEAVE GRANTED FROM OCTOBER 1ST, 1953, TO SEPTEMBER 30TH, 1954, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1954	Days' Sick-leave with Pay	Average Days per Employee	Days' Sick-leave without Pay	Average Days per Employee	Total Average
Premier's Office	2	1	0.5	------	----	0.5
Agriculture	154	299	1.9	2	----	1.9
Attorney-General	503	2,495½	5.0	310	0.6	5.6
Education	386	1,398½	3.6	111	0.3	3.9
Finance	705	3,124	4.4	424	0.6	5.0
Fisheries	6	2	0.3		----	0.3
Health	1,247	7,005	5.6	2,677	2.1	7.7
Hospital Insurance[1]	230	3,625	8.1	996½	2.2	10.3
Labour	87	270½	3.1	12	0.1	3.2
Lands and Forests	1,102	2,786½	2.5	160	0.1	2.6
Mines	77	229½	3.0	------	----	3.0
Municipal Affairs	30	212½	7.1	------	----	7.1
Provincial Secretary	2,117	13,542½	6.4	3,896	1.8	8.2
Public Utilities Commission	63	388	6.2	18½	0.3	6.5
Public Works	1,060	3,912	3.7	364½	0.3	4.0
Railways	8	31	3.9	------	----	3.9
Trade and Industry	70	245½	3.5	34½	0.5	4.0
Welfare	541	2,785½	5.1	228½	0.4	5.5
Totals	8,388	42,353½	----	9,234½	----	----

[1] Department reorganized during year. Computation made on average for year, 449 employees.
Over-all sick-leave averages: With pay, 5.5 days; without pay, 1.1 days; total, 6.6 days.

TABLE 6.—NUMBER OF CIVIL SERVANTS APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1954, STILL ON STAFF AT THE END OF THE YEAR, ACCORDING TO NATURE OF APPOINTMENT AND SEX.

Department	Permanent			Probationary			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Agriculture	1	3	4	12	9	21	13	12	25
Attorney-General	11	9	20	13	22	35	24	31	55
Education	1	9	10	12	37	49	13	46	59
Finance	15	17	32	19	44	63	34	61	95
Health	9	59	68	19	146	165	28	205	233
Welfare	13	21	34	10	46	56	23	67	90
Hospital Insurance	3	3	6	2	11	13	5	14	19
Labour	1	3	4	----	7	7	1	10	11
Lands	4	3	7	13	9	22	17	12	29
Forests	6	11	17	20	39	59	26	50	76
Mines	----	----	----	1	----	1	1	----	1
Municipal Affairs	----	1	1	----	1	1	----	2	2
Provincial Secretary	42	126	168	76	212	288	118	338	456
Public Utilities	----	1	1	----	5	5	----	6	6
Public Works	12	13	25	14	21	35	26	34	60
Trade and Industry	1	2	3	2	2	4	3	4	7
Totals	119	281	400	213	611	824	332	892	1,224

Tables 6 and 7 do not include 602 employees who were appointed during 1954 but terminated their services before December 31st, 1954.

Number of veterans in Tables 6 and 7, 214.

TABLE 7.—NUMBER OF CASUAL EMPLOYEES APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1954, STILL ON STAFF AT THE END OF THE YEAR, ACCORDING TO SEX.

Department	Male	Female	Total
Agriculture	1	----	1
Attorney-General	7	13	20
Education	3	21	24
Finance	5	21	26
Health	17	58	75
Welfare	12	23	35
Hospital Insurance	6	2	8
Lands	4	1	5
Forests	8	20	28
Mines	----	1	1
Municipal Affairs	----	1	1
Provincial Secretary	28	25	53
Public Works	19	7	26
Totals	110	193	303

TABLE 8.—NUMBER OF CIVIL SERVANTS GRANTED PERMANENT APPOINTMENT DURING 1954 AND STILL ON STAFF AT THE END OF THE YEAR

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

Department	Male	Female	Total
Premier's Office	----	----	----
Agriculture	4	3	7
Attorney-General	22	39	61
Education	8	34	42
Finance	32	32	64
Fisheries	----	1	1
Health	37	133	170
Welfare	27	49	76
Hospital Insurance	8	9	17
Labour	2	5	7
Lands	22	6	28
Forests	41	27	68
Mines	2	----	2
Municipal Affairs	1	4	5
Provincial Secretary	110	236	346
Public Utilities	2	6	8
Public Works	40	18	58
Trade and Industry	3	5	8
Totals	361	607	968

TABLE 9.—NUMBER OF SEPARATIONS IN 1954 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred O.S.	Cancelled	Enlisted	Total
Agriculture	1	26	----	----	----	2	----	----	29
Attorney-General	5	77	1	2	3	3	----	----	91
Education	4	68	2	1	6	7	2	----	90
Finance	6	113	----	6	13	11	2	2	153
Health	6	418	----	10	53	65	6	1	559
Welfare	3	140	1	3	28	12	1	----	188
Hospital Insurance	1	105	----	1	217	29	2	----	355
Labour	----	21	----	----	1	1	----	1	25
Lands	3	43	2	1	2	3	----	1	55
Forests	9	108	1	4	7	8	----	----	138
Mines	----	3	----	----	1	----	----	----	4
Municipal Affairs	2	4	----	----	1	----	----	----	7
Provincial Secretary	12	533	10	24	31	45	1	1	658
Public Utilities	1	11	----	----	4	----	----	----	16
Public Works	11	89	3	2	26	10	2	----	143
Trade and Industry	2	13	----	----	1	1	----	1	18
Totals	66	772	20	54	394	197	16	7	2,529

TABLE 10.—NUMBER OF CIVIL SERVANTS AND CASUAL EMPLOYEES APPOINTED TO DEPARTMENTS OF GOVERNMENT FROM JANUARY 1ST TO DECEMBER 31ST, 1954, ACCORDING TO CERTAIN AGE INTERVALS, AS AT DECEMBER 31ST, 1954.

Interval	Male	Female	Total
Under 21 years	71	435	506
21 to 25 years	119	375	494
26 to 30 ,,	110	255	365
31 to 35 ,,	125	169	294
36 to 40 ,,	72	159	231
41 to 45 ,,	71	64	135
46 to 50 ,,	13	32	45
51 to 55 ,,	12	11	23
56 to 60 ,,	10	10	20
61 to 64 ,,	6	-----	6
Not stated	1	-----	1
Totals	610	1,510	2,120

Included are 602 employees who terminated their service before December 31st, 1954.

TABLE 11.—CIVIL SERVICE AND CASUAL EMPLOYEES ENROLMENT ACCORDING TO CERTAIN AGE INTERVALS, AS AT DECEMBER 31ST, 1954

Interval	Male	Female	Total
Under 21 years	89	567	656
21 to 25 years	347	806	1,153
26 to 30 ,,	630	585	1,215
31 to 35 ,,	789	494	1,283
36 to 40 ,,	715	495	1,210
41 to 45 ,,	662	399	1,061
46 to 50 ,,	484	182	666
51 to 55 ,,	437	106	543
56 to 60 ,,	346	72	418
61 to 64 ,,	224	-----	224
65 years and over	3	-----	3
Not stated	81	10	91
Totals	4,807	3,716	8,523

TABLE 12.—SALARY STATISTICS

(Median salary, $238 per month; average salary, $253 per month.)

Basic Monthly Salary	Number of Employees	Percentage of Employees
$50–$100	12	0.1407
101– 150	714	8.3773
151– 200	1,925	22.5859
201– 250	2,566	30.1067
251– 300	1,381	16.2031
301– 350	788	9.2446
351– 400	551	6.4686
401– 450	148	1.7364
451– 500	135	1.5839
501– 550	94	1.1028
551– 600	110	1.2906
601– 650	31	0.3637
651– 700	31	0.3637
701– 750	22	0.2581
751– 800	8	0.0938
830	7	0.0821
Totals	8,523	100.0025

TABLE 13.—BASIC MONTHLY SALARY COMMITMENT ACCORDING TO CLASSIFICATION GROUPS, AS AT DECEMBER 31ST, 1954

Group	Number of Employees	Total Amount of Basic Salary Involved
Administrative (AD)	84	$37,857
Clerical (CL)	2,697	554,050
Executive (EX)	17	12,991
Manual (ML)	1,251	278,388
Professional (PR)	1,594	569,795
Technical (TE)	2,880	711,537
Totals	8,523	$2,164,618

TABLE 14.—NUMBER OF MALE VETERANS APPOINTED DURING THE PERIOD JANUARY 1ST, 1954, TO DECEMBER 31ST, 1954

Veterans	214
Total males appointed	442
Percentage of veterans	48.4

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

Veterans	2,796
Total male employees	4,726
Percentage of veterans	59.16

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

1. Bacteriologist	5
2. Bacteriologist Assistant	5
3. Baker	3
4. Bridge-tender	2
5. Building Service Worker	20
6. Canneryman	1
7. Carpenter	1
8. Cleaner	9
9. Clerk—Grade 1	49
10. Clerk—Grade 2	23
11. Clerk, Intermediate—Grade 1	10
12. Clerk, Intermediate—Grade 2	7
13. Clerk, Junior	28
14. Clerk, Senior—Grade 1	3
15. Clerk, Senior—Grade 2	1
16. Clerk-Stenographer	9
17. Clerk-Stenographer, Senior	1
18. Clerk-Typist	65
19. Clinical Assistant Student	2
20. Cook	16
21. Dairyman	1
22. Deck-hand	3
23. Dental Assistant	1
24. Dental Officer—Grade 2	2
25. Dental Officer—Grade 3	1
26. Dietitian	10
27. Draughtsman	1
28. Draughtsman, Electrical	5
29. Draughtsman, Electrical, Senior	2
30. Driver	8
31. Drivers' Examiner	4
32. Electrician	4
33. Engineer, Stationary	16
34. Engineer, Stationary, Chief	1
35. Epidemiology Worker	1
36. Ferry Captain	4
37. Ferry Engineer	4
38. Fireman	1
39. Fire-fighter	3
40. Gardener	6
41. Home Supervisor	1
42. Hospital Tutor	1
43. House Matron	5
44. Housekeeper	6
45. Industrial Therapist	3
46. Inspector, Boilers	1
47. Inspector, Electrical	4
48. Inspector, Gas	2
49. Inspector, Licensed Scalers	1
50. Instructor, Fire Marshal	3
51. Instructor, Girls' Industrial School	1
52. Instructor, Handicrafts	2
53. Instructor, Industrial Arts	1
54. Instructor, Recreational	1
55. Instructor, Staff Nursing	1
56. Investigator, Chief (Fire Marshal)	1
57. Kitchen Helper, Male	9
58. Laboratory Assistant	7
59. Laboratory Technician—Grade 1	5
60. Labourer	8
61. Laundress	10
62. Laundry Helper, Male	15
63. Librarian	1
64. Maid	26
65. Mate-Purser	1
66. Mechanic, Marine	1

TABLE 16.—DISTRIBUTION OF APPOINTMENTS BY POSITION CLASSIFICATION INITIATED AND TABULATED IN THE VANCOUVER AND ESSONDALE OFFICES—*Continued*

67. Milker	2
68. Nurse's Aide	45
69. Nurse, Charge	1
70. Nurse, Head	19
71. Nurse, Instructress—Grade 2	7
72. Nurse, Matron	3
73. Nurse, Psychiatric Assistant Charge	10
74. Nurse, Psychiatric, Female	53
75. Nurse, Psychiatric, Male	6
76. Nurse, Psychiatric, Male Chief	1
77. Nurse, Psychiatric, Male Deputy Charge	3
78. Nurse, Psychiatric, Supervisor	1
79. Nurse, R.N.	43
80. Nurse, Superintendent	9
81. Nurse, Supervisor	1
82. Occupational Therapist	10
83. Oiler	3
84. Operator, Elevator	3
85. Operator, Machines	11
86. Operator, Switchboard	12
87. Orderly	17
88. Orderly, Chief	1
89. Outfit-maker and Glassware-cleaner	1
90. Painter	2
91. Pharmacist	2
92. Physician	1
93. Physiotherapist	2
94. Plumber	1
95. Psychiatric Aide, Female	110
96. Psychiatric Aide, Male	34
97. Psychologist, Clinical—Grade 2	1
98. Psychological Clinic Assistant	6
99. Psychological Intern	1
100. Radio Operator—Grade 1	3
101. Rehabilitation Officer	3
102. Research Assistant	1
103. Seamstress	5
104. Secretarial Stenographer	5
105. Senior Stenographer	3
106. Senior Scaler	4
107. Senior Examiner of Titles	1
108. Social Worker—Grade 1	33
109. Social Worker—Grade 2	6
110. Social Worker—Grade 3	1
111. Stenographer	79
112. Stenographer, Legal	3
113. Stockman	3
114. Supervisor, School for the Deaf and the Blind	11
115. Tow-motor Operator	1
116. Teacher	11
117. Waitress	2
118. Ward Assistant	30
119. Watchman	9
120. X-ray Assistant	4
121. X-ray Technician	4
Total	1,099

TABLE 17.—CLASSIFICATION REVIEWS BY DEPARTMENT IN 1954 WITH COMPARATIVE FIGURES FOR 1950, 1951, 1952, AND 1953

	Upward Revisions of Individual Positions	Downward Revisions of Individual Positions	Reviews of Individual Positions Resulting in No Change	Upward Revisions of Positions Including Several Employees	Downward Revisions of Positions Including Several Employees	Reviews of Positions Including Several Employees Resulting in No Change	Reviews of Positions Including a Number of Employees in Several Departments	Total
Agriculture	12	1	------	2	------	4	------	19
Attorney-General	56	4	6	------	------	------	------	66
Education	55	1	7	5	------	------	------	68
Finance	87	3	7	------	------	------	------	97
Fisheries	------	------	------	------	------	------	------	------
Health	29	7	8	------	1	------	------	45
Welfare[1]	36	2	6	------	------	------	------	44
Hospital Insurance	27	3	4	------	------	------	------	34
Labour	4	1	------	------	------	------	------	5
Lands	30	4	7	------	------	------	------	41
Forests	49	2	13	------	------	------	------	64
Mines	12	1	1	------	------	------	------	14
Municipal Affairs	4	3	------	------	------	------	------	7
Provincial Secretary[2]	53	7	8	------	------	1	------	69
Public Utilities Commission	3	------	1	------	------	------	------	4
Railways	2	------	------	------	------	------	------	2
Public Works	44	9	16	5	------	2	------	76
Trade and Industry	10	1	3	------	------	------	------	14
Totals, 1954	513	49	87	12	1	7	9	678
Totals, 1953	480	80	130	19	1	7	11	728
Totals, 1952	505	55	143	97	6	5	7	818
Totals, 1951	585	61	296	14	1	20	3	980
Totals, 1950	474	32	174	10	1	6	11	708

[1] Includes positions in Accounting Office, Departments of Health and Welfare and Provincial Secretary.
[2] Includes positions in Queen's Printer.

TABLE 18.—NUMBER OF EMPLOYEES BY LENGTH OF SERVICE IN 5-YEAR STEPS, AS AT DECEMBER 31ST, 1954

Interval	Male	Female	Total
Under 1 year	442	1,086	1,528
1 to 5 years	1,818	1,776	3,594
6 to 10 ,,	1,281	513	1,794
11 to 15 ,,	345	133	478
16 to 20 ,,	252	69	321
21 to 25 ,,	112	23	135
26 to 30 ,,	68	21	89
31 to 35 ,,	27	7	34
36 to 40 ,,	4	2	6
41 to 45 ,,	6	1	7
46 to 50 ,,	1	-----	1
Not stated	383	153	536
Totals	4,739	3,784	8,523

TABLE 19.—ADDITIONS TO AND DELETIONS FROM ESTABLISHMENTS
(Asterisks show deletions or positions not approved.)

Department of Agriculture

	No. of Positions
Veterinary Inspector	1
Assistant Chief Veterinary Inspector and Live Stock Commissioner	1
Research Assistant—Grade 3	1
Clerk—Grade 1	1
*Brand Inspector	1

Department of the Attorney-General

Legal Stenographer	1
Clerk-Typist	1
Departmental Solicitor	1
Clerk—Grade 1	1
Clerk—Grade 2	1

Department of Education

Intermediate Clerk—Grade 2	1
Stenographer—Grade 2	1
Clerk-Typist	3
Microfilm Operator	3
Assistant Supervisor of School Plans	1
Technical Draughtsman	1
School Inspector	4
Teacher—Grade 3	1
Staff Nurse—Grade 2	1
*Clerk-Typist	2
*Clerk—Grade 1	1

Department of Finance

Switchboard Operator—Grade 2	1
Audit Accountant—Grade 3	1
Audit Accountant—Grade 1	1
Clerk—Grade 1	1
Chief Clerk	1
Clerk-Typist	1
*Forest Assistant—Grade 3	1

Public Health Branch

	No. of Positions
Staff Nurse—Grade 2	2
Industrial Nurse	1
Stenographer—Grade 1	1
Director of Health Division	1
Rehabilitation Officer—Grade 1	1
Assistant Bacteriologist	1
X-ray Mobile Unit Operator	1
Clerk-Typist	1
Rehabilitation Co-ordinator	1
*Clerk—Grade 1	1
*Specialist Physician	1

Welfare Branch

Stenographer—Grade 2	1
Social Worker—Grade 2	1
Social Worker—Grade 1	2
Clerk—Grade 1	2
*Supervisor of Welfare—Grade 1	1

Forest Service

Clerk—Grade 1	1
Junior Clerk	1
Forest Assistant—Grade 3	2
Forest Ranger—Grade 2	2
Draughtsman—Grade 1	1

Lands Service

Land Inspector—Grade 2	1
Draughtsman—Grade 1	1
Assistant District Engineer	1
Intermediate Clerk—Grade 1	1
Assistant Chief Land Inspector	1
Air Survey Pilot	1
*Geographer	1
*Surveyor	1

TABLE 19.—ADDITIONS TO AND DELETIONS FROM ESTABLISHMENTS—*Continued*
(Asterisks show deletions or positions not approved.)

Department of Public Works

	No. of Positions
*Road Foreman—Grade 1	1
*Road Foreman—Grade 2	2
*Road Foreman—Grade 3	3
*Road Foreman—Grade 4	1
*Mechanic—Grade 2	2
*Mechanic—Grade 3	4
*Mechanic—Grade 4	3
*Mechanic—Grade 6	1
*Stockman—Grade 4	2
*Plumber	1
*Utility Operator	2
*Chief Janitor—Grade 1	1
*Chief Janitor—Grade 2	1
*Janitor	1
*Window-cleaner	1
*Ferryman	1
*Gardener's Helper	2
*Intermediate Clerk—Grade 2	1
*Carpenter	1
*Power-grader Operator—Grade 1	1
Gas Inspector	1
Supervising Gas Inspector	1
Foreman—Grade 3	1
Stationary Engineer—Grade 3	1
Electrical Inspector—Grade 1	2
Stenographer—Grade 1	1
Stenographer—Grade 2	1
Chief Stationary Engineer	1
Stationary Engineer—Grade 2	4

Department of the Provincial Secretary

	No. of Positions
Cook—Grade 1	1
Cleaner	1
Laundryman—Grade 1	1
Laundress—Grade 2	1
Laundryman—Grade 2	1
Laundry Helper—Grade 1	1
Personnel Officer—Grade 1	1
Clerk-Typist	2
Administrative Assistant	1
Stenographer—Grade 2	2
Switchboard Operator	6
Stockman—Grade 2	1
Supervisor, Home for the Aged	1
*Medical Superintendent—Grade 1	1

Department of Trade and Industry

	No. of Positions
Key-punch Operator—Grade 2	1
Research Assistant—Grade 1	1
Tabulating-machine Operator—Grade 2	1

Hospital Insurance Service

Establishment of 445 reduced to 95.

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