

## Section 5.—The Civil Service of Canada

In the largest sense, the Federal Civil Service comprises all servants of the Crown, other than holders of political or judicial office, who are employed in a civil capacity and whose remuneration is paid wholly and directly from moneys voted by Parliament. Collectively, they form the staffs of the various Departments, Commissions, Boards, Bureaus, and other agencies of the Federal Government. Nearly every category of occupation is represented in the Civil Service, and personnel are further differentiated in terms of the several authorities under which they derive their appointments. Some few are appointed by either or both Houses of Parliament directly, a considerable number by departments and other agencies in accordance with the provisions of certain statutes, generally with executive approval of the Governor in Council, and the remainder—by far the majority—are selected and appointed by the Civil Service Commission.

As the central personnel agency of the Civil Service, the Civil Service Commission is the custodian of the merit principle in respect to both initial appointments and promotions. The steps by which the Commission, in its present form, came to be constituted is the record of Civil Service reform in Canada which began a year after Confederation and culminated in the passing of the Civil Service Act of 1918. Successive Royal Commissions deliberated on the problem of creating an effective and efficient working force and from their findings and recommendations emerged the concept of a quasi-judicial body, with a large measure of autonomy and having jurisdiction over nearly the whole of the public service. In the past 28 years more than 1,000,000 applicants for Civil Service posts have been examined by the Commission.

Provision was made in the Civil Service Act for the classifying of positions in the public service. A system of position-classification accordingly was instituted in 1919 and all positions with like duties and responsibilities were classified alike and remunerated equally. Through the years the original classification has been extensively revised, many new classes added and others discontinued as the organizational structure and administrative program and techniques of Government Departments have evolved. The determination of rates of compensation for each class is a continuing responsibility of the Commission and salary and wage surveys are conducted constantly. Position-classification is the mainspring in the Commission's primary function of recruitment involving, as it does, the fixing of standards of qualification for each class of position.

The instrument of recruitment is the open competitive examination. Examinations are held periodically as the personnel requirements of the public service dictate. Positions located throughout the country are treated in this respect in the same manner as positions at Ottawa, but applicants for local positions must be bona fide residents of the locality in each case, whereas anyone is entitled to apply for Ottawa positions. Competitive examinations are announced through posters displayed on the public notice boards of post offices, offices of the National Employment Service, public libraries and elsewhere.

The relative capacities of applicants are measured by objective tests designed and administered by the Commission. The nature of the test varies with the class of position and it may be of the written or oral type, or a combination of the two. For certain classes of positions ratings are based entirely on the education and experience of applicants as given on their application forms.