

No. 109

1st Session, 15th Legislature, Alberta
12 Elizabeth II

BILL 109

A Bill to amend The Public Service Act, 1962

HON. MR. HINMAN

Explanatory Note

1. The Public Service Act, 1962, which is chapter 72 of the Statutes of Alberta, 1962, is amended.

2. Section 9 is revised to set out in greater detail the duties of a departmental personnel officer.

3. Section 12, clause (b) presently reads:

"12. Subject to this Act, the Commissioner shall
.....

(b) prepare and keep records of the employment, attendance, qualifications and salary of each employee,
.....".

BILL

No. 109 of 1964

An Act to amend The Public Service Act, 1962

(Assented to _____, 1964)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:

1. *The Public Service Act, 1962*, is hereby amended.
2. Section 9 is struck out and the following is substituted:
 9. (1) In each department there shall be a personnel officer who shall
 - (a) advise and assist the deputy head and officials of the department in all matters pertaining to employee relations and the utilization and management of staff,
 - (b) advise departmental officials and employees as to the operation and application of this Act and the regulations,
 - (c) be responsible for the proper completion, execution and transmission of forms, documents and reports and the keeping of such records as are required by the Commissioner pursuant to this Act or the regulations or by the deputy head of the department,
 - (d) consult with the Commissioner on any matters arising from the application of this Act or the regulations to any employee or position in the department, and
 - (e) participate in the conduct of employee development programs, the induction of new employees, the investigation of grievances and any like activities, as directed by the deputy head of the department.
 - (2) The deputy head of a department shall notify the Commissioner in writing of any appointment made under subsection (1) and may assign to any person so appointed such other duties as he may require.
3. Section 12 is amended
 - (a) as to clause (b) by striking out the word "attendance,"
 - (b) by adding the following clause after clause (g):
 - (h) when so requested by the head or the deputy head of a department or by any board or agency

4. Section 15, subsection (3) reads:

"(3) The Commissioner shall allocate each position in the public service to one of the classes designated in the plan of classification."

5. Section 29, subsection (1) presently reads:

"29. (1) Where an appointment is to be made to a position to which section 28 does not apply, the selection shall be made by a selection committee appointed by the Commissioner and consisting of three persons,

- (a) two of whom shall be nominated by the deputy head of the department in which the appointment is to be made, and
- (b) one of whom shall be a qualified personnel examiner of the Personnel Administration Office who shall act as chairman of the committee."

6. Commencement of Act.

of the Crown, assist the department, board or agency in examining the organization, operations and business methods of the department, board or agency and formulating proposals for the improvement thereof.

4. Section 15 is amended by adding the following subsection:

(4) Notwithstanding subsection (3), the deputy head of a department may be authorized in writing by the Commissioner to allocate positions in the department to any specified class or series of classes, subject to such general rules and principles as the Commissioner prescribes.

5. Section 29 is amended by striking out subsection (1) and by substituting the following:

29. (1) Where an appointment is to be made to a position to which section 28 does not apply, the selection of an appointee shall be made by a committee consisting of

- (a) one or more persons appointed by the deputy head of the department in which the appointment is to be made, and
- (b) a qualified personnel selection officer appointed by the Commissioner who shall act as chairman of the committee.

6. This Act comes into force on the day upon which it is assented to.

FIRST SESSION
FIFTEENTH LEGISLATURE
12 ELIZABETH II
1964

BILL

An Act to amend The Public Service
Act, 1962

Received and read the

First time

Second time

Third time

HON. MR. HINMAN
