

1. NAME OF SYSTEM

Personnel Management Information System (PMIS)

2. PURPOSE OF THE SYSTEM

To provide the Personnel Branch with accurate information & statistics related position information, responsibility centre and employee attributes within the department.

3. DESCRIPTION OF THE SYSTEM

The system is "data base system" using the Codasyl DBMS for the DEC 20 Computer at the Department of External Affairs. All information on the system can be retrieved on terminal using either QQL or IQL, two information retrieval languages, which have been developed to aid this process. Information can be retrieved in hard copy or on a terminal. Because of the security classification of some of the information resident on the computer all terminals have to be hard wired to the DEC 20.

A typical personnel record on the system contains information about where an employee is employed (responsibility centre), classification of the position, and employee attributes like tombstone data, work history, qualifications, allowances paid etc.

The first phase of the system became operational in 1979 and now includes employees who joined the department since integration in January 1982.

4. SCOPE OF THE SYSTEM

The system includes information on all Canada based employees in the Department of External Affairs.

5. KEY USERS AFFECTED

Personnel Branch; Corporate Planning.

6. OPERATED BY

The data base resides on the DEC 20 Computer in the department and is under the total control of ADA.

7. FREQUENCY

The data base is updated continuously. The rule is that all input received by ADA is reflected on the data base within 24 hours of receipt.