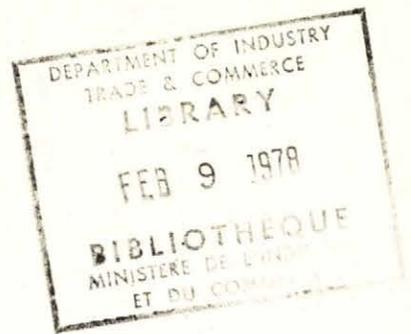


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Canada Dept of
Industry, Trade and Commerce
Industrie et Commerce

FIRST ANNUAL REPORT
EQUAL OPPORTUNITIES FOR WOMEN

MARCH 1976



FIRST ANNUAL REPORT
EQUAL OPPORTUNITIES FOR WOMEN
INDUSTRY TRADE AND COMMERCE
MARCH 1976

TABLE OF CONTENTS

| | |
|-----|--------------------------------|
| I | POLICY STATEMENT |
| II | INTERPRETATION OF DATA |
| III | ACTIVITIES TO DATE |
| IV | ACTION PLANS |
| V | APPENDIX A: STATISTICAL REPORT |

DEPARTMENT OF INDUSTRY TRADE AND COMMERCE

OPPORTUNITIES FOR WOMEN - ANNUAL REPORT
MARCH 1976

I - POLICY STATEMENT

Introduction

Cabinet Directive 44 of April 24, 1972, directed Deputy Heads of Departments to take steps to encourage the assignment and advancement of more women into middle and upper echelon positions in the Public Service. A further Cabinet Directive, November 20, 1975, reiterated the concern that positive action be taken to ensure that women are accorded equal access to employment and career opportunities in the federal public service.

The federal government, as an employer, actively supports the principle of equal access to employment, training and development, and career advancement opportunities for all employees regardless of race, national or ethnic origin, religion, age, sex or marital status. Where these have resulted in disadvantages for any group of employees, the necessity of special measures to prevent, eliminate or redress such disadvantages is recognized.

It is therefore the policy of the federal government as an employer to provide career opportunities throughout the public service which are equally available to women and men to ensure that within a reasonable period of time representation of male and female employees in the public service-by department, occupational group and level-approximates the proportion of qualified and interested persons of both sexes available.

INDUSTRY TRADE AND COMMERCE

POLICY ON EQUAL OPPORTUNITIES FOR WOMEN

This Department, its Boards, Advisory Committees and Agencies are committed to the principle of equal opportunities for men and women at all levels and in all categories of employment.

Consistent with the Cabinet directives on equal opportunities for women the department will undertake, on the basis of merit, to encourage the employment, promotion and career development of women.

Plans are currently being developed, and will be promulgated in an endeavour to influence the organizational climate in the Department to be more receptive to the full participation of women in all occupational groups and at all levels to stimulate the assignment and advancement of more women into middle and upper echelon positions.

In keeping with this thrust the office of the General Director of Personnel will co-ordinate the departmental Equal Opportunities for Women Program.

DIRECTIVES

An annual departmental plan, with measurable objectives and target dates, will be established and forwarded to the Treasury Board by March 31 of each year.

Ongoing measures will be taken to:

- a) recruit qualified women into administrative, professional and executive positions;
- b) sensitize employees to the need for and potential benefit of the equal opportunities for women program;
- c) encourage female employees to make plans for their own career advancement;
- d) identify qualified and interested female employees who are presently under-utilized;
- e) increase the number of women who participate in training and development courses and programs.

- f) identify and remove employment obstacles which prevent female advancement in specific occupational groups;
- g) eliminate discriminatory elements in policies and practices.

An assessment of the progress made towards the achievement of specified goals will be made annually.

II - INTERPRETATION OF DATA

a) Statistical Data

Exhibits I and II are attached as Appendix A. To establish a consistent data base these and future data will be compiled from the department's automated Personnel Management Information System.

b) Analysis of Statistical Data

As of September 1975 there were 2,764 employees in Industry Trade and Commerce. Approximately thirty six percent (36.3%) or 1,003 of these employees were women. Across the Public Service 30.5% of the employees were female.

1) Senior Management Group

In September 1975 there were 21 female Senior Executives and equivalents in the Public Service (1.8%). There are no female SX's or equivalents in Industry, Trade and Commerce. According to the 1974 Annual Report of the Public Service Commission, females comprised 1.3% of the SX minus one level. Industry Trade and Commerce has no females at the SX minus one level.

2) Administrative and Foreign Service and Scientific and Professional Categories

In the Administrative and Foreign Service Category, 18% of the employees are female across the Public Service. At Industry Trade and Commerce, 146 (9.7%) of this Category are female.

In the Commerce Officer Group, of 856 positions, 42 (4.9%) are encumbered by women. Of this, there was one CO-4 in an acting capacity until January 1976, and 5 women in CO-3 positions in comparison to 127 and 178 men at the CO-4 and CO-3 levels respectively.

The Foreign Services Group profile reveals that of 304 officers, 8 (2.6%) are women in the FS-1 and FS-2 levels versus 189 men, and the FS-3 and FS-4 levels contain no women.

The Foreign Services Group is a 'career oriented' occupational group in that appointments are normally made at the FS-1 level and it usually takes eight years under optimum conditions to progress to the FS-3 level. This in part accounts for the lack of women at the more senior levels and it can be expected that this will correct itself, for present female Foreign Service Officers,

in the normal course of career progression. However, additional measures will be required to increase the number of women represented in this Group.

Females in the Scientific and Professional Groups across the Public Service account for 16% of the Category while at Industry Trade and Commerce female employees hold 8 of 101 or approximately 8% of the positions in the Category.

3) Technical and Operational Categories

These categories contain 83 (5.5%) of the department's employees. The ratio of male to female is 62 (74.7%) to 21 (25.3%) respectively.

4) Administrative Support Category

The Administrative Support Category at Industry Trade and Commerce is 84% female. Across the government this category is 77% female.

The majority of female employees (82.5%) in Industry Trade and Commerce are in this Category (they outnumber men 5:1) and hold 75.3% of the positions at level 4 and above of the CM, CR and DA Groups.

c) Additional Observations

The Administrative Trainee Program (AT) at Industry Trade and Commerce in 1974-75 and for 1975-76 is comprised exclusively of males, nine and five males respectively. These individuals are prepared for positions which require direct involvement in international trade and the provision of advice and guidance to all facets of industry.

Recruitment: of the 14 university graduates accepted, the qualifications held are: MBA (4), MA (4), B.Com (2) and BA (4).

Further research and analysis is required before drawing any conclusions as to why no females were represented in the program in the past 2 years.

The Special Officer Development Program (SODP) was instituted in the department in 1972. Since that time, 12 employees have been sponsored - 11 female and 1 male. As of September 5, 1975,

the program resulted in 2 females and 1 male being promoted to officer positions, two promotions within the Administrative Support Group, five positions - no change, and two resignations. This data reveals a 50% promotional (30% in the officer group) profile of those sponsored.

On a more positive note, Industry Trade and Commerce has offered assignments to women on the Career Assignment Program (CAP) from other departments and has nominated several of its own female employees to the CAP Assessment Centre. At present, the department is sponsoring two of its own female employees on CAP assignments in other departments, one at the AS-7 level and the other in a PM-6 position. In addition, there is one female undertaking special development training prior to reassessment by the CAP Assessment Centre and two nominations of female employees for 1976.

III - ACTIVITIES TO DATE

There have been few major activities undertaken to date at Industry Trade and Commerce directly related to the Equal Opportunities for Women program.

The department did, however, actively participate in activities for International Women's Year. Some of the highlights were: ten scholarships offered for women to MBA courses in order to provide opportunities for women to continue their education in business fields; the search and identification of discriminatory items in departmental Acts, Regulations, directives, circulars, bulletins and newsletters; the Deputy Minister's address to departmental employees on November 4, 1975, regarding equal employment opportunities; and guest speakers were heard on topics relevant to opportunities for women. These presentations were offered to all employees in an effort to provide information and promote interest and awareness.

The department has recognized for some time the need to fully utilize its human resources; programs such as Keydex and Career Planning have been implemented to provide equal opportunities to all employees for career planning and advancement. It appears that the department has been a forerunner in developing and implementing programs such as these.

Keydex, an automated inventory system, was instituted in the department in 1970 to allow efficient management of the delegated staffing authority for the Administrative Support and Operational Categories. This inventory is used in the selection process and provides information pertaining to occupational skills, work history, education and training, enabling quick identification of employees who possess the basic requirements to fill a position. The inventory will also yield data which can be used for career development and training, management information, and other needs.

The Career Planning Program at Industry, Trade and Commerce began in the summer of 1975. This program has a dual role to fulfill:

- (1) to identify the career aspirations of employees; and
- (2) to identify management's human resource requirements so as to develop and implement training and career development programs specifically tailored to the department's needs.

Over 600 interviews had taken place in the department by March 1976, and in a number of cases the interviews and/or follow-up actions have resulted in employees considering new career direction, beginning training development programs, seeking and achieving transfers to other branches, and resolving specific problems. As this program is in the developmental stage, it is too early to obtain data or make observations with reference to actions taken on a male-female ratio basis.

IV - OBJECTIVES AND ACTION PLANS

The following objectives and action plans are set forth as a means of implementing the department's policy on equal opportunities for women:

1. a) Objective:

To obtain and analyze data essential to preparation of the five year plan due March 1977.

b) Action Plans:

- Obtain data on current status of employees.
- Calculate the ratio of male to female and the distribution by Branch, occupational group and level.
- Study projected attrition rate to see where vacancies may occur.
- Study long range department plans and programs to detect expansion or contraction and endeavour to predict as accurately as possible employment opportunities.
- Identify employees with potential and develop training or enrichment programs to assist individuals qualified to better compete for anticipated vacancies.
- Ensure training and development programs are planned for areas that show a requirement.
- Analyze results of study and take action to correct any deficiencies or lack of EOW support identified.

c) Evaluation Criteria:

A complete and comprehensive five year plan which develops objective measures to enable assessment of the progress being achieved, or to be achieved, by the departmental Equal Opportunities for Women Program.

2. a) Objective:

To provide advancement opportunities and increase morale for support staff in the department.

b) Action Plans:

- Establish a Support Staff Assignment Centre (SSAC), under the direction and supervision of a Co-ordinator.
- The SSAC system will be designed to satisfy the need for temporary help in the department through utilization of available support staff, who volunteer for various assignments with the approval of management. The SSAC system offers incentives to support staff with potential to enhance their knowledge of the department and gain broader experience. In addition, these employees will be encouraged to participate in specialized training and development programs.
- Undertake a full scale information and public relations campaign to acquaint employees and managers with objectives of the Centre and advantages to be gained by involvement.

c) Evaluation Criteria:

- High potential support staff identified for advancement.
- Improved morale among support staff.

3. a) Objectives:

To involve female employees in the formulation and implementation of an equal opportunities program.

b) Action Plans:

- Establish equal opportunity co-ordinators in the branches who can carry out program activities.
- Establish a Steering Committee of females representing major categories of the department to advise on the development and implementation of an EOW Program.

- Survey female employees as to attitudes, experience and needs with respect to equal opportunities.

c) Evaluation Criteria:

The active participation of a broad cross-section of ITC female employees in the development, implementation and participation in departmental programs aimed at improving career opportunities for women.

4. a) Objectives:

To increase the proportion of qualified females in all levels of all groups of the Administrative and Foreign Service category by March 1977.

b) Action Plans:

- Advertise widely positions available in these levels.
- Where possible ensure that employees in the department are given first consideration for these positions.
- Encourage more women to apply for positions in these levels through career counselling and continued utilization of internal skills inventories.
- Increase proportion of females on management training courses.

c) Evaluation Criteria:

- Increased number of women applying for positions.
- Increase the number of women appointed to these positions.

5. a) Objective:

To continue to increase the number of females from the Administrative Support Category sponsored on training and development courses in proportion to their representation in the Category.

b) Action Plans:

- Training Division to follow up on training recommendations included in annual appraisals.

- Encourage managers to sponsor female employees on supervisory and administrative courses.
- Ensure the availability of information on training and development programs and courses to support personnel.
- Increase access to career counselling facilities.

c) Evaluation Criteria:

- Ratio of male/female participation on training programs appropriately reflects their representation in the Category.

6. a) Objective:

To achieve in Industry, Trade and Commerce the present Public Service proportion of females in the SX (1.8%) and SX minus one levels (1.3%) within the next fiscal year.

b) Action Plans:

- Increase recruitment activity to identify qualified females.
- Request PSC to actively seek out and identify qualified female candidates and invite them to interviews.
- Identify and recruit qualified women from outside sources, such as the Interchange Canada Program.

c) Evaluation Criteria:

Industry, Trade and Commerce will have one female at both the SX and SX minus one levels by March 31, 1977.

APPENDIX A: STATISTICAL REPORT

- Exhibit I
- Exhibit II

EXHIBIT I

DEPARTMENT: INDUSTRY, TRADE AND COMMERCE

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY, OCCUPATIONAL GROUP
AND SUB-GROUP

AS OF: September, 1975.

(Full-time, indeterminate employees, on strength or temporarily
struck off strength)

| Category, Group or Sub-Group | No. of Men | No. of Women | % of men in category, group or sub-group | % of women in category, group or sub-group | Total | % of total men in department | % of total women in department |
|---|------------|--------------|--|--|-------|------------------------------|--------------------------------|
| <u>EXECUTIVE</u> | | | | | | | |
| Senior Executive | 80 | 0 | 100 | 0 | 80 | 4.5 | 0 |
| <u>SCIENTIFIC & PROFESSIONAL</u> | | | | | | | |
| Agriculture | 1 | 0 | 100 | 0 | 1 | .06 | 0 |
| Economy, Sociology and Statistics | 90 | 3 | 96.8 | 3.2 | 93 | 5.1 | .3 |
| Library Science | 2 | 5 | 28.6 | 71.4 | 7 | .1 | .5 |
| CATEGORY TOTAL | 93 | 8 | 92.1 | 7.9 | 101 | 5.3 | .8 |
| <u>ADMINISTRATIVE AND FOREIGN SERVICE</u> | | | | | | | |
| Administrative Services | 51 | 41 | 55.4 | 44.6 | 92 | 2.9 | 4.1 |
| Administrative Trainee | 10 | 0 | 100 | 0 | 10 | .6 | 0 |
| Commerce Officer (refer to note on exhibit II) | 814 | 42 | 95.1 | 4.9 | 856 | 46.2 | 4.2 |
| Computer Systems Admin. | 37 | 4 | 90.2 | 9.8 | 41 | 2.1 | .4 |
| Financial Admin. | 38 | 5 | 88.4 | 11.6 | 43 | 2.2 | .5 |
| Foreign Service | 296 | 8 | 97.4 | 2.6 | 304 | 16.8 | .8 |
| Organization & Methods | 13 | 1 | 92.9 | 7.1 | 14 | .7 | .1 |

| Category, Group or Sub-Group | No. of Men | No. of Women | % of men in category, group or sub-group | % of women in category group or sub-group | Total | % of total men in department | % of total women in department |
|---------------------------------|-------------|--------------|--|---|-------------|------------------------------|--------------------------------|
| Personnel Administration | 15 | 10 | 60.0 | 40.0 | 25 | .9 | .9 |
| Purchasing & Supply | 4 | 1 | 80.0 | 20.0 | 5 | .2 | .1 |
| Programme Admin. | 13 | 9 | 59.1 | 40.9 | 22 | .7 | .9 |
| Information Services | 75 | 25 | 75.0 | 25.0 | 100 | 4.3 | 2.5 |
| CATEGORY TOTAL | 1366 | 146 | 90.3 | 9.7 | 1512 | 77.5 | 14.6 |
| <u>TECHNICAL</u> | | | | | | | |
| Drafting & Illustration | 4 | 1 | 80.0 | 20.0 | 5 | .2 | .1 |
| General Technical | 15 | 0 | 100.0 | 0 | 15 | .9 | 0 |
| Photography | 1 | 0 | 100.0 | 0 | 1 | .06 | 0 |
| Social Science Sppt | 22 | 18 | 55.0 | 45.0 | 40 | 1.2 | 1.8 |
| CATEGORY TOTAL | 42 | 19 | 68.9 | 31.1 | 61 | 2.3 | 1.9 |
| <u>OPERATIONAL</u> | | | | | | | |
| General Labour (MAM) and Trades | 2 | 0 | 100.0 | 0 | 2 | .1 | 0 |
| (MDO) | 2 | 0 | 100.0 | 0 | 2 | .1 | 0 |
| General Services (MES) | 4 | 0 | 100.0 | 0 | 4 | .2 | 0 |
| (STS) | 12 | 2 | 85.7 | 14.3 | 14 | .7 | .2 |
| CATEGORY TOTAL | 20 | 2 | 90.9 | 9.1 | 22 | 1.1 | .2 |

| Category, Group or Sub-Group | No. of Men | No. of Women | % of men in category, group or sub-group | % of women in category, group or sub-group | Total | % of total men in department | % of total women in department |
|---------------------------------|---------------|-----------------|---|---|-------|------------------------------------|--------------------------------------|
| <u>ADMINISTRATIVE SUPPORT</u> | | | | | | | |
| Communications | 2 | 1 | 66.6 | 33.4 | 3 | .1 | .1 |
| Clerical | 141 | 363 | 28.0 | 72.0 | 504 | 8.0 | 36.2 |
| Data Processing (CON) | 1 | 20 | 4.8 | 95.2 | 21 | .06 | 1.9 |
| (PRO) | 2 | 7 | 22.2 | 87.8 | 9 | .1 | .7 |
| Office Equipment | 3 | 1 | 75.0 | 25.0 | 4 | .2 | .099 |
| Secretarial (OCE) | 10 | 0 | 100.0 | 0 | 10 | .6 | 0 |
| (SEC) | 0 | 279 | 0 | 100.0 | 279 | 0 | 27.8 |
| (STN) | 1 | 144 | .7 | 99.3 | 145 | .06 | 14.4 |
| (TYP) | 0 | 13 | 0 | 100.0 | 13 | 0 | 1.3 |
| CATEGORY TOTAL | 160 | 828 | 16.2 | 83.8 | 988 | 9.0 | 82.5 |
| <u>GRAND TOTAL</u> | 1761 | 1003 | | | 2764 | 99.94 | 99.99 |

Department of Industry, Trade and Commerce
EXECUTIVE CATEGORY

Distribution of men and women in the SENIOR EXECUTIVE
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 42 | 0 | 100 | 0 | 42 | 52.5 | - |
| 02 | 28 | 0 | 100 | 0 | 28 | 35.0 | - |
| 03 | 9 | 0 | 100 | 0 | 9 | 11.3 | - |
| 04 | 1 | 0 | 100 | 0 | 1 | 1.3 | - |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 80 | 0 | 100 | 0 | 80 | 100 | |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
SCIENTIFIC & PROFESSIONAL CATEGORY

Distribution of men and women in the AGRICULTURE
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 | 1 | 0 | 100 | 0 | 1 | 100 | 0 |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| etc | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 1 | 0 | 4.54 | | 1 | 100 | |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
SCIENTIFIC & PROFESSIONAL CATEGORY

Distribution of men and women in the ECONOMICS, SOCIOLOGY & STATISTICS
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 13 | 2 | 86.6 | 13.4 | 15 | 14.4 | 66.7 |
| 02 | 41 | 1 | 97.6 | 2.4 | 42 | 45.6 | 33.3 |
| 03 | 18 | 0 | 100 | 0 | 18 | 20.0 | - |
| 04 | 14 | 0 | 100 | 0 | 14 | 15.6 | - |
| 05 | 4 | 0 | 100 | 0 | 4 | 4.1 | - |
| 06 | | | | | | | |
| etc. | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 90 | 3 | 96.8 | 3.2 | 93 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
SCIENTIFIC & PROFESSIONAL CATEGORY

Distribution of men and women in the LIBRARY SCIENCE
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 0 | 4 | 0 | 100 | 4 | - | 80.0 |
| 02 | | | | | | | |
| 03 | 1 | 1 | 50.0 | 50.0 | 2 | 50.0 | 20.0 |
| 04 | 1 | 0 | 100 | 0 | 1 | 50.0 | - |
| 05 | | | | | | | |
| 06 | | | | | | | |
| etc. | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 2 | 5 | 28.6 | 71.4 | 7 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the ADMINISTRATIVE SERVICES
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 5 | 19 | 20.8 | 79.2 | 24 | 9.8 | 46.3 |
| 02 | 12 | 15 | 44.4 | 55.6 | 27 | 23.5 | 36.6 |
| 03 | 11 | 6 | 64.7 | 35.3 | 17 | 21.6 | 14.6 |
| 04 | 7 | 1 | 87.5 | 12.5 | 8 | 13.7 | 2.4 |
| 05 | 7 | 0 | 100 | 0 | 7 | 13.7 | - |
| 06 | 6 | 0 | 100 | 0 | 6 | 11.8 | - |
| 07 | 1 | 0 | 100 | 0 | 1 | 2.0 | - |
| 08 | 2 | 0 | 100 | 0 | 2 | 3.9 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 51 | 41 | 55.4 | 44.6 | 92 | 100 | 99.9 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the ADMINISTRATIVE TRAINEE
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | 10 | 0 | 100 | 0 | 10 | 100 | 0 |
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 10 | 0 | 100 | | 10 | 100 | |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the COMMERCE OFFICER
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|--|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | 4 | 3 | 57.1 | 42.9 | 7 | .5 | 7.1 |
| 01 | 53 | 13 | 80.3 | 19.7 | 66 | 6.5 | 31.0 |
| 02 | 452 | 20 | 95.7 | 4.3 | 472 | 55.5 | 47.6 |
| 03 | 178 | 5 | 97.2 | 2.8 | 183 | 21.9 | 11.9 |
| 04 | 127 | 1 | 99.2 | .8 | 128 | 15.6 | 2.4 |
| 05 | | | | | | | |
| 06 | | | | | | | |
| etc. | | | | | | | |
| NOTE: There exists a discrepancy of 1 employee in this group, the result of 1 female in an acting capacity CO-4 while encumbering a CO-3 position during the reporting period. | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 814 | 42 | 95.1 | 4.9 | 856 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the COMPUTER SYSTEMS ADMIN.
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 6 | 1 | 85.7 | 14.3 | 7 | 16.2 | 25.0 |
| 02 | 19 | 2 | 90.4 | 9.6 | 21 | 51.4 | 50.0 |
| 03 | 10 | 1 | 90.9 | 9.1 | 11 | 27.0 | 25.0 |
| 04 | 1 | 0 | 100 | 0 | 1 | 2.7 | - |
| 05 | 1 | 0 | 100 | 0 | 1 | 2.7 | - |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 37 | 4 | 90.2 | 9.8 | 41 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the FINANCIAL ADMINISTRATION
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 5 | 1 | 83.3 | 14.7 | 6 | 13.2 | 20.0 |
| 02 | 3 | 1 | 75.0 | 25.0 | 4 | 7.9 | 20.0 |
| 03 | 10 | 2 | 83.3 | 14.7 | 12 | 26.3 | 40.0 |
| 04 | 3 | 0 | 100 | 0 | 3 | 7.9 | - |
| 05 | 13 | 1 | 92.8 | 7.2 | 14 | 34.2 | 20.0 |
| 06 | 2 | 0 | 100 | 0 | 2 | 5.3 | - |
| 07 | 2 | 0 | 100 | 0 | 2 | 5.3 | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 38 | 5 | 88.4 | 11.6 | 43 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the FOREIGN SERVICE
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | 8 | 0 | 100 | 0 | 8 | 2.7 | - |
| 01 | 77 | 6 | 92.7 | 7.3 | 83 | 26.0 | 75.0 |
| 02 | 112 | 2 | 98.2 | 1.8 | 114 | 37.8 | 25.0 |
| 03 | 79 | 0 | 100 | 0 | 79 | 26.7 | - |
| 04 | 20 | 0 | 100 | 0 | 20 | 6.8 | - |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 296 | 8 | 97.4 | 2.6 | 304 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the INFORMATION SERVICES
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 2 | 3 | 40.0 | 60.0 | 5 | 2.7 | 12.0 |
| 02 | 24 | 9 | 72.7 | 27.3 | 33 | 32.0 | 36.0 |
| 03 | 14 | 8 | 63.3 | 36.4 | 22 | 18.7 | 32.0 |
| 04 | 22 | 3 | 88.0 | 12.0 | 25 | 29.3 | 12.0 |
| 05 | 10 | 1 | 90.9 | 9.1 | 11 | 13.3 | 4.0 |
| 06 | 2 | 1 | 66.6 | 33.4 | 3 | 2.7 | 4.0 |
| 07 | 1 | 0 | 100 | 0 | 1 | 1.3 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 75 | 25 | 75.0 | 25.0 | 100 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the ORGANIZATION & METHODS
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 1 | 1 | 50.0 | 50.0 | 2 | 7.7 | 100 |
| 02 | 2 | 0 | 100 | 0 | 2 | 15.4 | - |
| 03 | 4 | 0 | 100 | 0 | 4 | 30.8 | - |
| 04 | 3 | 0 | 100 | 0 | 3 | 23.1 | - |
| 05 | 2 | 0 | 100 | 0 | 2 | 15.4 | - |
| 06 | 1 | 0 | 100 | 0 | 2 | 7.7 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 13 | 1 | 92.9 | 7.1 | 14 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the PERSONNEL ADMINISTRATION
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 0 | 2 | 0 | 100 | 2 | - | 20.0 |
| 02 | 1 | 3 | 25.0 | 75.0 | 4 | 6.7 | 30.0 |
| 03 | 6 | 4 | 60.0 | 40.0 | 10 | 40.0 | 40.0 |
| 04 | 2 | 1 | 66.6 | 33.4 | 3 | 13.3 | 10.0 |
| 05 | 4 | 0 | 100 | 0 | 4 | 26.7 | - |
| 06 | 1 | 0 | 100 | 0 | 1 | 6.7 | - |
| 07 | 1 | 0 | 100 | 0 | 1 | 6.7 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 15 | 10 | 60.0 | 40.0 | 25 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the PURCHASING AND SUPPLY
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 2 | 0 | 100 | 0 | 2 | 50.0 | - |
| 02 | 2 | 0 | 100 | 0 | 2 | 50.0 | - |
| 03 | 0 | 1 | 0 | 100 | 1 | - | 100 |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 4 | 1 | 80.0 | 20.0 | 5 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

Distribution of men and women in the PROGRAMME ADMINISTRATION
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 0 | 2 | 0 | 100 | 2 | - | 22.2 |
| 02 | 5 | 4 | 55.5 | 44.5 | 9 | 38.4 | 44.4 |
| 03 | 0 | 2 | 0 | 100 | 2 | - | 22.2 |
| 04 | 4 | 0 | 100 | 0 | 4 | 30.8 | - |
| 05 | | | | | | | |
| 06 | 1 | 1 | 50.0 | 50.0 | 2 | 7.7 | 11.1 |
| 07 | 3 | 0 | 100 | 0 | 3 | 23.1 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 13 | 9 | 59.1 | 40.9 | 22 | 100 | 99.9 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
TECHNICAL CATEGORY

Distribution of men and women in the DRAFTING AND ILLUSTRATION
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 | 1 | 0 | 100 | 0 | 1 | 25.0 | - |
| 03 | 1 | 1 | 50.0 | 50.0 | 2 | 25.0 | 100 |
| 04 | 2 | 0 | 100 | 0 | 2 | 50.0 | - |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 4 | 1 | 80.0 | 20.0 | 5 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
TECHNICAL CATEGORY

Distribution of men and women in the GENERAL TECHNICAL
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 1 | 0 | 100 | 0 | 1 | 6.7 | - |
| 02 | 1 | 0 | 100 | 0 | 1 | 6.7 | - |
| 03 | 3 | 0 | 100 | 0 | 3 | 20.0 | - |
| 04 | 4 | 0 | 100 | 0 | 4 | 26.7 | - |
| 05 | 3 | 0 | 100 | 0 | 3 | 20.0 | - |
| 06 | 2 | 0 | 100 | 0 | 2 | 13.3 | - |
| 07 | | | | | | | |
| 08 | 1 | 0 | 100 | 0 | 1 | 6.7 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 15 | 0 | 100 | 0 | 15 | 100 | |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
TECHNICAL CATEGORY

Distribution of men and women in the PHOTOGRAPHY
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | 1 | 0 | 100 | 0 | 1 | 100.0 | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 1 | 0 | | | 1 | 100 | |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
TECHNICAL CATEGORY

Distribution of men and women in the SOCIAL SCIENCE SUPPORT
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | 2 | 6 | 25.0 | 75.0 | 8 | 9.1 | 33.3 |
| 02 | 11 | 10 | 52.3 | 47.7 | 21 | 50.0 | 55.6 |
| 03 | 8 | 1 | 88.8 | 11.2 | 9 | 36.4 | 5.6 |
| 04 | | | | | | | |
| 05 | 0 | 1 | 0 | 100 | 1 | - | 5.6 |
| 06 | | | | | | | |
| 07 | 1 | 0 | 100 | 0 | 1 | 4.5 | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 22 | 18 | 55.0 | 45.0 | 40 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
OPERATIONAL CATEGORY

Distribution of men and women in the GENERAL LABOUR & TRADES (MAM & MDO)
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 (MDO) | 2 | 0 | 100 | 0 | 2 | 50.0 | - |
| 05 | | | | | | | |
| 06 | | | | | | | |
| 07 | | | | | | | |
| 08 (MAM) | 1 | 0 | 100 | 0 | 1 | 25.0 | - |
| 09 (MAM) | 1 | 0 | 100 | 0 | 1 | 25.0 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 4 | 0 | 100 | 0 | 4 | 100 | - |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
OPERATIONAL CATEGORY

Distribution of men and women in the GENERAL SERVICES (MES & STS)
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 (MES) | 4 | 0 | 100 | 0 | 4 | 25.0 | - |
| (STS) | 2 | 0 | 100 | 0 | 2 | 12.5 | - |
| 03 (STS) | 2 | 0 | 100 | 0 | 2 | 12.5 | - |
| 04 (STS) | 4 | 2 | 66.6 | 33.4 | 6 | 25.0 | 100.0 |
| 05 (STS) | 1 | 0 | 100 | 0 | 1 | 6.3 | - |
| 06 (STS) | 1 | 0 | 100 | 0 | 1 | 6.3 | - |
| 07 (STS) | 1 | 0 | 100 | 0 | 1 | 6.3 | - |
| 08 (STS) | 1 | 0 | 100 | 2 | 1 | 6.3 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 16 | 2 | 88.9 | 11.1 | 18 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE SUPPORT CATEGORY

Distribution of men and women in the COMMUNICATIONS
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 | 1 | 1 | 50 | 50 | 2 | 50.0 | 100 |
| 05 | | | | | | | |
| 06 | 1 | 0 | 100 | 0 | 1 | 50.0 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 2 | 1 | 66.6 | 33.4 | 3 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE SUPPORT CATEGORY

Distribution of men and women in the CLERICAL & REGULATORY
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-------------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 | | | | | | | |
| 02 | 26 | 28 | 48.1 | 51.9 | 54 | 18.4 | 7.7 |
| 03 | 40 | 107 | 27.2 | 72.8 | 147 | 28.4 | 29.5 |
| 04 | 45 | 156 | 22.3 | 77.7 | 201 | 31.9 | 43.0 |
| 05 | 27 | 70 | 27.8 | 72.2 | 97 | 19.1 | 19.3 |
| 06 | 3 | 2 | 60.0 | 40.0 | 5 | 2.1 | .6 |
| * 20 (T. I. R. L.) Unknown | | | | | | | |
| Total in group or sub-group | 141 | 363 | 28.0 | 72.0 | 504 | 99.9 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE SUPPORT CATEGORY

Distribution of men and women in the DATA PROCESSING (CON) & (PRO)
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 (CON) | 0 | 2 | 0 | 100 | 2 | - | 7.4 |
| 02 (CON) | 1 | 10 | 9.1 | 90.9 | 11 | 33.3 | 37.0 |
| 03 (CON) | 0 | 5 | 0 | 100 | 5 | - | 18.5 |
| (PRO) | 1 | 1 | 50.0 | 50.0 | 2 | 33.3 | 3.7 |
| 04 (CON) | 0 | 1 | 0 | 100 | 1 | - | 3.7 |
| (PRO) | 0 | 6 | 0 | 100 | 6 | - | 22.2 |
| 05 | | | | | | | |
| 06 (CON) | 0 | 1 | 0 | 100 | 1 | - | 3.7 |
| 07 (CON) | 0 | 1 | 0 | 100 | 1 | - | 3.7 |
| (PRO) | 1 | 0 | 100 | 0 | 1 | 33.3 | - |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 3 | 27 | 10.0 | 90.0 | 30 | 99.9 | 99.9 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE SUPPORT CATEGORY

Distribution of men and women in the OFFICE EQUIPMENT (BEO, CEO, DEO, MSE, MEO) group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 (MSE) | 2 | 0 | 100 | 0 | 2 | 66.7 | - |
| 02 (MSE) | 1 | 1 | 50.0 | 50.0 | 2 | 33.3 | 100 |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 3 | 1 | 75.0 | 25.0 | 4 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

Department of Industry, Trade and Commerce
ADMINISTRATIVE SUPPORT CATEGORY

Distribution of men and women in the SECRETARIAL (SEC, OCE, STN & TYP)
group or sub-group by level as of: September 1975

(full-time, indeterminate employees, on strength
or temporarily struck off strength)

| LEVEL | No. of men | No. of women | % of men in level | % of women in level | Total | % of total men in group or sub-group | % of total women in group or sub-group |
|-----------------------------|------------|--------------|-------------------|---------------------|-------|--------------------------------------|--|
| 00 (dev't) | | | | | | | |
| 01 (SEC) | 0 | 40 | 0 | 100 | 40 | - | 9.2 |
| (STN) | 0 | 9 | 0 | 100 | 9 | - | 2.1 |
| 02 (OCE) | 10 | 0 | 100 | 0 | 10 | 90.9 | - |
| (SEC) | 0 | 142 | 0 | 100 | 142 | - | 32.6 |
| (STN) | 1 | 135 | .7 | 99.3 | 136 | 9.1 | 31.0 |
| (TYP) | 0 | 13 | 0 | 100 | 13 | - | 3.0 |
| 03 (SEC) | 0 | 78 | 0 | 100 | 78 | - | 17.9 |
| 04 (SEC) | 0 | 17 | 0 | 100 | 17 | - | 3.9 |
| 05 (SEC) | 0 | 2 | 0 | 100 | 2 | - | .5 |
| 06 | | | | | | | |
| * 20 (T.I.R.L.) Unknown | | | | | | | |
| Total in group or sub-group | 11 | 436 | 2.5 | 97.5 | 447 | 100 | 100 |

* T.I.R.L. - Technical Institute recruitment level

Source:

