

A SUB-CONVENTION OF THE UNION OF QUEBEC MUNICIPALITIES.



A number of delegates who attended the sub-convention at Plessisville of the Quebec Union.—Reading from left to right—Mayor Magnon of Plessisville; Mayor Prieur, Secretary of Union; Mayor Beau-bien of Outremont, President; Oscar Morin, K.C., Deputy Minister of Municipal Affairs; Chas. F. Furse, Treasurer.

CLASSIFICATION AND SALARY—(continued).

3. **Determining titles.** The commission shall designate each position by a title indicative of such duties.

4. **Establishing lines of promotion.** Grades having duties of the same general nature and in the same line of promotion shall be placed in the same class and the lines of promotion definitely specified.

5. **Determining maximum and minimum salaries.** For each grade the commission shall determine a standard maximum and minimum salary or rate of pay, and shall report the same to the mayor and the council.

6. **Obtaining information as to proper rate of pay.** The commission is required to report to the mayor and council information pertaining to a proper rate of pay for personal services of incumbents of the positions in the civil service.

7. **Devising standards for the classification and grading of positions.** The foregoing legal requirements clearly imply the duty of the commission to devise standards of duties and qualifications for appointment which may be used as a guide in the classification and grading of positions.

The contract is to cover all of the forgoing items.

II. The scope of the work is to include all positions the salaries of which are paid by or through the office of the Treasurer of the City of Philadelphia except the positions under the following: School District of Philadelphia, City Controller, Coroner, District Attorney, Register of Wills, City Treasurer, Registration Commission, Inspectors of County Prisons, Fairmount Park Commissioners, Clerk of Council, City Commissioners, Clerk of Quarter Sessions, Philadelphia Museum, Free Library of Philadelphia, Board of Revision of Taxes.

III. Bidders are asked to submit a separate figure on a per employe basis for work involving positions under offices, boards, departments and commission not regularly included above.

IV. The bidder will furnish the following: All work cards, forms, cards for permanent records, questionnaires and miscellaneous printing, typewriter paper, carbon paper and miscellaneous office supplies, needed in doing the work covered by the contract.

V. The contractor will furnish clerical work and pro-

vide his own staff of investigators, clerks, stenographers, messengers and other help.

VI. The contractor will render such instructions and information as may be desired in reference to the work covered by the contract to the members of the civil service commission, and to such employees and examiners of the commission as may be detailed by the commission for such instruction. Although members of the staff and employees of the civil service commission may be detailed to assist in carrying out the work covered by the contract, the contractor must not rely upon any definite assistance, but must be prepared to do the whole work himself.

VII. The work is to be done under the direction of the civil service commission, and six typewritten copies of the report or reports of the contractors must be furnished to the civil service commission on or before September 15, 1920. One half of the compensation will be paid in equal monthly installments commencing one month after the actual beginning of the work. The remaining half of the compensation is to be paid one month after the final delivery of the sixteen typewritten copies of the report by the contract, and their acceptance by the civil service commission is being accordance with the contract.

Sealed bids were received on the afternoon of April 12. A number of accounting and engineering firms submitted tenders. Only those who had had previous experience in this field of endeavor were considered, however.

Notice of the award to Griffenhagen and Associates of Chicago, was given on April 16 and on the morning of the 17th the classification staff began its work in quarters set for it in the offices of the commission. Since then a staff of from eight to ten people have been engaged on the work and a classification questionnaire is in the course of distribution to all employees whose positions are covered. An organization study is also being made of each department in which the standardization work occurs.

It is too early as yet to make any prophecies as to the results which will be obtained, but the present circumstances make the commission feel confident that the classification and standardization will be brought to a successful conclusion and that it will prove of great benefit to the City of Philadelphia.