REVISED ORGANIZATIONAL CHART

Administrative Support Services Branch, Central Services Division

Fiscal Year 2026-27 - Proposed Structure with FTE Reductions

Legend: Red text = Position Reduced / Not Filled

Administrative Services Manager

...ve Assistant ...Manager (1)	Regional Support Services Supervisor (1)	Central Services Supervisor (1)	Facilities Support Services Supervisor (1)	IT Support Services Supervisor (1)	Procurement Support Services Supervisor (1)	Policy Sup... (1)

DETAILED STAFFING STRUCTURE BY SUPERVISOR

POSITIONS UNDER REGIONAL SUPPORT SERVICES SUPERVISOR	Current	Proposed	Change
Regional Support Service Leads	10	9	-1
Regional Executive Assistants	10	9	-1
Administrative Assistants	20	18	-2
Clerk II	10	9	-1
Data Clerk	10	9	-1
Clerk I	10	9	-1
Subtotal	70	63	-7

POSITIONS UNDER CENTRAL SERVICES SUPERVISOR	Current	Proposed	Change
Branch Executive Assistants	10	10	0
Administrative Assistants	10	10	0
Clerk II	10	10	0

	Current	Proposed	Change
Data Clerk	10	7	-3
Reception Clerk	10	10	0
Subtotal	50	47	-3

POSITIONS UNDER IT SUPPORT SERVICES SUPERVISOR	Current	Proposed	Change
IT Executive Assistants	5	5	0
Administrative Assistants	5	5	0
Clerk II	5	4	-1
Data Clerk	5	2	-3
Subtotal	20	16	-4

POSITIONS UNDER POLICY SUPERVISOR	Current	Proposed	Change
Policy Advisor	2	2	0
Research Analyst	1	1	0
Training Advisor	1	1	0
Facilitator	2	1	-1
Intern	1	1	0
Subtotal	7	6	-1

UNCHANGED AREAS	Current	Proposed	Change
Executive Assistant to Manager (incl. Clerk I)	2	2	0
Facilities Support Services	47	47	0
Procurement Support Services	20	20	0
Administrative Services Manager	1	1	0
Supervisors (6)	6	6	0

TOTAL BRANCH FTEs	237	223	-14
REDUCTION PERCENTAGE		5.9%	