ANNUAL REPORT OF THE PERSONNEL DIRECTOR

CITY OF PROVIDENCE
1963 -- 1964

CITY OF PROVIDENCE - RHODE ISLAND - Walter H. Reynolds, Mayor

DEPARTMENT OF FINANCE

Edward F. Moran
Personnel Director

CITY HALL

January 4, 1965

To the Honorable Joseph A. Doorley, Jr., 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 1963-1964.

This department, now in its thirteenth 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 21 1965
READ:
WHEREUPON IT IS ORDERED THAT THE SAME BE RECEIVED.
Vincent Vespia
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 3100 employees who received $14,187,739.58 in pay and benefits during the fiscal year 1963-1964.

During the 1963-1964 fiscal year a number of new procedures were adopted by this office in order to make more efficient our operations. These new procedures increase departmental control over hiring, department record keeping and employee performance and sickness records. Changes have been made in reporting sickenesses and accidents and with the increased use of the city doctor employees get faster treatment insuring a better work record.

During this year all city employees were issued official city identification cards. This job involved the processing of over two thousand employees, taking pictures of all of them and producing the cards. The cards are made of an uncrackable plastic laminate and bear the city seal on one side with the employee's physical description on the other. The program continues with each new employee being issued a card on entering city service.

New files have been installed in the personnel office and all records pertaining to the personnel history of each employees are being consolidated in one individual jacket. This and other programs now under study 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 1963-1964 1631 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, $84,681.93 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	$ 12,843,017.91
002	Salaries, Temporary	271,943.37
005	Payments to Dependents	4,390.84
008	Sick Leave	396,414.65
009	Vacations	552,944.65
025	Payments to Injured	119,082.16
	TOTAL:	$ 14,187,793.58

EMPLOYEE TURNOVER

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

Oct. 1, 1963 - Sept. 30, 1964

DATE	ADDITIONS	TERMINATIONS	NUMBER WORKING
10/1/63			3,195
10/31/63	89	58	3,226
11/30/63	50	59	3,217
12/31/63	40	64	3,193
1/31/64	59	21	3,231
2/28/64	31	47	3,215
3/31/64	58	20	3,253
4/30/64	46	30	3,269
5/30/64	68	117	3,220
6/30/64	255	51	3,424
7/31/64	47	78	3,393
8/31/64	40	58	3,375
9/30/64	37	261	3,151

Number of employees working Oct. 1, 1963 -	3,195
Number of employees working Sept. 30, 1964-	3,151
Net Decrease:	-44
Number of employees hired - - - - - - - - -	820
Number of employees terminated - - - - - -	864
Net Decrease:	-44

DEPARTMENTAL EMPLOYEE STATUS

Department	Allowed Oct. 1, 1963	Ordinance Changes During Year Add	Ordinance Changes During Year Delete	Employed Sept. 30, 1964
City Clerk	9			9
Board of Canvassers	Unlimited			31
Probate Court	10			9
Police Court	13			13
Mayor's Office	Unlimited			8
Law Department	9			8
Recorder of Deeds	14			14
City Sergeant	42			39
Finance Director	7	1	1	7
City Controller	22	1	1	21
Employees Retirement	5			4
Data Processing Div.	9	1	1	9
City Collector	29			22
Water Bd. Collections	7			7
City Assessor	Unlimited			29
Purchasing Division	17			17
Municipal Garage	22			22
City Treasurer	6			6
Board of Tax Assm't Review	5			5
Comm. of Public Safety	15			14
Police Dept.	675	2		637
Fire Dept.	546			529
Supt of Weights and Measures	5			5
Bldg Inspection Admin	14			14
Structures & Zoning	14			14
Plumbing, Drainage and Gas Piping	8			8
Electrical Inspection	8			8
Air Poll, Mech Equipt, and Installations	9			8
Traffic Engineer	43			37
Public Wks Admin.	4			3
Business Management	9			9
Engineering Office	34			28
Sanitation Admin.	3			3
Street Cleaning	Unlimited			59

DEPARTMENTAL EMPLOYEE STATUS

Department	Allowed Oct. 1, 1963	Ordinance Changes During Year Add	Ordinance Changes During Year Delete	Employed Sept. 30, 1964
Sewage Pumping	14			13
Sewage Disposal	59			49
Garbage Coll & Disp	115			119
Refuse Coll & Disp	23			21
Sanitation Revolving Fund	10		7	2
Construction & Maint. Administration	1			1
Highway	Unlimited			162
Bridge Maintenance	14		3	11
Sidewalks & Curbings	5			5
Forestry	21			18
Sewer Constr & Maint	Unlimited			63
Public Buildings	19			25
Sewer C & M Revolving Fund	9		7	2
Constr & Maint ' Revolving Fund	35		24	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	20			19
Health Administration	5			3
Vital Statistics	7			7
Communicable Diseases	22			17
Child Hygiene	11			8
Food & Milk Inspection	17			17
Environment Control	24			18
Bath Houses & Comfort Stations	Unlimited			22
C.V.Chapin Hospital	Unlimited			274
Welfare Admin.	11			8
GPA Administration	117			88

DEPARTMENTAL EMPLOYEE STATUS

Department	Allowed Oct. 1, 1963	Ordinance Changes During Year Add	Ordinance Changes During Year Delete	Employed Sept. 30, 1964
Parks Admin.	6			6
Parks General & Roger Wms Park	Unlimited			99
Municipal Golf Course	Unlimited			20
Park Museum	6			4
Recreation Dept.	439			63
Zoning Bd. of Review	10			10
Bldg Bd. of Review	6			6
City Plan Commission	22			20
Prov. Redev. Agency	58			47
Bureau of Licenses	9			9
Minimum Housing Standards Division	20			20
Prov. Civilian Def.	9			6
Prov. Human Rel. Comm.	3			3
Water Supply Board	**Unlimited			178

** Summary of all divisions

REPORT OF THE CITY MESSENGER

For the month of

OCTOBER - 1964

To the Honorable the City Council of the City of Providence:

Complying with the provisions of the City Ordinances the undersigned reports to your honorable body the following statement of "the expenditures and liabilities incurred in the care and superintendence of the City Hall and adjacent sidewalks," for the months of

For lighting City Hall, $	923 89
" power,	272 31
" fuel,	
" pay-roll of clerks, engineer, fireman, janitors, elevator men, watchman, etc.,	9,064 97
" supplies,	407 72
" salary of City Sergeant and Deputy,	1,232 27
" new furniture,	
" furnishings and repairs,	
" telephone service, excess calls	2,741 55
Rental - 112 Union Street	1,000 00
Rental - Fountain St. Bldgs.	29 00
Odorite Company	140 00
Providence Window Cleaning Co.	67 00
Municipal Garage	242 37
R. O. Bellavance	215 00
	16,336.08

IN CITY COUNCIL
JAN 21 1965
READ:
WHEREUPON IT IS ORDERED THAT THE SAME BE RECEIVED.
Vincent Ucchia
CLERK

Respectfully submitted,

William Keavenny
City Sergeant
Acting as City Messenger.

REPORT OF THE CITY MESSENGER

For the month of

N O V E M B E R 1964

To the Honorable the City Council of the City of Providence:

Complying with the provisions of the City Ordinances the undersigned reports to your honorable body the following statement of "the expenditures and liabilities incurred in the care and superintendence of the City Hall and adjacent sidewalks," for the months of

For lighting City Hall, $	984 58
" power,	285 20
" fuel,	39 18
" pay-roll of clerks, engineer, fireman, janitors, elevator men, watchman, etc.,	11,846 08
" supplies,	119 30
" salary of City Sergeant and Deputy,	1,551 00
" new furniture,	
" furnishings and repairs,	
" telephone service, excess calls	2,896 04
Rental - 112 Union Street	1,000 00
Rental Fountain St. Bldgs.	29 00
Providence Window Cleaning	205 50
R.O.Bellavance	75 00
	19,030 88

IN CITY COUNCIL
JAN 21 1965
READ:
WHEREUPON IT IS ORDERED THAT THE SAME BE RECEIVED.
Vincent Vespia
CLERK

Respectfully submitted,

William Keavenny
City Sergeant
Acting as City Messenger.

REPORT OF THE CITY MESSENGER

For the month of

DECEMBER - 1964

To the Honorable the City Council of the City of Providence:

Complying with the provisions of the City Ordinances the undersigned reports to your honorable body the following statement of "the expenditures and liabilities incurred in the care and superintendence of the City Hall and adjacent sidewalks," for the months of

For lighting City Hall,	$	939 46
" power,		288 09
" fuel,		832 31
" pay-roll of clerks, engineer, fireman, janitors, elevator men, watchman, etc.,		9,599 30
" supplies,		496 15
" salary of City Sergeant and Deputy,		1,240 80
" new furniture,		
" furnishings and repairs,		14 00
" telephone service, excess calls		2,749 70
Rental - 112 Union Street		1,000 00
Rental - Fountain St. Bldgs.		29 00
Odorite Company		43 00
Water Supply Board		158 32
Municipal Garage		138 84
R. O. Bellavance		20 00
	$	17,548 97

IN CITY COUNCIL
JAN 21 1965
READ:
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
Vincent Vespia
CLERK

Respectfully submitted,

William Kearney

City Sergeant
Acting as City Messenger.

FILED

JAN 15 1 42 PM '65

DEPT. OF CITY CLERK
PROVIDENCE, R.I.

CITY OF PROVIDENCE
RHODE ISLAND

LAW DEPARTMENT

WILLIAM E. McCABE
CITY SOLICITOR
HARRY GOLDSTEIN
VINCENT A. RAGOSTA
DAVID J. KEHOE
VINCENT J. PICCIRILLI
ASSISTANTS
GUERRINO A. BROSCO
CLAIMS ADJUSTER

January 20, 1965.

The Honorable the Members of the
City Council,
City Hall,
Providence, R.I.

Gentlemen:

I have the honor to inform you of my appointment of the following Assistant City Solicitors:

VINCENT A. RAGOSTA, First Assistant,
DAVID J. KEHOE, Second Assistant,
EDWARD F. MALLOY, Third Assistant,
VINCENT J. PICCIRILLI, Fourth Assistant,
RONALD H. GLANTZ, Fifth Assistant.

Very truly yours,

William E. McCabe

CITY SOLICITOR

WEM:RAF

IN CITY COUNCIL
JAN 21 1965
READ:
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
Vincent Ucspia
CLERK

FILED

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DEPT. OF CITY CLERK.
PROVIDENCE, R.I.

State of Rhode Island and Providence Plantations

THE CITY OF PROVIDENCE

I, VINCENT A. RAGOSTA *do solemnly swear that I will support the Constitution of the United States and of the State of Rhode Island and that I will faithfully discharge the duties of the office of*

First Assistant City Solicitor

to the best of my ability.

Vincent A. Ragosta

I, William E. McCabe, City Solicitor

do hereby certify that on the 20th *day of* January, *A. D. 19* 65, *I did administer unto* VINCENT A. RAGOSTA

duly appointed to the office of

First Assistant City Solicitor

the above subscribed oath.

William E. McCabe

State of Rhode Island and Providence Plantations

THE CITY OF PROVIDENCE

I, DAVID J. KEHOE *do solemnly swear that I will support the Constitution of the United States and of the State of Rhode Island and that I will faithfully discharge the duties of the office of*

Second Assistant City Solicitor

to the best of my ability.

David J. Kehoe

I, William E. McCabe, City Solicitor

do hereby certify that on the 20th *day of* January, *A. D. 19* 65, *I did administer unto* DAVID J. KEHOE

duly appointed to the office of

Second Assistant City Solicitor

the above subscribed oath.

William E. McCabe

State of Rhode Island and Providence Plantations

THE CITY OF PROVIDENCE

I, EDWARD F. MALLOY *do solemnly swear that I will support the Constitution of the United States and of the State of Rhode Island and that I will faithfully discharge the duties of the office of*

Third Assistant City Solicitor

to the best of my ability.

Edward F. Malloy

I, WILLIAM E. McCABE, CITY SOLICITOR,

do hereby certify that on the 20th *day of* JANUARY, *A. D.* 1965,

I did administer unto EDWARD F. MALLOY

duly appointed to the office of

Third Assistant City Solicitor

the above subscribed oath.

William E. McCabe

State of Rhode Island and Providence Plantations

THE CITY OF PROVIDENCE

I, RONALD H. GLANTZ, *do solemnly swear that I will support the Constitution of the United States and of the State of Rhode Island and that I will faithfully discharge the duties of the office of*

Fifth Assistant City Solicitor

to the best of my ability.

Ronald H. Glantz

I, WILLIAM E. McCABE, CITY SOLICITOR,

do hereby certify that on the 20th *day of* JANUARY, *A.D. 19* 65, *I did administer unto* RONALD H. GLANTZ

duly appointed to the office of

Fifth Assistant City Solicitor

the above subscribed oath.

William E. McCabe

PURCHASING AGENT
EVERETT A. TRAVISONO

DEPUTY
MARGARET C. HUNT

MAYOR
JOSEPH A. DOORLEY, JR.

CENTRAL PURCHASING DEPARTMENT
CITY HALL, PROVIDENCE, RHODE ISLAND 02903

January 20, 1965

The Honorable the City Council
of the City of Providence,
City Hall,
Providence, Rhode Island.

Gentlemen:

In accordance with the provisions of Section 37 of Chapter 832 of the Public Laws of 1940, I have this day appointed Margaret C. Hunt, as Deputy City Purchasing Agent.

Respectfully submitted,

Everett A. Travisono

Everett A. Travisono,
City Purchasing Agent.

IN CITY COUNCIL
JAN 21 1965
READ:
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
Vincent Vespia
CLERK

State of Rhode Island and Providence Plantations

THE CITY OF PROVIDENCE

I, MARGARET C. HUNT *, do solemnly swear that I will support the Constitution of the United States and of the State of Rhode Island and that I will faithfully discharge the duties of the office of*

Deputy City Purchasing Agent

to the best of my ability.

Margaret C. Hunt

I, Vincent Vespia *,* City Clerk

do hereby certify that on the 17th *day of* February *A. D. 19* 65 *,*

I did administer unto Margaret C. Hunt

duly appointed to the office of

Deputy City Purchasing Agent

the above subscribed oath.

Vincent Vespia

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CITY OF PROVIDENCE
RHODE ISLAND

LAW DEPARTMENT

WILLIAM E. McCABE
CITY SOLICITOR
HARRY GOLDSTEIN
VINCENT A. RAGOSTA
DAVID J. KEHOE
VINCENT J. PICCIRILLI
ASSISTANTS
GUERRINO A. BROSCO
CLAIMS ADJUSTER

JANUARY 20, 1965.

To the Honorable Members of
the City Council,
City Hall,
Providence, R.I.

Gentlemen:

I herewith submit to you the official bonds of

PHILIP J. PITASSI, CITY COLLECTOR
DAVID R. McGOVERN, CITY TREASURER,

which have been duly approved by me.

Very truly yours,

William E. McCabe
CITY SOLICITOR

WEM:RAF

IN CITY COUNCIL
JAN 21 1965
READ:
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
Vincent Vespia
CLERK

Subject Bonds filed with City Controller
January 25, 1965

Jack Wilkes
Jack Wilkes

FILED

JAN 21 9 21 AM '65

DEPT. OF CITY CLERK
PROVIDENCE, R.I.