

ITEM	3
MANAGER'S REPORT NO.	5
COUNCIL MEETING	1980 01 21

RE: PERSONNEL DEPARTMENT REPORT

Following is a report from the Personnel Director on permanent position establishment and employee strength within the municipal organization.

It is staff's understanding that this type of report is to be submitted to Council semi-annually. The next report, therefore, will be submitted next July.

RECOMMENDATION:

1. THAT the report of the Personnel Director be received for information purposes.

* * * * *

TO: MUNICIPAL MANAGER
 FROM: PERSONNEL DIRECTOR
 RE: PERSONNEL DEPARTMENT REPORT

DATE: 1980 JANUARY 10

RECOMMENDATION:

THAT the Personnel Director's report for 1979 December 23 on the position establishment and employee strength be received for information purposes.

REPORT

Attached is the Personnel Department report on position establishment and employee strength for the year 1979. Changes in the permanent position establishment since 1979 January 07 are provided for the information of Council.


 D. F. Hicks
 PERSONNEL DIRECTOR

/pkt
 Attach.

PERMANENT POSITION AND EMPLOYEE STRENGTH SUMMARY

BY DEPARTMENTS AS OF 1979 DECEMBER 23

ITEM

3

MANAGER'S REPORT NO.

5

COUNCIL MEETING 1980 01 21

*Permanent Position Establishment	Department/Departmental Division	Regular Full-Time	Temporary Full-Time	Regular Part-Time or Auxiliary	Total
1	Mayor's	1	-	-	1
4	Manager's	4	-	1	5
9	Clerk's	9	2	-	11
7 (-2)	Legal/Lands	6	-	-	6
10	Personnel	10	-	-	10
-	Personnel On-Call	-	-	30	30
37 (-6)	Treasury	36	1	5	42
6	Licence	6	-	1	7
19 (-1)	Purchasing	19	-	1	20
34 (-2)	Building	34	1	1	36
36 (+1)	Planning	35	1	2	38
31 (+2)	Health	31	1	12	44
15	Environmental Health	15	-	1	16
62 (-3)	Engineering - Administration	62	-	-	62
210 (+2)	Engineering - Operations	194	8	13	215
13	Parks & Recreation - Administration	12	-	1	13
46 (+2)	- Recreation	44	2	305	351
122 (+1)	Parks & Recreation - Operations	112	9	20	141
45 (+1)	Police Support	45	-	36	81
221 (+15)	Fire	221	-	-	221
<u>59 (-2)</u>	Library	<u>57</u>	<u>-</u>	<u>46</u>	<u>103</u>
<u>987 (+8)</u>	<u>TOTAL</u>	<u>953</u>	<u>25</u>	<u>475</u>	<u>1453</u>

*Changes in permanent establishment since 1979 January 07 are shown in brackets.

An explanation of changes to the permanent establishment is attached.

Explanation of changes to Permanent Position Establishment from 1979
January 07 to 1979 December 23.

Legal and Lands	(-2)	Deleted: Land Agent Assistant to Land Agent
Treasury	(-6)	Deleted: Computer Programmer 2 Clerk Key punch Op. 1 (2 positions) Payroll Clerk 1 Computer Operator 1 Clerk Typist 3
Purchasing	(-1)	Deleted: Printshop Clerk 1
Building	(-2)	Deleted: Electrical Inspector 1 Building Inspector 3
Planning	(+1)	Added: Planning Assistant 2
Health	(+2)	Added: Nutritionist - Long Term Care Physiotherapist - Long Term Care
Engineering - Administration	(-3)	Deleted: Survey Assistant Drafting Clerk Draftsman 2
Engineering - Outside Operations	(+2)	Added: Assistant Foreman 1 Labourer 2 (2 positions) Deleted: Engineering Technician Waterworks
Parks - Recreation	(+2)	Added: Recreation Leader Recreation Clerk
Parks - Operations	(+1)	Labourer 2 (Golf Course) position omitted in error in previous count.
Police Support	(+1)	Previous total incorrect as a result of several vacancies which were being recruited for.
Fire	(+15)	Added: Firefighter (15 positions)
Library	(-2)	Deleted: Library Clerk - Paperback Services Clerk Typist 2

