

ANNUAL MEETING - JUNE 1965Commission position classifications and salaries

by the Executive Secretary

1. At the 1964 Annual Meeting, the Commission adopted the following recommendation of the Standing Committee on Finance and Administration:

"that the salary structure and classification effective for employees of the Fisheries Research Board of Canada be used as a guide for the Commission to establish salaries for the staff of the Commission's Secretariat and that position classifications be established based on comparable written job descriptions. These suggested classifications might be made by an appropriate board of the Civil Service of Canada".

(ICNAF Ann. Proc. 14, Part 2, Sec. 7(6) (vii), 1964)

2. As a result of representation to the Civil Service Association of Canada through the Deputy Minister of Fisheries, an assessment of positions in the Secretariat of ICNAF was completed by the Director of the Classifications Branch on 25 May 1965. Extracts from the Director's letter appraising each position in the Secretariat follow:

Executive Secretary

"The position of Executive Secretary has been difficult to assess in absolute terms with the information at hand, in view of the varied nature of the responsibilities involved and the several important qualifications which attach to this position. The incumbent must be an acknowledged scientist in order to work effectively with similarly qualified men on scientific problems of concern to the Commission, and in addition, it would seem, must possess qualities of diplomacy and tact to deal with and serve the needs of member countries with impartiality, and to promote understanding and cooperative measures for the solution of international problems.

"Comparisons with positions of somewhat similar scope and responsibilities on national or international boards and commissions indicates that a salary range equivalent to that for the class Senior Officer 1 would appear reasonable. The range of this class is \$14,500-\$18,000 per annum. Salary increments within the range are \$250. The normal ceiling for positions in this class is \$17,000 per annum, and extensions beyond this rate are made in cases where unusually heavy demands require greater than normal personal contribution to the work, or where it is essential to retain an individual in a position when in normal circumstances he could expect to gain promotion in other work."

Assistant Executive Secretary

"To a degree, some of the same factors will undoubtedly pertain in the proposed position of Assistant Executive Secretary, as this individual will be expected to give leadership to the collection, analysis, interpretation and publication of statistical information on current conditions and trends of fishery resources, and will, in some specific areas of interest, act for the Executive Secretary, and on occasion may be required to temporarily replace him. A professionally qualified Statistician working at the level described in the draft statement of duties provided, could expect to progress to the level of Statistician 4, which carries the salary range \$9,140., 9,500., 9,900., 10,300., 10,700. With significant

responsibility for administering a portion of the work of the Secretariat, a salary range up to that of the class Administrative Officer 7 (\$10,900. , 11,300. , 11,800. , 12,300. per annum) appears justifiable. Copies of classification guides for Statistician 1-5 and the proposed class Statistician 1-5, Mathematical are enclosed with this letter so that you may evaluate the level of the statistical work which will be carried out by the Assistant Executive Secretary when he becomes familiar with the Commission's requirements. Then, bearing in mind the individual's qualifications for the work, an appropriate salary level may be chosen."

Editorial Assistant

"Under the general supervision of the Executive Secretary:

- to carry out the editorial procedures and policies of the Commission;
- to correspond and establish close liaison with authors, in all member countries, referees, and printers;
- to advise and make recommendations on the form of presentation, arrangement of manuscripts, their illustrations and tables, extent of changes, design, layout and type-face;
- to obtain competitive bids for printing jobs and advise on choice of printer and method of printing;
- to check proofs and to correct errors in grammar, punctuation, spacings, etc.;
- to order, price and distribute reprints and publications;
- to assist in other work as may be required by the Executive Secretary.

"The editor works within established policies and procedures in the editing, preparation and reproduction of a number of technical publications. The editor is responsible for the editing and assembling of manuscripts, preparation of indices, layout, contact with authors, and supervision of printing contracts. Although the format of publication issued by the Commission is established, the editor must exercise judgement in assessing suitability of the material, and recommending methods of presentation. In view of the scope of the work undertaken, with seven regular publications, and the fact that the editor receives only limited technical supervision, it is considered that a level equivalent to Editor 2 would be warranted for this position.

"The salary ranges for Editor 1 and 2 are:

Editor 1	\$4,500	4,680	4,860	5,040	5,220	5,400	5,580
Editor 2	\$5,730	5,910	6,090	6,270	6,450	6,630	per annum"

Senior Secretary

"Under the general supervision of the Executive Secretary:

- to provide secretarial, stenographic and clerical services to the Executive Secretary;
- to allocate and supervise, as senior stenographer and clerk, all clerical and typing work within the Secretariat;
- to receive and allocate all incoming mail;
- to initiate routine correspondence;
- to organize and maintain the Commission's correspondence and administration files and the control and procurement of office supplies;

- to organize and direct all secretarial and clerical arrangements and work at annual and other Commission meetings;
- to set up and type the Commission's Redbook (offset) (Proceedings of Research and Statistics Committee and national research reports);
- to type and circulate meeting documents and papers before and during Annual Meetings;
- to make verbatim records of special Commission meetings and transcribe them;
- to record sales of publications;
- to carry out such other duties and assignments as may properly be required.

"The incumbent of this position acts as secretary to the Executive Secretary, performs a variety of clerical tasks, and allocates and supervises the work of other clerical staff in the secretariat. The secretarial and clerical work performed is considered to be equivalent to that performed by Clerks 4 in the Civil Service. In supervising the general office routine, the incumbent is responsible for ensuring adequate clerical services are provided for the Secretariat in a number of functions: mail and messenger service, filing and records maintenance, accounting and bookkeeping, preparation of statistical data, preparation of routine correspondence, stenography and typing service, operation of office equipment, and receptionist and general information duties. If the incumbent is required to spend a significant proportion of her time on the direction and supervision of office routine, and is required to contribute to the development and implementation of more effective or efficient methods of operation and utilization of facilities, then consideration could be given to advancing this position to the level of Principal Clerk.

"Although the number of employees supervised is small, this factor is offset by the requirement to provide a complete clerical service to a self-contained, insular organization. The present salary ranges are as follows:

Clerk 4	\$4,410	4,560	4,710	4,860	per annum
Principal Clerk	\$5,040	5,220	5,400	5,580	per annum"

Clerk Stenographer

"Under the supervision of the Senior Secretary:

- provides stenographic and secretarial assistance to officers of the Secretariat;
- sets up and types forms for the collection and reporting of statistics and sampling data, and those tables of data required for publication in the ICNAF Sampling Yearbook;
- interprets Financial Regulations;
- maintains accounts, and prepares vouchers, cheques and financial statements;
- checks sampling and statistical data submitted by member countries;
- types annual and special reports;
- files statistical data and correspondence;
- performs other related duties as required.

"This position involves secretarial and clerical duties. Assuming that comprehensive secretarial assistance would be provided by this employee to the proposed Assistant Executive Secretary, the secretarial duties would warrant the class Stenographer 3, Secretary. The range of clerical duties associated with this position include tasks at several levels. However, the composite position compares with similar Civil Service positions, and relates to class standards, at the level of Clerk 3. The salary range for the classes Clerk 3 and Stenographer 3, Secretary is \$3,900, 4,050, 4,200, 4,350 per annum."

Clerk Typist

"Under the supervision of the Senior Secretary:

- to operate and maintain the duplicating (Multilith 1250) and addressograph machines;
- to reproduce by offset, collate and staple meeting documents and proceedings, reports, circular letters and newsletters;
- to maintain an up-to-date mailing list on addressograph plates for the Commission;
- to maintain distribution lists for Commission publications;
- to package and ship Commission publications;
- to handle all outgoing mail and postage metering;
- to receive, catalogue, index and maintain accessions to the Commission library;
- to maintain a file of serially numbered Commission documents, papers, reports, circulars, newsletters, forms and publications;
- to type and perform other duties as the nature of the work requires.

"The duties of this position, which are of considerable variety, and involve the operation of several office machines, are mainly clerical in nature. Typing, which it is understood involves approximately 10-15% of the employee's time, is an integral part of the duties, and has been considered in the assessment. The position is considered to compare favourable with Civil Service positions classified as Clerk 2, the salary range of which is, at present, \$3,090, 3,240, 3,390, 3,540 per annum. "

3. It should be noted that the CSC appraisal contains an assessment of the proposed position of Assistant Executive Secretary. Following Mr DeBaie's leaving the Commission post of Statistician with effect from 15 March 1965, a proposal was circulated to Commissioners of Member Governments to reclassify the position of Statistician to Assistant Executive Secretary (Comm. Doc. 4). The required two-thirds majority of Commissioners have agreed, in principle, to the proposal which will be confirmed at this Annual Meeting. The advertisement for an Assistant Executive Secretary has not been distributed pending a decision by the Commissioners at the 1965 Annual Meeting on a suitable salary range for the position.

4. Further in regard to classification of the proposed position of Assistant Executive Secretary, Mr. R. W. Green, Commission, United States section, in a letter of 20 April 1965, wrote:

"The U.S. Commissioners heartily agree that the creation of the position of Assistant Executive Secretary is a good move. We also agree with your draft description of the vacancy, with only one suggested modification. That is, in view

of the qualifications required of the incumbent and of the relationship of his position to the Executive Secretary's position, I would suggest an increase in the salary level. My suggestion would be to give in your announcement the Canadian equivalents of between \$8,000 and \$10,000 U.S. currency (Canadian \$8,700-Canadian \$11,000). I would also suggest that the salary range to \$12,000 (Canadian \$13,000) with continued satisfactory service. My suggested figures are based on the assumption that the incumbent will pay income taxes (to some country). If this assumption is invalid, you, of course, will want to lower the figures accordingly. "

5. Appendix I summarizes the foregoing information and appraisals for all ICNAF staff positions. Classifications and salary for the fiscal year 1965-66 have been recommended by the Executive Secretary only for the Editorial Assistant, Senior Secretary, Clerk-Stenographer and Clerk-Typist.

6. This report is respectfully submitted as a guide for Commissioners in their efforts to establish a suitable salary schedule for members of the Commission Secretariat.

Classifications and Rates of Compensation for ICNAF Secretariat Personnel, 1965Executive Secretary

Present salary (\$15,500-16,500)	\$16,000
C.S.C. appraisal	
Senior officer 1 \$14,500 - 17,000 - 18,000	

Assistant Executive Secretary

Present salary (Statistician - \$8,500)	
C.S.C. appraisal	
Statistician 4 \$9,140 - 9,500 - 9,900 - 10,300 - 10,700	
Administrative 7 \$10,900 - 11,300 - 11,800 - 12,300	

Editorial Assistant

Present salary (\$4,320 - 5,400)	\$5,040
CSC appraisal	
Editor 1 \$4,500 - 5,580 (\$180 annual incr.)	
Editor 2 \$5,730 - 6,630 (\$180 annual incr.)	
Recommended Editor 2	\$5,730

Senior Secretary

Present salary (\$4,260 - 4,710)	\$4,560
CSC appraisal	
Clerk 4 \$4,410 - 4,860 (\$150 annual incr.)	
Principal Clerk \$5,040 - 5,580 (\$180 annual incr.)	
Recommended Clerk 4	\$4,710

Clerk Stenographer

Present salary (\$3,750 - 4,200)	\$3,900
CSC appraisal	
Clerk 3 \$3,900 - 4,350 (\$150 annual incr.)	
Recommended Clerk 3	\$4,050

Clerk-Typist

Present salary (\$3,150 - 3,600)	\$3,300
CSC appraisal	
Clerk 2 \$3,090 - 3,540 (\$150 annual incr.)	
Recommended Clerk 2	\$3,390