

57

FIRST

ANNUAL REPORT

of the

PERSONNEL DIRECTOR

of the

CITY OF PROVIDENCE
RHODE ISLAND

For the Fiscal Year Ended
September 30, 1952



T A B L E
OF
C O N T E N T S

SCHEDULE I: CLASSES of POSITIONS, the MAXIMUM NUMBER of
EMPLOYEES, and the NUMBER of EMPLOYEES in CERTAIN
CLASSES in the CITY DEPARTMENTS of the CITY of
PROVIDENCE.

SCHEDULE II: ANALYSIS of PERSONNEL TURN-OVER by POSITION
CLASSIFICATION.

January 15, 1953

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

In compliance with City Ordinance, I hereby submit the
Report of the Personnel Department for the year 1951-1952.

Schedule "I" shows Classifications of Positions, the
maximum number of employees allowed, and the number of employees
in certain classifications on certain dates in the City Departments
of the City of Providence.

Schedule "II" shows analysis of personnel turnover of certain
classifications.

In addition to the supervision of these Schedules, the
Personnel Director has control of vacations to the effect that all
vacations forms must be cleared through this department.

This Department has policed all sick leave forms in accordance
with the Ordinances governing them.

Authorization for hospitalization for all City employees
has been cleared through this department. Also the Personnel
Director sits in with and advises the Committee on Retirement and
the Committee on Injured Employees.

Over 2,000 applications for positions have been received
and the applicants interviewed personally by the Personnel Director
during the past year.

Respectfully submitted,

Henry J. Mc Laughlin
Henry J. Mc Laughlin
Personnel Director

IN CITY COUNCIL

JAN 15 1953

RECD:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RESOLVED.

H. Everett Whelan
CLERK

SCHEDULE I

	Allowed by <u>Ordinance</u>	Oct. 1, <u>1951</u>	Mar. 31, <u>1952</u>	<u>EMPLOYED</u> Sept 30, <u>1952</u>
<u>CITY CLERK</u>				
City Clerk (unc)	1	1	1	1
First Deputy City Clerk	1	1	1	1
Second Deputy City Clerk	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Clerk-Stenographer II	4	3	4	4
Clerk-Typist II	1	1	1	1
Stenographic Reporter (City Council)	1	1	1	1
		<u>9</u>	<u>10</u>	<u>10</u>
<u>BOARD OF CANVASSERS and REGISTRATION</u>				
Chairman, Bd. of Canvassers and Registration (unc)	1	1	1	1
Members of the Board (unc)	2	1	2	2
Clerk II	3	3	3	3
Clerk I	1	1	1	1
Clerk III	2	2	2	2
Clerk-Stenographer II	1	1	1	1
<u>TEMPORARY</u>				
Clerk I or Clerk-Typist I	25	1	60	34
Election Officials	Unlimited	0	0	0
Janitors	Unlimited	0	0	0
Equipment Workers	Unlimited	0	0	0
Chauffeurs	Unlimited	0	0	0
Key-Punch Operators	5	0	3	4
		<u>10</u>	<u>73</u>	<u>48</u>
<u>PROBATE COURT</u>				
Judge of Probate (unc)	1	1	1	1
Clerk of Probate (unc)	1	1	1	1
Deputy Clerk of Probate	1	1	1	1
Clerk-Typist II	2	2	2	2
Clerk-Typist I	1	1	1	1
Clerk-Stenographer II	1	1	1	1
Clerk-Stenographer I	2	2	1	2
		<u>9</u>	<u>8</u>	<u>9</u>
<u>POLICE COURT</u>				
Police Court Judge (unc)	2	2	2	2
Clerk-Police Court	1	1	1	1
Deputy Clerk-Police Court	1	1	1	1
Clerk-Typist I	3	3	3	3
Clerk IV	2	2	2	2
Clerk-Stenographer II	1	1	1	1
		<u>10</u>	<u>10</u>	<u>10</u>
<u>LAW DEPARTMENT</u>				
City Solicitor (unc)	1	1	1	1
Ass't. City Solicitor (1)	1	1	1	1
Ass't. City Solicitor (2)	1	0	0	0
Ass't. City Solicitor (3)	1	1	1	1
Ass't. City Solicitor (4)	1	1	1	1
Claim Investigator	1	1	1	1
Clerk-Stenographer III	2	2	2	2
		<u>7</u>	<u>7</u>	<u>7</u>

SCHEDULE I

	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	<u>EMPLOYED</u> Sept 30, 1952
<u>RECORDER OF DEEDS</u>				
Recorder of Deeds (unc)	1	1	1	1
Deputy Recorder of Deeds	1	1	1	1
Clerk-Typist II	4	4	4	4
Clerk-Typist I	4	3	4	4
Clerk II	1	1	1	1
Clerk I	1	1	1	1
Building Custodian I	1	1	1	1
Clerk III	3	3	3	3
		<u>15</u>	<u>16</u>	<u>16</u>
<u>CITY SERGEANT</u>				
City Sergeant (unc.)	1	1	1	1
1st Deputy City Sergeant	1	1	1	1
2nd Deputy City Sergeant	1	1	1	1
Switchboard Operator	3	4	4	4
Building Maintenance Engr. I	1	0	1	1
Building Custodian III	1	1	1	1
Stationary Fireman	1	1	1	1
Building Custodian I	8	8	8	8
Charwoman	7	7	7	7
Elevator Operator	2	2	2	2
Watchman	1	1	1	1
Automobile Driver	1	0	0	1
<u>TEMPORARY</u>				
Stationary Fireman	1	1	1	0
Watchman	1	0	0	0
		<u>28</u>	<u>29</u>	<u>29</u>
<u>FINANCE DIRECTOR</u>				
Finance Director	1	1	1	1
Budget Officer	1	1	1	1
Personnel Director	1	1	1	1
Accountant II	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Clerk-Stenographer II	1	1	1	1
		<u>6</u>	<u>6</u>	<u>6</u>
<u>CONTROLLER'S DEPARTMENT</u>				
City Controller	1	1	1	1
Ass't City Controller	1	1	1	1
Accountant II	1	1	1	1
Accountant I	2	2	1	1
Clerk IV	1	1	1	0
Clerk-Typist II	6	6	6	6
Clerk-Typist I	5	3	4	4
Clerk-Stenographer II	3	3	3	3
Clerk-Stenographer III	2	2	2	2
		<u>20</u>	<u>20</u>	<u>19</u>
<u>TABULATING DIVISION</u>				
Tabulating Equipment Supervisor	1	1	1	1
Clerk II	1	1	1	1
Clerk-Stenographer II	1	1	1	1
Tabulating Equipment Operator II	3	3	3	3
Key Punch Operator	1	0 (Ch. 577)	1	1
		<u>6</u> (2/11/52)	<u>7</u>	<u>7</u>

SCHEDULE IEMPLOYED

	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	Sept. 30, 1952
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
Accountant I	1	1	1	1
Clerk-Typist II	1	1	1	1
Clerk-Typist I	1	1	1	0
		<u>3</u>	<u>3</u>	<u>2</u>
<u>COLLECTOR'S DIVISION</u>				
City Collector	1	1	1	1
Ass't City Collector	1	1	1	1
Clerk IV	4	4	4	4
Clerk III	5	4	5	5
Clerk II	1	1	1	1
Clerk-Typist I	4	4	4	4
Accountant I	1	1	1	1
Key-Punch Operator	4	2	4	4
Clerk-Stenographer III	1	1	1	1
Clerk I	1	1	1	0
Parking Meter Coin Counter	2	2	2	2
Parking Meter Coin Collector	3	3(Ch. 547) (11/16/51)	4	4
Clerk-Typist II	1	1	1	1
<u>TEMPORARY</u>				
Clerk-Typist I	6	4	3	3
Clerk I	1	1	0	0
Clerk IV	1	1	1	1
		<u>32</u>	<u>34</u>	<u>33</u>
<u>WATER BOARD COLLECTIONS</u>				
Clerk-Typist II	3	3	3	3
Clerk-Typist I	2	2	2	2
Clerk II	1	1	1	1
Clerk IV	1	1	1	1
		<u>7</u>	<u>7</u>	<u>7</u>
<u>ASSESSOR'S DIVISION</u>				
City Assessor	1	1	1	1
Personal Property Aide (Tangible)	1	1	1	1
Personal Property Assessment Aide (Intangible)	1	1	1	1
Associate Engineer I	1	1	1	1
Clerk IV	2	2	2	2
Clerk III	2	2	2	2
Clerk II	4	4	4	3
Clerk-Stenographer III	2	2	2	2
Clerk-Stenographer I	1	1	1	1
Clerk-Typist I	7	7	7	5
Real Property Assessment Aide	1	1	1	1
Assessment Aide	3	3	3	3
Key-Punch Operator	2	2	1	2
Clerk I or Clerk-Typist I (Temp)	Unlimited	1	1	1
		<u>29</u>	<u>28</u>	<u>26</u>
<u>PURCHASING DIVISION</u>				
Purchasing Agent	1	1	1	1
Purchasing Agent-Deputy	1	1	1	1
Supervisor-Warehouse & Inventory	1	1	1	1
Clerk IV	1	1	1	1
Clerk III	5	5	5	5
Clerk-Stenographer III	1	1	1	1
Clerk-Stenographer I	2	2	2	2
Clerk-Typist I	3	3	3	3
Duplicating Equipment Operator I	1	1	1	1

SCHEDULE I

EMPLOYED

	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	Sept. 30, 1952
<u>PURCHASING DIVISION (cont'd)</u>				
Clerk I	1	1	1	1
Clerk-Stenographer II	1	1	1	1
Clerk II	1	1	1	1
		<u>19</u>	<u>19</u>	<u>19</u>
<u>MUNICIPAL GARAGE</u>				
Garage Superintendent II	1	1	1	1
Clerk III	1	1	1	1
Clerk II	1	1	1	1
Clerk I	1	1	1	1
Automotive Mechanic II	1	1	1	1
Automotive Mechanic I	11	11	10	10
Laborer II	4	4	4	4
Laborer I	3	3	3	3
		<u>23</u>	<u>22</u>	<u>22</u>
<u>TREASURY DEPARTMENT</u>				
City Treasurer (unc)	1	1	1	1
Deputy City Treasurer	1	1	1	1
Clerk-Typist II	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Accountant II	1	1	1	1
Clerk III	1	1	1	1
Clerk-Typist I	1	1	1	1
		<u>7</u>	<u>7</u>	<u>7</u>
<u>BOARD OF TAX ASSESSMENT REVIEW</u>				
Chairman of Board	1	1	1	1
Members of Board	2	2	2	2
Secretary	1	1	1	1
		<u>4</u>	<u>4</u>	<u>4</u>
<u>COMMISSIONER OF PUBLIC SAFETY</u>				
Commissioner	1	1	1	1
Secretary	1	1	1	1
Clerk IV	1	1	1	1
Clerk III	1	1	1	1
Clerk-Stenographer II	1	1	0	1
Clerk-Stenographer III	1	1	1	1
Clerk-Typist I	2	2	2	2
Bldg. Maint. Engineer I	1	1	1	1
Bldg. Custodian I	5	5	5	5
Police Surgeon (1)	1	1	1	1
Police Surgeon (2)	1	1	1	1
		<u>16</u>	<u>15</u>	<u>16</u>
<u>POLICE DEPARTMENT</u>				
Police Chief	1	1	1	1
Police Chief, Deputy	1	0	0	0
Chief Inspector, Police	1	1	1	1
Police Captain	13	13	13	12
Police Lieutenant	28	28	28	28
Police Sergeant	44	41	40	40
Police Patrolman	353	321	334	348
Policewoman	4	4	3	4
Clerk IV	4	4	4	4
Clerk-Stenographer III	11	9	10	10
Clerk-Typist II	1	1	1	1
Clerk-Typist I	3	3	3	3
Police Matron	3	3	3	3
Physical Director, Police	1	1	1	1
Mechanic I	4	4	4	4

<u>SCHEDULE I</u>		<u>EMPLOYED</u>		
	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	Sept. 30, 1952
<u>POLICE DEPARTMENT (cont'd)</u>				
Bldg. Custodian I	5	5	5	5
Clerk III	6	6	6	6
Clerk-Stenographer II	1	1	1	1
Police Equipment Sup't	1	1	1	1
Police Patrol Driver	18	16	17	14
Police Signal Operator	3	3	3	2
Police Switchboard Chief Operator	1	1	1	1
Police Switchboard Operator	4	4	4	4
Radio Engineer	1	1	1	1
Laborer I	2	1	1	1
<u>PART-TIME</u>				
Police Switchboard Operator	1	4	1	3
Police Matron	1	1	1	1
School Crossing Guards	25	25	24	19
		<u>503</u>	<u>512</u>	<u>519</u>
<u>FIRE DEPARTMENT</u>				
Fire Chief	1	1	1	1
Ass't Fire Alarm Sup't	1	1(Ch. 579) (2/25/52)	1	1
Battalion Fire Chief	13	13	13	13
Fire Alarm Sup't	1	1	1	1
Fire Equipment Sup't. II	1	1	1	1
Fire Equipment Sup't. I	1	1	1	1
Fire Captain	32	32	32	32
Fire Lieutenant	47	47	47	47
Fireman	357	337	334	341
Clerk II	1	1	1	1
Clerk-Typist II	2	2	2	2
Bldg. Custodian I	1	1	1	1
Maintenance Man I	5	5	5	5
Equipment Operator I	1	1	1	1
Automotive Mechanic I	5	5	5	5
Maintenance Man II	1	2(Ch. 579) (2/25/52)	1	1
Fire Alarm Technician I	7	7	7	7
Laborer I	2	2(Ch. 579) (2/25/52)	0	0
Maintenance Man III	1	1	1	1
Mechanic I	2	0(Ch. 579) (2/25/52)	2	2
		<u>461</u>	<u>457</u>	<u>464</u>
<u>INSPECTOR OF BUILDINGS</u>				
Building Inspector III	1	1	1	1
Building Inspector II	1	1	1	1
Building Inspector I	8	7	8	8
Zoning Assistant I	1	1	1	1
Clerk-Stenographer II	1	1	1	1
Clerk-Stenographer I	1	1	1	1
Clerk III	1	1	1	1
		<u>13</u>	<u>14</u>	<u>14</u>
<u>SANITARY ENGINEER</u>				
Plumbing Inspector III	1	1	1	1
Plumbing Inspector II	1	1	1	1
Plumbing Inspector I	3	3	3	3
Clerk III	1	1	1	1
		<u>6</u>	<u>6</u>	<u>6</u>

SCHEDULE I

	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	EMPLOYED Sept. 30, 1952
<u>SUPERINTENDENT OF WEIGHTS AND MEASURES</u>				
Sup't of Weights & Measures	1	1	1	1
First Dep. City Sealer	1	1	1	1
Second Dep. City Sealer	1	1	1	1
First Dep. City Weigher	1	1	1	1
Second Dep. City Weigher	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>
<u>BUREAU OF LICENSES</u>				
Chairman and Secretary (unc) (Bur. of Licenses)	1	1	1	1
Commissioner, Bur. of Licenses (unc)	1	1	1	1
Clerk-Typist I	1	1	1	1
Clerk III	2	1	1	2
Clerk IV	1	1	1	1
		<u>5</u>	<u>5</u>	<u>6</u>
<u>TRAFFIC ENGINEERING DIVISION</u>				
Traffic Engineer (unc)	1	1	1	1
Ass't Traffic Engineer	1	1	1	1
Traffic Field Investigator	3	2	3	3
Clerk-Stenographer III	1	1	1	1
Maintenance Man I	8	8	8	8
Maintenance Man II	2	2	2	2
Chief Parking Meter Mechanic	1	1	1	1
Parking Meter Maintenance Man	2	2	2	2
Sup't Police Signals	1	1	1	1
Traffic Analyst	1	1	1	1
Draftsman	1	0	1	1
Traffic Signal Maintenance Man I	3	3	3	3
Traffic Signal Maintenance Man II	1	1	1	1
Traffic Marker and Sign Man I	1	1	1	1
Laborer I	1	1	1	0
Associate Engineer I	1	0	1	1
Associate Engineer II	2	2	2	2
Clerk-Stenographer II	2	2	1	2
		<u>30</u>	<u>32</u>	<u>32</u>

SCHEDULE I .

		<u>EMPLOYED</u>		
	Allowed by Ordinance	Oct.1 1951	Mar. 31 1952	Sept. 30, 1952
<u>PUBLIC WORKS-ADMINISTRATION</u>				
Director of Public Works (unc)	1	1	1	1
Dep. Director of Pub. Wks.	1	1	1	1
Clerk-Stenographer III	1	1	1	1
		<u>3</u>	<u>3</u>	<u>3</u>
PUBLIC WORKS				
<u>BUSINESS MANAGEMENT OFFICE</u>				
Business Manager	1	1	1	1
Clerk IV	2	2	2	2
Clerk II	5	4	4	4
Clerk-Typist II	2	2	2	2
Clerk-Typist I	1	1	1	1
Clerk-Stenographer III	1	1	1	1
		<u>11</u>	<u>11</u>	<u>11</u>
PUBLIC WORKS				
<u>ENGINEERING OFFICE</u>				
Associate Engineer II	3	3	3	3
Associate Engineer I	5	5	5	4
Engineering Aide III	16	14	16	16
Engineering Aide II	3	3	1	2
Engineering Aide I	4	3	3	3
Chief of Engineering Office	1	1	1	1
		<u>29</u>	<u>29</u>	<u>29</u>
PUBLIC WORKS				
<u>SANITATION-ADMINISTRATION</u>				
Chief of Sanitation Division	1	1	1	1
Clerk III	1	1	1	1
		<u>2</u>	<u>2</u>	<u>2</u>
PUBLIC WORKS				
<u>STREET CLEANING</u>				
Labor Foreman II (Gen)	2	2	2	2
Labor Foreman I (Gen)	6	1	1	1
Equipment Operator II	20	13	13	16
Equipment Operator I	Unlimited	7	7	6
Laborer II	Unlimited	2	2	1
Laborer I	Unlimited	66	66	68
Mechanic II	4	2	2	2
Mechanic I	3	2	2	2
		<u>95</u>	<u>95</u>	<u>98</u>
*Highway and Street Cleaning Dept. Employees are interchangeable.				
PUBLIC WORKS				
<u>ERNEST STREET PUMPING STATION</u>				
Pumping Station Engineer	1	1	1	1
Stationery Equipment Operator	4	4	4	4
Screenman	10	9	9	9
		<u>14</u>	<u>14</u>	<u>14</u>
PUBLIC WORKS				
<u>SEWAGE DISPOSAL SECTION</u>				
Sewage Disposal Supt.	1	1	1	1
Laborer II	6	6	6	6
Laborer I	4	4	4	4
Bacteriologist II	1	1	1	1
Laboratory Tech. III	1	1	1	1
Sewage Disp. Foreman	3	1	2	1
Maintenance Foreman	1	1	1	2
Mechanic II	1	1	1	1
Maintenance Man I	1	1	1	1
Sewage Disposal Operator	10	10	10	10
		<u>27</u>	<u>28</u>	<u>28</u>

SCHEDULE I.

	Allowed by Ordinance	Oct. 1 1951	Mar. 31 1952	Sept. 30 1952
PUBLIC WORKS				
GARBAGE COLLECTION AND DISPOSAL - INCINERATOR				
Incinerator Sup't.	1	1	1	1
Ass't Sup't. (Incin.)	1	1	1	1
Turbine Operator I	4	4	4	4
Turbine Operator II	1	1	1	1
Garage Sup't.	1	1	1	1
Crane Operator	4	4	4	4
Stationary Fireman*	8	8	10	10
Mechanic II	4	4	4	4
Mechanic I	1	1	1	0
Automotive Mechanic I	3	2	3	3
Labor Foreman II (Gen)	1	1	1	1
Labor Foreman I (Gen)	1	1	1	1
Equipment Operator I	24	22	22	21
Laborer I*	68	78	72	76
Watchman	3	3	3	3
Clerk IV	1	1	1	1
Sup't. of Garbage Collection	1	1	1	1
Boiler Room Foreman	4	4	4	4
Clerk II	1	0	0	0
*Extra employees used only during absence of regular employees.		138	135	137
PUBLIC WORKS				
REFUSE COLLECTION AND DISPOSAL				
Labor Foreman (Gen) II	1	1	1	1
Automotive Mechanic I	1	1	1	1
Equipment Operator I	8	8	7	7
Laborer I*	18	19	19	19
Equipment Operator II	1	1	1	1
*Extra employees used only during absence of regular employees.		30	29	29
PUBLIC WORKS				
CONSTRUCTION AND MAINTENANCE				
ADMINISTRATION				
Chief of Construction and Maintenance	1	1	1	1
Clerk III	1	1	0	0
		2	1	1
HIGHWAYS				
Highway Sup't.	1	1	1	1
Ass't Highway Sup't.	1	1	1	1
Labor Foreman II (Gen)	15	12	12	12
Laborer II	Unlimited	12	11	11
Mechanic II	21	21	21	21
Mechanic I	11	7	5	5
Laborer I	Unlimited	112	105	115
Equipment Operator II	Unlimited	26	28	29
Equipment Operator I	Unlimited	42	40	40
Paver	Unlimited	32	32	31
Cement Finisher	Unlimited	8	8	9
Watchman	Unlimited	6	6	6
Garage Sup't. I	1	1	1	1
Clerk II	4	4	4	3
Highway Constr. Foreman	3	3	3	3
Highway Office Manager	1	1	1	1
Clerk-Typist II	2	1	1	1
Clerk-Typist I	2	2	2	2
Labor Foreman I (Gen)	8	7	6	6
		299	288	298

SCHEDULE I

	Allowed by <u>Ordinance</u>	<u>Oct. 1 1951</u>	<u>EMPLOYED</u> <u>Mar. 31 1952</u>	<u>Sept. 30, 1952</u>
PUBLIC WORKS				
<u>BRIDGE MAINTENANCE</u>				
Laborer II	15	12	13	14
Labor Foreman II (Gen)	1	1	1	1
Labor Foreman I (Gen)	1	1	1	1
		<u>14</u>	<u>15</u>	<u>16</u>
PUBLIC WORKS				
<u>SIDEWALKS AND CURBING</u>				
Clerk-Stenographer II	1	1	1	1
Inspector of Sidewalks	1	1	1	1
Engineering Aide I	2	2	2	2
Labor Foreman Gen. I	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>
PUBLIC WORKS				
<u>FORESTRY</u>				
City Forester	1	1	1	1
Labor Foreman II (Gen)	1	1	1	1
Mechanic II	1	0	0	0
Laborer II	2	2	2	2
Tree Trimmer	8	8	8	7
Equipment Operator I	2	2	2	2
Laborer I	8	7	8	8
		<u>21</u>	<u>22</u>	<u>21</u>
PUBLIC WORKS				
<u>SEWER CONSTRUCTION AND MAINTENANCE</u>				
Sewer Maintenance Sup't.	1	1	1	1
Sewer Construction Worker	8	7	8	7
Sewer Basin Man	6	4	4	5
Labor Foreman II (Gen)	9	9	9	9
Labor Foreman I (Gen)	4	4	4	4
Laborer II	Unlimited	58	55	57
Laborer I	Unlimited	5	4	3
Equipment Operator II	4	4	4	3
Equipment Operator I	2	2	2	2
Mechanic II	1	1	1	1
Mechanic I	2	2	2	2
Automotive Mechanic I	2	2	2	2
Watchman	Unlimited	1	1	1
Clerk III	2	1	1	1
Clerk II	1	1	1	1
Building Custodian I	1	0	0	0
Engineering Aide II	2	1	1	1
		<u>103</u>	<u>100</u>	<u>100</u>
PUBLIC WORKS				
<u>PUBLIC BUILDINGS</u>				
Sup't. of Public Bldgs.	1	1	1	1
City Architect	1	1	1	1
Architectural Draftsman II	1	1	1	1
Architectural Draftsman I	1	1	1	1
Maintenance Man III	3	3	3	3
Laborer II	1	1	1	1
Bldg. Maintenance Supvsr.	1	1	1	1
Clerk III	3	3	3	3
Clerk-Stenographer III	1	1	1	1
Clerk-Typist II	2	2	2	2
Clerk-Typist I	2	2	2	2
Automobile Driver	1	1	1	1
Clerk IV	1	1	1	1
Bldg. Tradesworker	2	2	2	2
Stationery Fireman	1	1	1	1
		<u>23</u>	<u>23</u>	<u>23</u>

SCHEDULE I

	Allowed by <u>Ordinance</u>	<u>EMPLOYED</u>		
		<u>Oct. 1, 1951</u>	<u>Mar. 31, 1952</u>	<u>Sept. 30, 1952</u>
PUBLIC WORKS				
<u>PUBLIC SERVICE-ADMINISTRATION</u>				
Public Service Engineer	1	1	1	1
Clerk-Stenographer II	1	1	1	1
Steam Engineer Examiner	1	1	1	1
Clerk IV	1	1	1	1
		<u>4</u>	<u>4</u>	<u>4</u>
PUBLIC WORKS				
<u>ELECTRICAL INSPECTION</u>				
Electrical Inspector	4	4	4	4
Clerk II	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>
PUBLIC WORKS				
<u>PUBLIC SERVICE ENGINEER</u>				
<u>AIR POLLUTION</u>				
Chief Air Pollution Reg. Inspector	1	1	1	1
Air Pollution Inspector	4	4	3	4
Clerk-Typist II	1	1	1	1
Clerk-Typist I	1	1	1	1
		<u>7</u>	<u>6</u>	<u>7</u>
PUBLIC WORKS				
<u>MUNICIPAL DOCKS</u>				
Municipal Dock Sup't.	1	1	1	1
Laborer I	7	7	7	7
Watchman	1	1	1	1
Labor Foreman (Gen) I	1	1	1	1
Port Agent	1	1	1	1
		<u>11</u>	<u>11</u>	<u>11</u>
PUBLIC WORKS				
<u>DRAW BRIDGE OPERATION</u>				
Bridge Sup't. II	2	2	2	2
Bridge Sup't. I	3	3	3	3
Bridge Operator	6	6	6	6
Gateman	9	9	9	8
		<u>20</u>	<u>20</u>	<u>19</u>
PUBLIC WORKS				
<u>HARBORS</u>				
Mechanic II	1	1	1	1
<u>Temporary</u> Temporary Employee	1	0	0	1
		<u>1</u>	<u>1</u>	<u>2</u>
<u>HEALTH DEPARTMENT</u>				
Sup't. Health Dept. (unc.)	1	1	1	1
Dep. Inspector Milk and Chief Sanitation Div.	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Clerk-Stenographer II	2	2	2	1
Clerk-Typist I	3	3	3	3
Clerk-Typist II	1	1	1	1
Clerk I	2	2	2	2
Clerk-Stenographer I	1	1	1	1
Kosher Food Inspector	1	1	1	1
Sanitarian	2	2	2	2
Public Health Physician I	2	2	2	2
Public Health Physician II	3	3	3	3
Ass't X-Ray Technician	1	0	0	1
Sanitarian Aide	10	10	10	10
Chief of Licenses	1	1	1	1
Public Health Nurse (Comm.Dis.)	2	1	1	1

<u>SCHEDULE I</u>		<u>EMPLOYED</u>		
	Allowed by <u>Ordinance</u>	<u>Oct. 1, 1951</u>	<u>Mar. 31, 1952</u>	<u>Sept. 30, 1952</u>
<u>HEALTH DEPARTMENT (cont'd)</u>				
Public Health Nurse (Child Hygiene)	16	12	11	12
Supervising Public Health Nurse (Comm. Dis.)	1	1	1	0
Supervising Public Health Nurse (T.B.)	1	1	1	1
Public Health Nursing Director	1	1	1	1
Labor Foreman (Gen) II	1	1	1	1
<u>TEMPORARY</u>				
Laborer I	11	11	11	11
Equipment Operator I	3	3	3	3
<u>PART-TIME</u>				
Clerk I	1	1	1	1
Child Welfare Physician	6	3	3	3
School Dentist	1	1	1	1
Dental Assistant	1	1	1	1
Ass't. Child Welfare Clinic	1	0	0	0
Janitor	3	1	1	1
		<u>69</u>	<u>67</u>	<u>67</u>
<u>INSPECTOR OF MILK</u>				
Dairy Inspector	1	1	1	1
Sanitary Bacteriologist	1	1	1	1
Laboratory Assistant	1	1	1	1
Sanitarian Aide	2	2	2	2
Bldg. Custodian I	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Chemist I	1	1	0	0
		<u>8</u>	<u>7</u>	<u>7</u>
<u>BATH HOUSES and COMFORT STATIONS</u>				
Bath House Attendant II	28	22	21	21
Bath House Attendant I	28	21	20	20
Maintenance Man III	1	1	1	1
Bldg. Custodian III	1	1	1	1
Clerk-Typist I	1	1	1	1
Maintenance Man II	1	1	1	0
<u>Part-Time</u>				
Bath House Attendant I	1	0	0	0
Bath House Attendant II	1	0	0	0
		<u>47</u>	<u>45</u>	<u>44</u>
<u>CITY REGISTRAR</u>				
Clerk-Stenographer III	1	1	1	1
Clerk-Typist II	3	3	3	3
Clerk-Typist I	3	3	3	3
Key-Punch Operator	0	1	1	1
		<u>8</u>	<u>8</u>	<u>8</u>
<u>CHAPIN HOSPITAL</u>				
Superintendent (Unc.)	1	1	1	1
Clinical Director (Psych.)	1	1	0	1
Clinical Director General	1	1	1	1
Ass't. Clinical Director (Gen)	1	1	1	1
Physician Out-Patient Dept.	1	1	1	1
Resident Physician	2	2	2	2
Medical Record Librarian	1	1	1	1
Switchboard Operator	5	5	5	5
Clerk-Stenographer II	3	3	3	3
Clerk-Stenographer I	5	5	5	6
Clerk-Typist II	1	1	1	1
Clerk-Typist I	6	6	6	6
Sup't. of Nurses	1	1	1	1
Institution Nurse V	2	1	2	2

SCHEDULE I

EMPLOYED

	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	Sept. 30, 1952
<u>CHAPIN HOSPITAL (cont'd)</u>				
Institution Nurse IV	2	2	2	2
Institution Nurse III	3	3	3	3
Institution Nurse II	12	10	12	12
Institution Nurse I	16	13	11	16
Institution Attendant	22	19	19	18
Occupational Therapy Aide	1	1	1	1
Pathologist	1	1	1	1
Roentgenologist-Consulting	1	1	1	1
X-Ray Technician	2	1	2	2
Ass't X-Ray Technician	1	0	0	0
Psychometrist	1	1	1	1
Psychiatric Social Worker II	1	1	1	1
Psychiatric Social Worker I	1	1	1	1
Medical Social Worker	1	1	1	0
Dietitian II	1	1	1	1
Dietitian I	1	1	1	1
Cook III	1	1	1	1
Cook II	1	1	1	1
Cook I	1	1	1	1
Baker	2	2	2	2
Clerk III	1	1	1	1
Laundry Worker III	1	1	1	1
Laundry Worker II	3	2	2	1
Laundry Worker I	21	21	19	21
Automobile Driver	5	5	5	5
Bacteriologist II	1	1	1	1
Bacteriologist I	2	2	2	2
Pharmacist II	1	1	1	1
Pharmacist I	3	2	2	2
Bldg. Maintenance Engr. II	1	1	1	1
Bldg. Maintenance Engr. I	2	2	2	2
Institution Maintenance Mechanic	2	2	2	2
Maintenance Man I	2	2	2	2
Stationary Fireman	4	4	4	4
Laborer I	7	6	7	7
Senior Resident Physician	1	1	0	0
Perpetual Inventory Clerk	1	1	1	1
Watchman	1	1	1	1
Housemother	2	2	2	2
Matron II	1	1	1	1
Matron I	1	1	1	1
Institution Utility Worker	64	57	60	63
Nursing Instructor	2	1	1	1
Housekeeper	1	1	0	0
Accountant I	1	1	1	1
Clerk IV	2	2	2	2
Physical Therapist	1	0	0	0
Institution Business Manager	1	1	1	1
Chief Occupational Therapist	1	1	1	1
Chemist I	2	2	2	2
Animal Attendant	1	1	1	1
Laboratory Technician I	1	1	1	1
Laboratory Technician II	1	1	1	1
Laboratory Technician III	1	1	1	1
Social Worker II	1	1	1	1
Maintenance Man III	1	1	0	0
Asst. Dir. of Laboratories	1	1	1	1
		<u>225</u>	<u>225</u>	<u>234</u>

PUBLIC WELFARE-ADMINISTRATION

Director (unc.)	1	1	1	1
Clerk II	2	2	2	2
Clerk III	2	2	2	2
Clerk I	1	1	1	1
Clerk-Typist I	1	1	1	1
Laborer I	1	1	1	1
Domestic Relations Suprvsr.	1	1	1	1
Clerk-Stenographer II	1	0	0	0
Welfare Properties and Work Relief Suprvsr.	1	1	1	1
Accountant I	1	1	1	1
Laborer I - Part-time	2	1	1	1
		<u>12</u>	<u>12</u>	<u>12</u>

SCHEDULE I

	Allowed by <u>Ordinance</u>	Oct. 1, <u>1951</u>	<u>EMPLOYED</u> Mar. 31, <u>1952</u>	Sept. 30, <u>1952</u>
PUBLIC WELFARE				
<u>GENERAL PUBLIC ASSISTANCE</u>				
Social Worker II	8	7	6	8
Social Worker I	26	26	25	22
Attorney-Welfare	1	1	1	1
Clerk III	1	0	0	0
Clerk I	2	1	1	1
Clerk-Stenographer II	7	2	2	2
Clerk-Stenographer I	18	17	16	17
Clerk-Typist II	3	3	3	3
Clerk-Typist I	19	12	12	13
Switchboard Operator	1	1	1	1
Maintenance Man I	1	1	1	1
Bldg. Custodian I	6	5	6	6
Automobile Driver	1	1	1	1
		<u>77</u>	<u>75</u>	<u>76</u>
PUBLIC WELFARE				
<u>DEXTER ASYLUM</u>				
Director (unc.)	1	1	1	1
Matron II	1	1	1	1
Institution Nurse II	1	1	1	1
Physician (Unc.)	2	2	2	2
Chaplain (unc.)	1	1	1	1
Organist (unc.)	1	1	1	1
Bldg. Maintenance Engr. I	1	1	1	1
Clerk-Typist II	1	1	1	1
Institution Maintenance Mech.	1	1	1	1
Institution Attendant	8	8	8	7
Cook III	1	1	1	1
Cook I	1	1	1	1
Stationary Fireman	3	3	3	3
Laundry Worker II	1	1	1	1
Institution Utility Worker	8	7	7	6
Laborer I	1	0	0	0
Watchman	1	1	1	1
<u>TEMPORARY</u>				
Cook I	1	0	0	0
Institution Attendant	3	1	1	1
		<u>33</u>	<u>33</u>	<u>31</u>
PARK DEPARTMENT				
<u>ADMINISTRATION</u>				
Superintendent (Unc.)	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Clerk III	1	1	1	1
Clerk-Typist I	1	1	1	1
		<u>4</u>	<u>4</u>	<u>4</u>
PARKS GENERAL and				
<u>ROGER WILLIAMS PARK</u>				
Labor Foreman II (Gen)	2	2	2	2
Labor Foreman I (Gen)	6	6	6	6
Laborer II	Unlimited	34	34	31
Laborer I	Unlimited	68	51	64
Automotive Mechanic II	1	1	1	1
Mechanic II	2	1	1	1
Equipment Operator II	4	0	1	0
Watchman	3	2	2	2
Clerk I	1	1	1	1
Bath House Attendant I	1	0	0	0
		<u>115</u>	<u>99</u>	<u>108</u>

SCHEDULE I

	Allowed by <u>Ordinance</u>	Oct. 1, <u>1951</u>	<u>EMPLOYED</u> Mar. 31, <u>1952</u>	Sept. 30, <u>1952</u>
<u>PARK DEPARTMENT</u>				
<u>MUNICIPAL GOLF COURSE</u>				
Superintendent	1	1	1	1
Labor Foreman I (Gen)	1	0	0	0
Automotive Mechanic I	1	1	1	1
Laborer II	Unlimited	0	0	0
Laborer I	Unlimited	15	7	9
<u>TEMPORARY</u>				
Clerk II	2	1	1	1
		<u>18</u>	<u>10</u>	<u>12</u>
<u>PARK DEPARTMENT MUSEUM</u>				
Curator	1	1	1	1
Instructor-Nature Study	1	1	1	1
Clerk-Stenographer I	1	1	1	1
Bldg. Custodian I	1	1	1	1
Clerk I	1	1	1	1
Charwoman	1	0	0	0
		<u>5</u>	<u>5</u>	<u>5</u>
<u>RECREATION</u>				
Recreation Director	1	1	1	1
Ass't. Director	2	2	2	2
Sup't. of Bldgs. Areas, Maint.	1	1	1	1
Recreation Center Director	5	3	5	3
Clerk-Stenographer III	1	1	1	1
Labor Foreman Gen. II	1	1	1	1
Clerk-Typist II	1	1	1	1
Laborer II	4	4	4	4
Laborer I	7	2	2	4
Supervisor Special Activites	2	0	0	0
District Supervisor	4	0	0	0
Playground Supervisor	7	0	0	0
Building Custodian II	3	2	2	2
Co-Director (School) (Unc.)	10	0	0	0
Bath House Attendant I	1	1	1	1
<u>TEMPORARY</u>				
Playground Dir. or Rec. Leader	93	8	85	18
Phys. Ed. Instructor (Unc.)	50	1	1	1
Referee (Unc.)	25	5	1	1
Bath House Attendant I	19	0	1	1
Janitor (Unc.)	33	1	2	2
Laborer II	5	3	3	2
Supervisor (Unc.)	23	6	7	1
Mechanic II	4	3	4	3
Laborer I	2	0	0	0
Engineer (Pools)	2	1	2	1
Janitor "	2	1	0	0
Watchman "	8	3	5	5
Cashier " . .	4	1	0	1
		<u>62</u>	<u>132</u>	<u>55</u>
<u>ZONING BOARD OF REVIEW</u>				
Secretary, Bd. of Review	1	1	1	1
Clerk-Stenographer II	1	1	1	1
		<u>2</u>	<u>2</u>	<u>2</u>
<u>BUILDING BOARD OF REVIEW</u>				
Secretary, Building Board	1	1	1	1
		<u>1</u>	<u>1</u>	<u>1</u>

SCHEDULE I

	Allowed by Ordinance	Oct. 1, 1951	Mar. 31, 1952	Sept. 30, 1952
<u>CITY PLAN COMMISSION</u>				
Planning Director (Unc.)	1	1	1	1
Senior Planner	1	0	1	1
Associate Analyst	1	1	1	1
Planning Technician	2	2	2	2
Ass't. Planning Technician	2	2	2	2
Clerk-Stenographer III	1	1	1	1
Clerk-Stenographer II	1	1	1	1
Associate Planner	1	0		
		(Chap. 545 (10-19-51)	1	1
		<hr/> 8	<hr/> 10	<hr/> 10
<u>REDEVELOPMENT AGENCY</u>				
Assistant Planning Technician	2	2	2	2
Accountant I	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Senior Planner	1	1	1	1
Associate Planner	1	1	1	1
Clerk-Typist II	1	1	1	1
		<hr/> 7	<hr/> 7	<hr/> 7
<u>WATER SUPPLY BOARD</u>				
<u>ADMINISTRATION</u>				
Chairman (Unc.)	1	1	1	1
Attorney (Water)	1	1	1	1
Members of Board	3	3	3	3
Chief Engineer (Unc.)	1	1	1	1
Associate Engineer II (Water)	4	4	4	4
Associate Engineer I (Water)	4	2	2	2
Engineering Aide III	3	3	2	2
Engineering Aide II	1	1	0	0
Business Office Manager	1	1	1	1
Clerk-Stenographer III	1	1	1	1
Clerk III	1	2	1	1
Clerk I	1	1	1	1
Clerk-Typist II	3	3	3	3
Clerk-Typist I	1	1	1	1
Automobile Driver	1	1	1	1
Building Custodian II	1	1	1	1
Building Custodian I	1	1	1	1
Switchboard Operator	1	1	1	1
Stationary Fireman	1	1	1	1
Charwoman	1	1	1	1
Accountant I	1	1	1	1
Associate Engineer I	2	2	2	2
Clerk IV	2	0	2	2
		<hr/> 35	<hr/> 35	<hr/> 35
<u>WATER SUPPLY BOARD</u>				
<u>SOURCE OF SUPPLY</u>				
Master Mechanic (Water)	1	1	1	1
Ass't. Master Mechanic (Water)	1	1	1	1
Hydro-Electric Station Operator	1	1	1	1
Chief Chemist (Water)	1	1	1	1
Bacteriologist I	2	1	1	1
Laboratory Technician II	1	1	1	1
Inspector (Water)	2	2	2	2
Stationary Equipment Operator	8	8	8	7
Labor Foreman II (Water)	1	1	1	1
Bacteriologist II	1	1	1	1
Laborer I	Unlimited	13	14	13
Rain Gauge Keeper	6	4	4	4
Forester	1	1	1	0
Division Engineer	1	1	1	1
Clerk-Typist I	1	1	1	1
		<hr/> 38	<hr/> 39	<hr/> 36

SCHEDULE I

		<u>EMPLOYED</u>		
	Allowed by <u>Ordinance</u>	<u>Oct. 1 1951</u>	<u>Mar. 31, 1952</u>	<u>Sept. 30, 1952</u>
WATER SUPPLY BOARD				
<u>TRANSMISSION & DISTRIBUTION</u>				
Distribution Superintendent	1	1	1	1
Clerk II	2	2	2	2
Labor Foreman (Water) II	9	9	9	9
Labor Foreman (Water) I	5	3	3	3
Equipment Operator II	Unlimited	8	8	8
Equipment Operator I	Unlimited	4	4	4
Laborer II	Unlimited	16	16	16
Switchboard Operator	3	3	3	3
Laborer I	Unlimited	19	18	18
Caulker	Unlimited	2	2	2
Watchman	Unlimited	1	1	1
Automotive Mechanic I	Unlimited	1	1	1
Stationary Equipment Operator	4	4	4	4
Division Engineer	1	1	1	1
Stationary Fireman	2	2	2	2
Mechanic	4	4	4	4
		<u>80</u>	<u>79</u>	<u>79</u>
WATER SUPPLY BOARD				
<u>METER DIVISION</u>				
Meter Superintendent	1	1	1	1
Clerk III	8	6	7	7
Clerk II	6	5	5	4
Clerk I	2	1	1	1
Clerk-Typist II	9	8	9	8
Clerk-Typist I	3	3	3	3
Clerk-Stenographer II	1	1	1	1
Meter Reader II	1	1	1	1
Meter Reader I	12	11	11	11
Meter Mechanic	13	13	12	12
Meter Mechanic's Helper	3	3	1	1
Labor Foreman (Water) II	2	2	2	2
Clerk IV	1	0	1	1
		<u>55</u>	<u>55</u>	<u>53</u>
TOTALS:		3046	3153	3092

ANALYSIS OF PERSONNEL TURNOVER BY POSITION CLASSIFICATION

SCHEDULE II

	<u>Additions</u>	<u>Separations</u>
Accountant I	2	3
Air Pollution Inspector	1	0
Architectural Draftsman II	0	1
Assistant Clinical Director (Gen)	1	1
Assistant Fire Alarm Superintendent	1	0
Assistant X-Ray Technician	2	0
Associate Analyst	1	0
Associate Engineer I	4	3
Associate Engineer I (Water)	1	4
Associate Engineer II	1	1
Associate Engineer II (Water)	3	0
Associate Planner	1	1
Automobile Driver	5	3
Automotive Mechanic I	5	8
Bath House Attendant I	1	3
Bath House Attendant II	1	5
Boiler Room Foreman (Incinerator)	3	3
Building Custodian I	2	2
Building Inspector I	2	1
Building Inspector II	0	1
Building Maintenance Engineer I	1	0
Cement Finisher	1	2
Chief Inspector (Police)	1	1
Chemist I	2	3
Chief Parking Meter Mechanic	1	1
Clerk I	1	3
Clerk II	7	6
Clerk III	3	4
Clerk IV	4	3
Clerk-Stenographer I	19	17
Clerk-Stenographer II	3	7
Clerk-Stenographer III	10	8
Clerk-Typist I	29	31
Clerk-Typist II	7	9
Clinical Director (Psychiatric)	1	1
Crane Operator	0	1
Deputy Fire Chief	0	1
Draftsman	2	3
Elevator Operator	1	1
Engineering Aide I	2	1
Engineering Aide II	4	5
Engineering Aide III	3	3
Equipment Operator I	6	13
Equipment Operator I (Incinerator)	0	1
Equipment Operator II	11	10
Fire Alarm Technician	1	1
Fire Captain	3	3
Fire Chief	1	1
Fire Lieutenant	5	5
Fireman	16	13
Forester	0	1

SCHEDULE II

	<u>Additions</u>	<u>Separations</u>
Gateman	1	1
Garage Superintendent I	0	1
Highway Construction Foreman	1	1
Housekeeper	0	1
Housemother	1	1
Institution Attendant	21	23
Institution Nurse I	19	19
Institution Nurse II	7	4
Institution Nurse V (Psychiatric)	1	0
Institution Utility Worker	61	50
Key Punch Operator	3	1
Labor Foreman (Gen. I)	0	4
Labor Foreman (Gen. II)	3	3
Laboratory Technician I	3	3
Laboratory Technician II	3	3
Laboratory Technician III	1	1
Laborer I	178	198
Laborer II	24	30
Laundry Worker I	11	7
Laundry Worker II	0	1
Maintenance Man I	1	5
Maintenance Man II	0	2
Maintenance Man III	1	1
Maintenance Foreman (Sewer Disposal)	1	0
Mechanic I	3	11
Mechanic II	7	23
Meter Mechanic	2	3
Meter Mechanic's Helper	0	2
Meter Reader I	1	1
Medical Record Librarian	1	1
Medical Social Worker	0	1
Parking Meter Maintenance Man	1	1
Parking Meter Coin Collector	1	1
Paver	1	2
Physician (Out Patient)	2	2
Police Captains	0	1
Police Lieutenant	2	1
Police Matron	0	1
Police Patrol Driver	0	3
Police Patrolman	41	13
Police Sergeant	0	1
Police Woman	2	2
Police Signal Operator	0	1
Psychiatric Social Worker I	1	2
Psychometrist	1	0
Public Health Nurse (Child Hygiene)	1	1
Public Health Nurse (Comm. Diseases)	1	0
Public Health Physician I	1	1
Public Health Physician II	1	1

SCHEDULE II

	<u>Additions</u>	<u>Separations</u>
Recreation Leader	2	0
Resident Physician	2	2
Sanitarian Aide	1	1
Senior Planner	1	1
Senior Resident Physician	0	1
Sewer Construction Worker	1	1
Sewer Basin Man	2	1
Sewage Disposal Works Foreman	4	1
Sewage Disposal Works Operator	5	5
Social Worker I	17	19
Social Worker II	2	2
Stationary Equipment Operator	1	3
Stationary Fireman	6	10
Switchboard Operator	1	1
Tabulating Equipment Operator	1	1
Traffic Field Investigator	1	0
Traffic Signal Maintenance Man I	1	1
Tree Trimmer	0	1
Watchman	1	1
TOTALS:	<hr/> 641	<hr/> 687