

In addition to the men's and women's division, you will also note that specialized divisions are set up in our larger offices. We have a special placements and testing division where a special service is given to handicapped persons and to youth and other new entrants to the labour market. An executive and professional division is a special service given to what we term executive and professional applicants, which includes the placement of university graduates and for summer work, undergraduates. At many of the universities, officers from this division actually work on the campus and, in this way, keep in close touch with the graduates and undergraduates.

The clearance division of the local office offers a most important facility. If a local office does not have applicants registered or suitable for an employer's vacancies, the employer's order may be cleared or sent to other offices. The order can be sent first to adjacent offices then to offices in the same region and, finally, if necessary, across the entire country. At the end of June, 1958, there were 3,100 employers' vacancies in clearance. This clearance system also works to the advantage of the applicant, particularly in the skilled group. If a highly-skilled applicant is unable to be placed in the local area, his application may be cleared to other offices either within his own region or outside of it.

The employment public relations division is staffed with officers who are mainly responsible for the public relations work in the local office area. These officers maintain contact with employer and employee organizations and generally with the larger employers in the area.

While this is the form of organization in our larger offices, all these functions are carried out in all offices of the commission. We do not, of course, have the degree of specialization in the smaller offices as the volume of work would not warrant a staff large enough to have specialists in each of these fields. However, where the need arises, officers are trained and the applicant in the small office can and does receive a service as adequate as the service provided to those residing in a larger area.

If you will now refer to page 3, you will see the formal organization of the regional office and you will note that the employment branch is divided into four divisions.

It is the function of the regional employment branch to assist the local offices in carrying out the employment work. The general placements division is staffed by industrial specialists. These officers have an intimate knowledge of the problems of supply and demand in industry and by closely watching the employment situation in each office area, they are able to maintain a control and assist the local office in meeting its problems. They are also able to direct clearance orders arising in local offices, to areas where the labour may be available.

The special services division is staffed by officers who specialize in the field of special placements and executive and professional.

The regional co-ordinator of women's employment advises on problems arising in connection with the field of work for women while the assistant to the regional employment officer compiles labour market information and provides the local offices with assistance in connection with statistical analyses and local office procedures.

At head office, as you will note from the chart on page 2, the breakdown of the branch is very similar to that of the regional office and a similar function is performed by its officials on a national basis. There is, of course, the responsibility on the head office employment branch to advise the commission on policies affecting the operation of the National Employment Service. The branch must also plan and develop the procedures and practices necessary for carrying out the act and regulations.