

THIRD
ANNUAL REPORT
OF THE
PERSONNEL DIRECTOR
OF THE
CITY OF PROVIDENCE
RHODE ISLAND

For the Fiscal Year Ended

September 30, 1954



January 7, 1955

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 1953-1954.

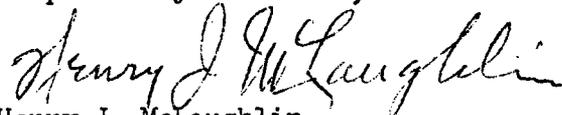
This Third Report of the department sets forth the various activities of the department during the year ended September 30, 1954.

As this is the third 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 standards 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.

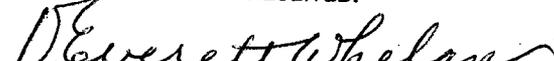
Respectfully submitted,


Henry J. McLaughlin
Personnel Director

IN CITY COUNCIL

.....JAN 20 1955.....
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 3,300 employees, which represented a salary expenditure in 1953-1954, of more than \$9,770,000.00, 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, Chapters 762 and 763. The following is a list of the changes that were approved:

NEW CLASSIFICATIONS ADDED

- Assessment Aide I
- Assessment Aide II
- Asst. Tabulating Equipment Supervisor
- Asst. Director of Nursing Service
- Attorney (Redevelopment Agency)
- Attorney (City Collector)
- Administrative Asst. to Commissioner of Public Safety
- Asst. Head Nurse, Wards
- Asst. Supervisor of Nurses
- Asst. Instructor of Nurses
- Clinical Instructor of Nurses
- Director of Nursing Service & School of Nursing
- Equipment Operator I (Refuse Collection)
- Head Nurse, Wards
- Head Nurse, Tuberculosis Ward
- Head Nurse, Out-Patient Department
- Head Nurse, Operating Room
- Instructor of Nurses
- Laborer (Refuse Collection)
- Nurses Aide
- Park Foreman General
- Police Commander
- Practical Nurse
- Staff Nurse
- Supervisor of Nurses
- Ward Secretary

CLASSIFICATIONS CHANGED

<u>FROM</u> (Deleted)	<u>TO</u> (New)
Assessment Aide	Assessment Aide I and II
Chief Inspector (Police)	Police Commander
Nursing Instructor	Instructor of Nurses
Superintendent of Nurses	Director of Nursing Service & School of Nursing
Secretary, Commissioner of Public Safety	Administrative Ass't, Commissioner of Public Safety
Institution Nurse V	Ass't Director of Nursing Service
* Institution Nurse I	Staff Nurse
** Institution Nurse II	Asst. Head Nurse Wards
* Institution Nurse III	Head Nurse Wards
* Institution Nurse IV	Head Nurse Tuberculosis Ward
	Head Nurse Out-Patient Department
	Supervisor of Nurses
	Clinical Instructor of Nurses
	Head Nurse Operating Room
	Asst. Supervisor of Nurses
	Asst. Instructor of Nurses

* All nurses holding these positions were re-classified according to the actual work performed and a more descriptive title assigned.

** This change effects C. V. Chapin Hospital ONLY.

SALARY ADJUSTMENTS

Amendments
(to Chapter 762)

Additions

Attorney (Prov. Redevelopment Agency)	\$5,252. yr.
Attorney (City Collector's Division)	3,588. yr.
Traffic Engineer	8,528. yr.

SALARY ADJUSTMENTS

Amendments
(to Chapter 763)

	<u>WAS</u>	<u>NOW</u>
Accountant II	\$4,355-4,745	\$4,355-4,953
Assessment Aide I	--	3,952
Assessment Aide II	--	5,018
Ass't Fire Alarm Superintendent	4,264	4,511
Ass't Tabulating Equip. Operator	--	4,251
Building Custodian III	3,250	3,380
Claim Investigator	3,588	3,900
Cook I	2,457	2,600
Cook II	3,510 M	3,900 M
Equipment Operator I (Refuse Coll)	--	10.64 day
Equipment Operator I (Incinerator)	11.16 day	11.66 day
Fire Equipment Supt. I	4,875	4,680
Fire Equipment Supt. II	4,680	4,875
Highway Office Manager	4,368	4,680
Inspector of Sidewalks	3,588	3,900
Laborer (Garbage Coll)	10.26 day	10.76 day
Laborer (Refuse Coll)	--	10.40 day
Meter Reader II	2,990-3,172	2,990-3,380
Park Foreman General	--	3,744
Personnel Technician	4,355-4,745	4,355-4,953
Police Commander	--	5,291
Police Surgeon, Deputy	2,750	3,315
Police Surgeon, First	3,850	4,628
Second Deputy City Sealer	2,418	2,548
Switchboard Operator	2,132	9.20 day
Traffic Signal Maintenance Man I	3,328	3,484
Tree Trimmer	1.40 hr	1.50 hr

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, 1954 was \$203,994.40.

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 557 authorizations were issued at a total cost of \$27,021.74.

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 846 employees were hired through this office. The terminations during the same period totaled 803. 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, 1953-Sept. 30, 1954

<u>DATE</u>	<u>ADDITIONS</u>	<u>TERMINATIONS</u>	<u>NUMBER WORKING</u>
10/1/53			3,195
10/31/53	134	65	3,264
11/30/53	42	61	3,245
12/31/53	36	47	3,234
1/31/54	39	32	3,241
2/28/54	93	41	3,293
3/31/54	36	38	3,291
4/30/54	93	86	3,298
5/30/54	61	62	3,297
6/30/54	138	41	3,394
7/31/54	66	55	3,405
8/31/54	51	175	3,281
9/30/54	57	100	3,238

Number of Employees working Sept. 30, 1954	3,238
Number of Employees working Oct. 1, 1953	3,195

Net Increase: 43

Number of Employees Hired	846
Number of Employees Terminated	803

Net Increase: 43

DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed Oct 1, 1953</u>	<u>Ordinance Changes During Year</u>		<u>Employed Sept 30, 1954</u>
		<u>Add</u>	<u>Delete</u>	
City Clerk	11			10
Board of Canvassers	unl.			22
Probate Court	9			8
Police Court	10	2		12
Mayor's Office	unl.			7
Law Department	8			7
Recorder of Deeds	17	2	2	17
City Sergeant	32			30
Finance Director	6			6
City Controller	22			21
Tabulating Division	7	1	1	6
Employee's Retirement	4			4
City Collector	36			28
Water Board Collections	7			7
City Assessor	unl.	8	5	23
Purchasing Division	19	1	1	18
Municipal Garage	23	1	1	21
City Treasurer	7			7
Board of Tax Assessment Review	4			3
Comm. of Public Safety	16	2	3	15
* Police Department	566	13	3	523
* Fire Department	480	1	1	462
Inspector of Buildings	15			15
Sanitary Engineer	6			5
Supt. of Weights & Measures	5			5
Traffic Engineer	39	1		33
Public Works Administration	4			4
Business Management	13	4	4	11
Engineering Office	33			30
Sanitation Administration	2			2
Street Cleaning	unl.			86
Sewage Pumping	15			14
Sewage Disposal	29			28
Garbage Coll & Disposal	122	1	1	126
Refuse Coll & Disposal	28	16	16	27
Sanitation Revolving Fund	11			11
Construction & Maint. Admin.	2			1
Highway	unl.	2	1	251
Bridge Maintenance	16			15
Sidewalks & Curbing	5			4
Forestry	22			20
Sewer Constr. & Maint.	unl.	1	1	95
Public Buildings	20			19
Sewer C. & M. Revolving Fund	9			8
Constr. & Maint. Revolving Fund	46			34

* Amounts shown do not include trainees.

DEPARTMENTAL EMPLOYEE STATUS (Continued)

<u>Department</u>	<u>Allowed</u> <u>Oct 1, 1953</u>	<u>Ordinance Changes</u> <u>During Year</u>		<u>Employed</u> <u>Sept 30, 1954</u>
		<u>Add</u>	<u>Delete</u>	
Public Service Administration	3			3
Electrical Inspector	5			5
Street Lighting	1			1
Air Pollution & Smoke Abatement	7			7
Municipal Docks	11			11
Draw Bridge	20			19
Harbor Master	2			1
Health Administration	3			3
Vital Statistics	8			7
Communicable Disease	21	1	1	19
Child Hygiene	12			10
Home Care	2			1
Food & Milk Inspector	19			19
Environment Control	21			20
Bath Houses & Comfort Stations	49			46
Charles V. Chapin Hospital	251	71	26	261
Welfare Administration	14			11
G. P. A. Administration	93	1	1	76
Dexter Asylum	38	2	2	29
Parks Administration	4			4
Parks General & R. W. Park	unl.	2	1	104
Municipal Golf Course	unl.			21
Park Museum	6			4
Recreation Department	351	2	2	120
Zoning Board of Review	9			8
Building Ordinance Board of Review	1			1
City Plan Commission	10			10
Providence Redevelopment Agency	8			9
Bureau of Licenses	6	3	1	8
Providence Civilian Defense	unl.			3
North Burial Ground	unl.			30
** Water Supply Board	unl.			191

** Summary of all divisions

INTERVIEWS AND APPLICATIONS

Over 1,500 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.

MAYOR'S GREETINGS
(to new employees of the City)

It was during the early part of 1954 that Mayor Reynolds adopted the plan of distributing an envelope carrying a message of welcome to each new employee and enclosing therein much information about benefits extended to city personnel. The distribution of this informative envelope is made through the Personnel Department and is sent to each new employee.

The contents include a copy of the Sick Leave Ordinance, Pension Plan Booklet, Employees Suggestion Blank, and memoranda on standard hours of employment, vacation rules, and general information regarding benefits each employee has under the contract (City) with the Rhode Island Hospital.

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 \$210,684.76.

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. During the past year ended September 30, 1954 a total of 41 injured employees were investigated and a report on each submitted to the Board.

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.

A total of 25 such applications were investigated during the past year.

HURRICANE EMERGENCY

Immediately after the Hurricane disaster of August 31st, the Personnel Director established a standby policy cooperating with the Director of Public Works, and assisting him in obtaining extra personnel for emergency cleanup and related work. The added burden of handling complaints from our citizens along with constant checking of cleanup progress throughout the city, at times, called for an all night vigil. During the emergency it was necessary to hire 319 employees for this work. In most cases the length of employment of each person lasted but a few weeks.