ADMINISTRATIVE SUPPORT SERVICES BRANCH

CENTRAL SERVICES DIVISION - Revised Organizational Structure

RED BOXES indicate positions to be reduced in next fiscal year (total 13 FTE reduction = 5.49%)

Administrative Services Manager (1)					
Executive Assistant to Manager (1) Clerk I (1)					
Regional Support Services Supervisor	**Central Services Supervisor**	**Facilities Support Services Supervisor**	**IT Support Services Supervisor**	**Procurement Support Services Supervisor**	**Policy Supervisor**
Regional Support Service Leads 10 → 9 [REDUCED]	Branch Executive Assistants (10)	Facility Executive Assistants (17)	IT Executive Assistants (5)	IT Executive Assistants (5)	Policy Advisor (2)
Regional Executive Assistants 10 → 9 [REDUCED]	Administrative Assistants (10)	Administrative Assistants (17)	Administrative Assistants (5)	Administrative Assistants (5)	Research Analyst (1)
Administrative Assistants 20 → 18 [REDUCED]	Clerk II (10)	Clerk II (17)	**Clerk II 5 → 4 [REDUCED]**	Clerk II (10)	Training Advisor (1)
Clerk II 10 → 9 [REDUCED]	**Data Clerk 10 → 7 [REDUCED]**	Data Clerk (17)	**Data Clerk 3 → 1 [REDUCED]**	Data Clerk (5)	**Facilitator 2 → 1 [REDUCED]**
Clerk I 10 → 9 [REDUCED]	Reception Clerk (10)				Intern (1)

Summary of FTE Reductions

Branch/Category	Position	Current FY	Planned FY	Reduction
Regional Support Services	Regional Support Service Lead	10	9	-1
	Executive Assistant (Regional)	10	9	-1
	Administrative Assistant (Regional)	20	18	-2
	Clerk II (Regional)	10	9	-1
	Clerk I (Regional)	10	9	-1
	Subtotal	**60**	**54**	**-6**
Central Services (Voluntary Attrition)	Data Clerk	10	7	-3
IT Support Services (Voluntary Attrition)	Clerk II	5	4	-1
	Data Clerk	3	1	-2
Policy (Voluntary Attrition)	Facilitator	2	1	-1
			TOTAL REDUCTIONS	**-13**