

Rotational technical support personnel are divided between home and abroad as follows:

<b>Level</b>	<b>Headquarters</b>	<b>Abroad</b>
EL9	1	
EL8	1	
EL7	6	1
EL6	13	9
EL5	40	27
EL4	15	
<b>Total</b>	<b>76</b>	<b>37</b>
FI4	4	
FI3	10	7
FI2	15	
FI1	15	
<b>Total</b>	<b>44</b>	<b>*7</b>
CS5	6	0
CS4	6	0
CS3	28	4
CS2	34	19
CS1	12	58
<b>Total</b>	<b>86</b>	<b>81</b>
<b>* Non-Rot Employees on Single Assignment</b>		

### **5.3.3.2 Rotational Administrative Support**

In March 1997, a focus group of rotational SCYs and CRs and their managers was convened to examine what rotational administrative support do, what they can do, and what they should do, to serve the department's business needs.

As detailed competency profiles were developed and analysed, the group found that the breadth and depth of SCY and CR skills have increased considerably in recent years; the groups have much in common; and job descriptions have not kept pace with the evolution of new administrative support competencies.

Managers described their need for a "program assistant," "office manager" or "administrative assistant". They saw staff in the new role acting as an integrated part of the team, the "information hub" of the division, bureau or mission. Managers identified two business requirements as critical: records management and security, primarily in the areas of documents and communications. They also required administrative support with basic budget management and accounting control skills; knowledge of governance,