



Vincent Vespia
City Clerk

DEPARTMENT OF CITY CLERK

CITY HALL

William H. Matthews
First Deputy
Dorothy K. McGinn
Second Deputy

January 15, 1964

To The Honorable The City Council
of the City of Providence

Gentlemen:

In accordance with the provisions of Resolution No. 5, approved January 3, 1964, I have appointed the following members of the City Council to a Special Committee created for the purpose of planning and conducting a proper municipal observance of Labor Day, September 7, 1964:

Councilman Henry E. Laliberte
Councilman Jacob J. Alprin
Councilman Francesco Caprio
Councilman William F. X. Sullivan
Councilman Charles A. Kilvert

Very sincerely yours,

John F. Brock
President of the City
Council of Providence

JFB/ss

IN CITY COUNCIL

JAN 16 1964

READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Vincent Vespia
CLERK



Vincent Vespia
City Clerk

DEPARTMENT OF CITY CLERK

CITY HALL

William H. Matthews
First Deputy
Dorothy K. McGinn
Second Deputy

January 15, 1964

To The Honorable The City Council
of the City of Providence

Gentlemen:

In accordance with the provisions of Resolution No. 10, approved January 3, 1964, I have appointed the following members of the City Council to a Special Committee created for the purpose of planning and conducting the Fifty-Fourth Celebration Exercises commemorating the Four Hundred and Seventy-Second Anniversary of the discovery of America on Monday, October 12, 1964:

Councilman Edward P. Quigley
Councilman Ralph Matera
Councilman Henry E. Laliberte
Councilman Anthony B. Sciarretta
Councilman Charles A. Kilvert

Very sincerely yours,

John F. Brock
President of the City
Council of Providence

JFB/ss

IN CITY COUNCIL

JAN 16 1964

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Vincent Vespia
CLERK



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City Clerk

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CITY HALL

William H. Matthews
First Deputy
Dorothy K. McGinn
Second Deputy

January 15, 1964

To The Honorable The City Council
of the City of Providence

Gentlemen:

In accordance with the provisions of Resolution No. 7, approved January 3, 1964, I have appointed the following members of the City Council to a Special Committee created for the purpose of arranging and conducting a proper municipal observance of Veterans Day on Wednesday, November 11, 1964:

Councilman Edward J. Loughran
Councilman Robert J. McOsker
Councilman Edmund Wexler
Councilman Thomas L. Payne
Councilman Thomas W. Pearlman

Very sincerely yours,

John F. Brock
John F. Brock
President of the City
Council of Providence

JFB/ss

IN CITY COUNCIL

JAN 16 1964

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Vincent Vespia
CLERK



Vincent Vespia
City Clerk

DEPARTMENT OF CITY CLERK

CITY HALL

William H. Matthews
First Deputy
Dorothy K. McGinn
Second Deputy

January 15, 1964

To The Honorable The City Council
of the City of Providence

Gentlemen:

In accordance with the provisions of Resolution No. 9, approved January 3, 1964, I have appointed the following members of the City Council to a Special Committee created for the purpose of planning and observing the Holiday Season of Christmas and Christmas Day, December 25, 1964:

Councilman Charles H. O'Connor
Councilman Ralph Matera
Councilman Russell J. Boyle
Councilman Donald C. Kelley
Councilman Charles A. Kilvert

Very sincerely yours,

John F. Brock
President of the City
Council of Providence

JFB/ss

IN CITY COUNCIL

JAN 16 1964

READ:

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THE SAME BE RECEIVED.

CLERK

**ANNUAL
REPORT
OF THE**

**PERSONNEL
DIRECTOR**

**CITY OF
PROVIDENCE
1962 -- 1963**

January 16, 1964

To The Honorable Walter H. Reynolds, Mayor
and the Honorable, The City Council

As directed by and in compliance with the City Ordinance, I am submitting the annual report of the Personnel Department for the year 1962-1963.

This department, now in its twelfth year, continues to increase the efficiency of our public service by the diligent operation of sound principles of personnel administration.

Basic to any attempt to realize the objectives of a comprehensive personnel program is the support and cooperation of department heads and municipal employees.

Therefore, I wish to extend my sincere thanks and appreciation to the Mayor, the Members of the City Council, Department Heads and all city employees for the exceptional support they have given to this department during the past year.

Respectfully submitted,

Edward F. Moran

Edward F. Moran
Personnel Director

EFM:mld

IN CITY COUNCIL
JAN 16 1964

READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Vincent Vespa
CLERK

PERSONNEL DEPARTMENT ACTIVITIES

The Personnel Director of the City of Providence is responsible under the charter for the administration and control of personnel policies for more than 3200 employees who received \$14,730,882.76 in pay and benefits during the fiscal year 1962-1963.

Because of the complexity of this task the Mayor appointed during the year a three man committee to study personnel operations in the City. The Committee worked closely with the personnel department as well as with other city departments.

The recommendations of this Committee are either being carried out or were being studied during the time of this report. The effect of the changes has been to strengthen control over hiring, department record keeping, and employee performance and sickness records. A program of issuing official city identification cards complete with photograph to all employees started in September and is being completed in the new fiscal year.

New forms and processes being adapted throughout the city during the 1963-1964 fiscal year, resulting either from Committee recommendations or from studies made by this department or other city departments will result in continued efficient control of all personnel.

There follows a breakdown of the more important functions of this office. These can be divided into two headings: the hiring process, and the administration of benefits.

INTERVIEWS and HIRING

The hiring process in the city starts with filling out an application at the personnel office. During 1962-1963, 1870 applications were filled out and the applicants interviewed by the Personnel Director. When a department makes a request to fill a vacancy these applications are reviewed for qualifications and the best are sent for an interview by the department head. All people who are to be hired by the city are sent to the city doctor to see if they have the right physical qualifications for the job.

EMPLOYEE BENEFITS

The Personnel Director processes and controls Sick Leave, Vacation and Hospitalization benefits for City employees.

Requests for Sick Leave and Vacation benefits, with the exception of those for uniformed police and firemen, are received by the Personnel Department. These are recorded in the records kept by this department for each individual employee and checked for accuracy and completeness.

In cooperation with Rhode Island Hospital every city employee is assured reasonable medical care and treatment. The Personnel Director investigates and authorizes all requests for this care with the approval of the Mayor. In the past fiscal year, \$70,878.32 was paid to Rhode Island Hospital under this program:

OTHER ACTIVITIES

The Personnel Director is a member of the Injured Employees' Board and attends all meetings held. Each injured employee's case is carefully investigated and a report of such findings is made at the succeeding meeting.

The Director of Personnel attends all meetings of the Retirement Board in an advisory capacity. Every application for extension of service in lieu of retirement is sent to the office for investigation.

Each applicant is investigated and after all factors are carefully weighed, a report is submitted to the Retirement Board for confirmation or rejection.

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BREAKDOWN OF PERSONAL SERVICES
EXPENDITURES

001	Salaries, Permanent	\$13,621,964.40
002	Salaries, Temporary	253,359.24
005	Payments to Dependents	4,363.41
008	Sick Leave	382,993.32
009	Vacations	433,540.26
025	Payments to Injured Employees	34,662.13
	<u>TOTAL:</u>	<u>\$14,730,882.76</u>

EMPLOYEE TURNOVER

The following schedule shows the monthly turnover for all departments except the School Department:

Oct. 1, 1962 - Sept. 30, 1963

<u>DATE</u>	<u>ADDITIONS</u>	<u>TERMINATIONS</u>	<u>NUMBER WORKING</u>
10/1/62			3,329
10/31/62	123	32	3,420
11/30/62	22	40	3,402
12/31/62	33	63	3,372
1/31/63	52	32	3,392
2/28/63	31	76	3,347
3/31/63	46	51	3,342
4/30/63	54	98	3,298
5/30/63	41	75	3,264
6/30/63	190	54	3,400
7/31/63	88	70	3,418
8/31/63	50	85	3,383
9/30/63	63	251	3,195

Number of employees working Oct. 1, 1962 - 3,329
Number of employee working Sept. 30, 1963 - 3,195

Net Decrease: -134

Number of employees hired - - - - - 793
Number of employee terminated - - - - - 927

Net Decrease: -134

DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed</u> <u>Oct. 1, 1962</u>	<u>Ordinance Changes</u> <u>During Year</u>		<u>Employed</u> <u>Sept. 30, 1963</u>
		<u>Add</u>	<u>Delete</u>	
City Clerk	9			8
Board of Canvassers	Unlimited			11
Probate Court	10			9
Police Court	13			13
Mayor's Office	Unlimited	1		8
Law Department	8			8
Recorder of Deeds	14			13
City Sergeant	42			39
Finance Director	7			6
City Controller	22			19
Employees Retirement	5			4
Data Processing Div.	9			9
City Collector	31			25
Water Bd. Collections	7			7
City Assessor	Unlimited			30
Purchasing Division	18			17
Municipal Garage	22			20
City Treasurer	6			6
Board of Tax Assessment Review	5			5
Comm. of Puvlic Safety	15			15
Police Department	711	1		627
Fire Department	546			529
Supt of Weights and Measures	5			5
Bldg Inspection Admin	14			14
Structures and Zoning	14			12
Plumbing, Drainage and Gas Piping	8			8
Electrical Inspection	8			8
Air Poll, Mech Equipt, and Installations	9			8
Traffic Engineer	41			36
Public Wks. Admin.	4			2
Business Management	10			7
Engineering Office	32			28
Sanitation Admin.	2			2
Street Cleaning	Unlimited			65

DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed</u> <u>Oct. 1, 1962</u>	<u>Ordinance Changes</u> <u>During Year</u>		<u>Employed</u> <u>Sept. 30, 1963</u>
		<u>Add</u>	<u>Delete</u>	
Sewage Pumping	14			13
Sewage Disposal	59			47
Garbage Coll & Disp.	117			122
Refuse Coll & Disp.	25			20
Sanitation Revolving Fund	10			3
Construction & Maint. Administration	1			1
Highway	Unlimited			196
Bridge Maintenance	14			13
Sidewalks & Curbing	5			5
Forestry	21			20
Sewer Constr. & Maint.	Unlimited			70
Public Buildings	19			14
Sewer C & M Revolving Fund	9			2
Constr & Maint Revolving Fund	35			11
Public Service Admin	1			0
Street Lighting	1			1
Municipal Docks	10			7
Draw Bridge	12			12
Harbor Master	1			1
Family & Business Relocation Service	19			16
Health Administration	5			5
Vital Statistics	7			7
Communicable Diseases	20	11	9	18
Child Hygiene	11	7	7	8
Food & Milk Inspection	18			16
Environment Control	25			20
Bath Houses & Comfort Stations	Unlimited			22
C.V.Chapin Hospital	Unlimited			273

DEPARTMENTAL EMPLOYEE STATUS (cont'd)

<u>Department</u>	<u>Allowed</u> <u>Oct. 1, 1962</u>	<u>Ordinance Changes</u> <u>During Year</u>		<u>Employed</u> <u>Sept. 30, 1963</u>
		<u>Add</u>	<u>Delete</u>	
Welfare Admin.	11			7
G.P.A. Administration	114			93
Parks Administration	6			6
Parks General & Roger Wms Park	Unlimited			103
Municipal Golf Course	Unlimited			23
Park Museum	6			3
Recreation Dept.	439			91
Zoning Bd. of Review	10			10
Bldg. Bd. of Review	6			6
City Plan Commission	22			17
Prov. Redev. Agency	54	3	2	47
Bureau of Licenses	8			8
Minimum Housing Standards Div.	20			20
Prov. Civilian Def.	9			6
Water Supply Board ** Unlimited				189

** Summary of all divisions.