

Promotion.—It is a prime objective of the Civil Service Act to create a career service. The result is that promotion, like entrance to the Service, is based on merit and a sound promotion system is developing. The present procedure involves the consideration of three factors: seniority or length of service; efficiency of candidates in their present positions; and fitness for the vacant positions. An automatic rating on seniority is given by the Commission and ratings on efficiency and fitness are provided by the department concerned. Appeal machinery under Commission jurisdiction has been set up for those employees who feel that their qualifications have not been properly assessed.

Position Classification and Compensation.—Provision is made in the Civil Service Act for the classifying of positions in the public service. A system of position classification was instituted in 1919 and positions with like duties and responsibilities were classified alike and remunerated equally. Each position has a title, a set of tasks or duties which are proper to it in the organization in which it occurs and, arising out of these duties, a set of qualifications appropriate for their performance. Positions with duties of similar kind are grouped together under a common title to form a class and grades within the class reflect the level of responsibility.

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 a mainspring in the Commission's primary function of recruitment, involving the fixing of standards of qualification for each class of position.

Organization and Methods.—In recent years there has been an increasing awareness of the extent to which economical administration depends on the adoption of modern management techniques and devices. In 1948 the Commission set up an Organization and Methods Service to study problems of management in collaboration with officials directly responsible for major areas of administration. Briefly, this Service affords practical assistance to departments and other agencies of the Government through the systematic examination of structure, operations, procedures and work methods. Its growing facilities are offered free of charge to all departments.

Statistics of Federal Government Employment.*—The basic concept behind the survey of Federal Government employment, started in April 1952, was that it should comprehend all classes of employees (excluding members of the Armed Services but including Force members of the Royal Canadian Mounted Police) for all services of government, with separate treatment accorded "agency and proprietary corporation and other quasi-independent government bodies" because of their economic or proprietary nature; hence the title "Federal Government Employment" in contrast to the title used for the previous survey "Civil Service of Canada" with its restrictions as to services and classes of employees. Comparison with figures of previous years should be made only after careful consideration of the differences in composition of services and classification of employees.

Included in this survey as "governmental services" and reported in Tables 1, 2 and 3, are all the administrative functions of the Federal Government (see pp. 77-84) and all agencies, boards and commissions where the nature of the undertaking is not of a proprietary or economic character, but where payments of salaries and/or wages are by legislative appropriation from the Consolidated Revenue Fund. Statutory employees are also included as their salaries are paid from the Consolidated Revenue Fund in accordance with the terms of an Act of Parliament establishing the position.

The "classified" group embraces several classes of employees including: those who are subject to the Civil Service Act and Civil Service Superannuation Act; those not subject to these Acts but who are employed under other enabling legislation or regulations; and the statutory group, most of whom are dismissable only by an Address to both Houses of Parliament, such as members of the judiciary. Employees in the classified group are occupants of continuing salaried positions. "Prevailing rate" employees are those who occupy continuing positions which are subject to prevailing rate legislation and therefore

* Prepared in the Public Finance and Transportation Division, Dominion Bureau of Statistics.