

51. Management hire a greater number of non-rotational typists in Ottawa for those areas where a great deal of typing is done, in order to provide a better job package for those secretaries returning from abroad.
52. The ratio of officers to secretaries, which is too high in some areas and too low in others, be revised and adjusted to a more meaningful operational ratio in order to benefit secretarial development and departmental operations.
53. The basic requirement under experience be upgraded to require one annual appraisal report from a post abroad at the SCY-1 level in a SCY-2 position.
54. Positions abroad bear three classification levels - Junior (SCY-2), Intermediate (SCY-3) and Senior (SCY-4) - and that these positions be classified in accordance with a jobbing system.
55. The Department establish its own Departmental classification benchmarks for SCYs in relation to what is prescribed by the Treasury Board.
56. Positions abroad be established at the minimum of the SCY-2 level, and that recruitment remain at the SCY-1 level, with eligibility for promotion to the SCY-2 level upon meeting all the established requirements.
57. The Classification Section obtain all the job descriptions which were done in the last (1975) re-classification exercise and that, using these descriptions as a guide, all duties being done at all levels be itemized and three job descriptions be written for each level. If this means exploiting the classification system to ensure the correct benchmarks are arrived at, the Committee recommends such exploitation.