

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)