

FIFTH
ANNUAL
REPORT

1955

1956

PERSONNEL DIRECTOR

CITY OF PROVIDENCE

January 7, 1957

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

In compliance with the City Ordinance I am
submitting the Report of the Personnel Department for the
year 1955-1956

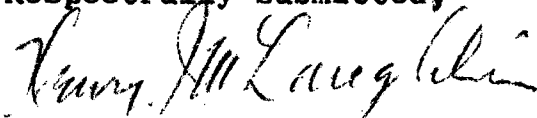
This Fifth Report of the department sets forth
the various activities of the department during the year
ended September 30, 1956.

As this is the fifth year of operation, it can
be said that sound, conscientious progress has been made
in the development and establishment of uniform personnel
practices throughout the city services.

With the continued support and assistance of
department heads and municipal employees, greater strides
will be realized toward setting equitable personnel stand-
ards and preserving good personnel relationship.

On behalf of the Personnel Department, I wish
to extend sincere thanks and appreciation to the Mayor, the
members of the City Council, Department Heads and City
Officials as well as the employees and all other persons
who have given their cooperation to this department.

Respectfully submitted,



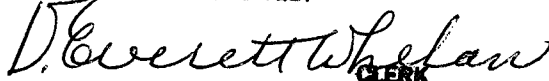
Henry J. McLaughlin
Personnel Director

IN CITY COUNCIL

JAN 17 1957

READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.


CLERK

PERSONNEL DEPARTMENT ACTIVITIES

The City of Providence Personnel Department is delegated with the responsibility of administering the personnel policies and transactions that embrace a working organization of approximately 3,250 employees, which represented a salary expenditure in 1955-1956 of more than \$10,512,000.00, exclusive of the School Department. This expenditure for personal service warrants the constant attention and efforts of the administration to promote the best employment practices possible in order to maintain and receive the services due the city and the taxpayers.

During the year, the Classification Plan, Chapter 761, of the City Ordinances was amended by the City Council along with amendments to the Compensation Ordinance, Chapter 762 and 763. The following is a list of the changes that were approved:

NEW CLASSIFICATIONS ADDED:

CHAPTER

Chairman, Bd. of Review (Min. Housing Stds.)	762
Member, Bd. of Review (Min. Housing Stds.)	762
Checker, Swimming Pools	762
Case Work Supervisor	763
Chief Housing Inspector	763
Chief of Renewal Services	763
Director of Div. of Min. Housing Standards	763
Highway Yard Foreman	763
Housing Inspector I	763
Housing Inspector II	763
Institution Ward Porter	763
Real Estate Officer	763
Supervisor of Refuse Collection	763

CLASSIFICATIONS DELETED:

Cashier (Swimming Pools)	762
Ticket Taker (Swimming Pools)	762
Deputy Director (Redevelopment Agency)	763

SALARY ADJUSTMENTS

<u>CHAPT.</u>		<u>FROM</u>	<u>TO</u>
762	Mayor's Administrative Assist.	\$7,891 yr.	\$8,060 yr.
762	Chairman-Board of Review (Min Hous'g Standards)	---	1,200 yr.

SALARY ADJUSTMENTS (Cont'd)

<u>CHAPT.</u>		<u>FROM</u>	<u>TO</u>
762	Member-Board of Review (Min. Housing Standards)	---	1,000 yr.
762	Checker - Swimming Pools	---	32.25 wk
762	Cashier - Swimming Pools	45.00 wk	DELETED
762	Ticket Taker- Swimming Pools	32.25 wk	DELETED
762	Asst. to Exec. Dir. Redev. Ag.	5,512-6,032 yr.	6,500 yr.
763	Dep. Director Redev. Agency	6,760 yr	DELETED
763	Chief Housing Inspector	---	6,214 yr.
763	Chief of Renewal Services	----	6,500 yr
763	Clinical Director General	9,607M yr	10,608M yr
763	Clinical Director Psychiatric	9,607M yr	10,608M yr
763	Cook I	2,132 yr	2,288 yr
763	Director of Min. Housing Stand.	----	8,060 yr
763	Highway Yard Foreman	----	3,640 yr
763	Housemother	1,872 yr	2,106 yr
763	Housing Inspector I	----	4,004 yr
763	Housing Inspector II	----	4,420 yr
763	Institution Attendant	1,872-2,080 yr	2,106-2,340 yr
763	Inst. Utility Worker I	1,716-1,872 yr	1,872-2,106 yr
763	Inst. Utility Worker II	2,080 yr	2,340-2,574 yr
763	Inst. Ward Porter	1,872-2,028 yr	2,106-2,340 yr
763	Laundry Worker I	1,716-1,872 yr	1,872-2,106 yr
763	Physical Therapist	2,509M yr	3,480M-4,308M yr
763	Real Estate Officer	----	6,500 yr
763	Supervisor of Refuse Coll.	----	3,588 yr
763	Fractical Nurse	1.00-1.15 hr	1.13-1.25 hr
763	Nurses Aide	1,612-1,872 yr	1,872-2,028 yr
763	Director of Nursing Services and School of Nursing	5,005 yr	5,161 yr
763	Asst. Director of Nursing Services	4,563 yr	4,719 yr
763	Instructor of Nurses	4,004-4,316 yr	4,160-4,472 yr
763	Supervisor of Nurses	3,640-3,952 yr	3,796-4,108 yr
763	Asst. Supervisor of Nurses	3,484-3,796 yr	3,640-3,952 yr
763	Asst. Instructor of Nurses	3,744-4,056 yr	3,900-4,212 yr
763	Clinical Instructor of Nurses	3,588-3,900 yr	3,744-4,056 yr
763	Head Nurse-Wards	3,380-3,692 yr	3,536-3,848 yr
763	Asst. Head Nurse-Wards	3,276-3,588 yr	3,432-3,744 yr
763	Head Nurse-Operating Room	3,380-3,692 yr	3,536-3,848 yr
763	Head Nurse-Outpatient Dept.	3,380-3,692 yr	3,536-3,848 yr
763	Staff Nurse	3,120-3,432 yr	3,276-3,588 yr

SICK LEAVE

The Personnel Director directs the sick leave program throughout all city departments excepting the Police and Fire Departments. Copies of the Sick Leave Ordinance are distributed to all new employees so that they might review the benefits due them. All notices of absenteeism are sent to this office where a record is kept of sick leave due each employee. The cost of this program for the year ending September 30, 1956 was \$236,926.00.

HOSPITALIZATION

The City of Providence has a contract with the Rhode Island Hospital, under which reasonable medical care and treatment is assured every employee of the City of Providence. Authorization for such treatment is issued by the Personnel Director with approval of the Mayor. During the past fiscal year 527 authorizations were issued at a total cost of \$25,744.00.

EMPLOYEE TURNOVER

Labor turnover in most city departments is generally decreasing. Part of the reason can be attributed to the labor market trend during the past months in this area and to the more equitable salaries made available by the administration.

During the past fiscal year a total of 1,054 employees were hired through this office. The terminations during the same period totaled 1,149. These terminations were for various reasons ranging from retirement to resignations.

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

PERSONNEL TURNOVER

Fiscal Year

Oct. 1, 1955 - Sept. 30, 1956

<u>DATE</u>	<u>ADDITIONS</u>	<u>TERMINATIONS</u>	<u>NUMBER WORKING</u>
10/1/55			3,342
10/31/55	128	85	3,385
11/30/55	81	69	3,397
12/31/55	46	62	3,381
1/31/56	56	62	3,375
2/28/56	30	39	3,360
3/31/56	74	44	3,396
4/30/56	121	105	3,412
5/30/56	54	95	3,371
6/30/56	180	187	3,364
7/31/56	144	106	3,402
8/31/56	57	90	3,369
9/30/56	83	205	3,247

Number of Employees working Sept 30, 1956

3,247

Number of Employees working Oct 1, 1955

3,342

Net Decrease:

95

Number of Employees Hired

1,054

Number of Employees Terminated

1,149

Net Decrease:

95

DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed Oct 1, 1955</u>	<u>Ordinance Changes during Year</u>		<u>Employed Sept 30, 1956</u>
		<u>Add</u>	<u>Delete</u>	
City Clerk	10			9
Board of Canvassers	unlimited			40
Probate Court	9			7
Police Court	12			12
Mayor's Office	unlimited			6
Law Department	8			8
Recorder of Deeds	17			17
City Sergeant	40			36
Finance Director	6			6
City Controller	22			22
Tabulating Division	8			7
Employees' Retirement	4	1		3
City Collector	37			31
Water Board Collections	7			7
City Assessor	unlimited			28
Purchasing Division	19			18
Municipal Garage	22	1		22
City Treasurer	7			7
Board of Tax Assessment Review	4			4
Comm. of Public Safety	15			14
*Police Department	646	1	1	623
*Fire Department	510	1	1	486
Inspector of Buildings	16	1	1	14
Sanitary Engineer	6			6
Supt of Weights & Measures	5			5
Traffic Engineer	42			37
Public Works Admin.	4			4
Business Management	13			10
Engineering Office	33			31
Sanitation Admin.	2			2
Street Cleaning	unlimited			91
Sewage Pumping	14			13

* Amounts shown do not include trainees.

DEPARTMENTAL EMPLOYEE STATUS (cont'd)

<u>Department</u>	<u>Allowed Oct 1, 1955</u>	<u>Ordinance Changes During Year</u>		<u>Employed Sept 30, 1956</u>
		<u>Add</u>	<u>Delete</u>	
Sewage Disposal	29	1	1	28
Garbage Coll & Disposal	122			128
Refuse Coll & Disposal	28	1	1	27
Sanitation Revolving Fund	11			10
Construction & Maint Admin	1			1
Highway	unlimited			245
Bridge Maintenance	16			14
Sidewalks and Curbing	5			5
Forestry	22			21
Sewer Constr & Maint	unlimited			95
Public Buildings	20	1		18
Sewer C & M Revolving Fund	9			6
Constr & Maint Revolving Fund	39			31
Public Service Admin	3			3
Electrical Inspector	5			5
Street Lighting	1			1
Air Pollution & Smoke Abatement	7			7
Municipal Docks	11			8
Draw Bridge	20			20
Harbor Master	2			2
Health Administration	3			3
Vital Statistics	8			8
Communicable Disease	21			22
Child Hygiene	12			10
Home Care	1			0
Food & Milk Inspection	19			18
Environment Control	25			21
Bath Houses & Comfort Sta.	49			46
Charles V. Chapin Hospital	unlimited	18	16	288
Welfare Administration	13			10
G. P. A. Administration	93	2	2	69
Dexter Asylum	36			29

DEPARTMENTAL EMPLOYEE STATUS (cont'd)

<u>Department</u>	<u>Allowed</u> <u>Oct 1, 1955</u>	<u>Ordinance Changes</u> <u>During Year</u>	<u>Employed</u> <u>Sept 30, 1956</u>
		<u>Add</u> <u>Delete</u>	
Parks Administration	4		4
Parks General & Roger Williams Park	unlimited		99
Municipal Golf Course	unlimited		14
Park Museum	7		5
*Recreation Department	356		44
Zoning Board of Review	9		9
Building Ordinance Board of Review	1		1
City Plan Commission	10	2	12
Prov. Redevelopment Agency	21		20
Bureau of Licenses	8		8
Prov. Civilian Defense	unlimited		3
North Burial Ground	unlimited		22
**Water Supply Board	unlimited		184

* Does not include part time employees.

** Summary of all divisions.

INTERVIEWS AND APPLICATIONS

Approximately 1,300 applications for positions have been received and the applicants interviewed personally by the Personnel Director during the past year. It is from these applications, which are carefully screened according to qualifications, that each prospective employee is considered for employment.

VACATIONS

In addition to the supervision of other benefits to which each employee is entitled, vacation leave requests are processed daily through this office. The ever constant control over these vacations is an all important duty within the Personnel Director's schedule. The cost of vacations paid to city employees during the past fiscal year amounted to \$242,802.00.

INJURED EMPLOYEES

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

RETIREMENT

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 this 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.

* * * * *