

# **REVISED ORGANIZATIONAL CHART**

## **Administrative Support Services Branch**

### **Central Services Division**

#### **Administrative Services Manager**

■■■ Executive Assistant to Manager

■■■ Clerk I

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#### **■■■ Regional Support Services Supervisor**

■■■■ Regional Support Service Leads (9) [REDUCED from 10]

■■■■ Branch Executive Assistants (9) [REDUCED from 10]

■■■■ Regional Executive Assistants (9) [REDUCED from 10]

■■■■ Administrative Assistants (9) [REDUCED from 10]

■■■■ Clerk II (9) [REDUCED from 10]

■■■■ Reception Clerk (9) [REDUCED from 10]

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#### **■■■ Central Services Supervisor**

■■■■ Facility Executive Assistants (17)

■■■■ Administrative Assistants (17)

■■■■ Clerk II (17)

■■■■ Data Clerk (7) [REDUCED from 10 - 3 attrition]

■■■■ Reception Clerk (10)

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#### **■■■ Facilities Support Services Supervisor**

■■■■ Facility Executive Assistants (17)

■■■■ Administrative Assistants (17)

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#### **■■■ IT Support Services Supervisor**

■■■■ IT Executive Assistants (5)

■■■■ IT Executive Assistants (5)

■■■■ Administrative Assistants (5)

■■■■ Administrative Assistants (5)

■■■■ Clerk II (9) [REDUCED from 10 - 1 attrition]

■■■■ Data Clerk (4) [REDUCED from 5 - 1 attrition + 1 vacancy]

■■■■ Clerk II (10)

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#### **■■■ Procurement Support Services Supervisor**

■■■■ Administrative Assistants (20)

■■■■ Training Advisor

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#### **■■■ Policy Supervisor**

■■■■ Policy Advisor (2)

■■■■ Research Analyst

■■■■ Facilitator (1) [REDUCED from 2 - 1 resignation]

■■■■ Intern

## **NOTES:**

- All positions marked in red represent planned reductions for next fiscal year
- Regional office reduction: 10% across all positions under Regional Support Services Supervisor due to office count reduction from 10 to 9
- Attrition-based reductions: Positions eliminated through planned retirements, leaves, resignations, and unfilled vacancies
- Total FTE reduction: 13 positions (5.49% reduction, exceeding the 4% minimum requirement)