

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.\***—Presented here are the first data of a new survey of Federal Government employment commencing April 1952.

The basic concept behind the survey 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 the totality of services at the federal level of government, with separate treatment accorded those activities designated as "government enterprises" because of the economic or proprietary nature of their undertakings; 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. The guiding principle that has been followed in matters of terminology and presentation of data has been strict adherence, except in dealing with services of relatively minor import, to official usages as employed in the Canada *Estimates* and, in classification of employees, to the official designations "classified", "exempt" and "statutory" Comparison with figures of previous years should be made only after careful consideration of the differences in composition of services and classification of employees. These points are more fully elaborated in the *Explanatory Memorandum*.†

Included in this survey as governmental services are all the administrative functions of the Federal Government (*see* pp. 92-98), and all agencies, boards and commissions where the nature of the undertaking is not of a proprietary or economic

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† Special report, available from DBS on request.