

Staff Relations and Compensation

The Staff Relations and Compensation Division deals with all aspects of pay and allowance determination and administration under statutory provisions, Treasury Board regulations or collective agreements. Its responsibilities include the provision of conditions of service that will permit Canadians to serve abroad in a wide variety of circumstances and environments, and will ensure good morale and the effective performance of duties. It works closely with the responsible officers of the Treasury Board to provide the means for personnel posted abroad to acquire suitable housing and to educate their children according to Canadian standards. The Division has a Staff Relations Section, which provides liaison with the Treasury Board as the employer for the Public Service and with employee organizations. It advises departmental management on all aspects of staff relations and monitors grievance procedures. The Division is also responsible for all matters concerning some 800 locally-engaged employees at Canadian missions abroad.

Personnel Planning and Development

The Personnel Planning and Development Division, when it becomes fully operational, will be responsible for manpower planning and for the Training and Development Section, which was established three years ago. A senior professional Personnel Administrator has been recruited from outside the Department to head the Division. Its creation will enable the Department to deal more effectively with the increasingly complex problems it faces in the recruitment, employment and allocation of staff, to adapt to the new conceptions and techniques of management being introduced into the Public Service and to train existing staff to ensure the optimum development of personnel resources.

Finance and Administration

The Finance and Administration Branch consists of three divisions -- Finance, Central Services, Matériel Management and Property Management -- and the Organization and Methods Unit. In 1968, the Department engaged the services of a firm of management consultants to assist in the development of financial management procedures consistent with announced Government policies in this area. The implementation of the firm's principal recommendations has begun, including the establishment of an Assistant Director-General and Area Comptrollers.

Central Services

The Central Services Division, which was organized in April 1968, is responsible for providing a variety of common support services. It is responsible for providing the Department of Public Works with complete information on departmental requirements needed for the new headquarters building. The Division ensures adequate office space, furnishings and equipment at headquarters, including general building alterations and maintenance. It is also responsible for the maintenance of motor transport at headquarters and for parking arrangements.