**JOHN HAY MANAGEMENT CORPORATION**

**GCG-APPROVED STAFFING PATTERN**

**UPDATED AS OF 05 OCTOBER 2021**

|  |  |  |
| --- | --- | --- |
| **No. Of Position** | **Position Title** | **Job Grade** |
| **OFFICE OF THE CORPORATE SECRETARY** |  |
| 1 | Board Secretary | 12 |
| 1 | Assistant Board Secretary | 10 |
| **2** | **TOTAL, OCS** |  |
|  |  |  |
|  | **INTERNAL AUDIT OFFICE** |  |
| 1 | Internal Audit Manager | 12 |
| 1 | Internal Auditor Assistant | 11 |
| **2** | **TOTAL, IAS** |  |
|  |  |  |
| **OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER** |  |
| 1 | President & CEO | 17 |
| 1 | Corporate Planning Manager | 12 |
| 1 | Community Relations Officer | 11 |
| 1 | Executive Assistant | 11 |
| 1 | Corporate Planning Clerk | 9 |
| 1 | Driver | 7 |
| **6** | **TOTAL, OP/CEO Proper** |  |
|  |  |  |
|  | **LEGAL DEPARTMENT** |  |
| 1 | Legal Manager | 12 |
| 1 | Assistant Legal Manager | 11 |
| 1 | Legal Research and Investigation Specialist | 10 |
| **3** | **TOTAL, LD** |  |
|  |  |  |
|  | **BUSINESS DEVELOPMENT DEPARTMENT** |  |
| 1 | Business Development Manager | 12 |
| 1 | Business Development and Marketing Officer | 11 |
| 1 | Business Development and Marketing Assistant  | 10 |
| **3** | **TOTAL, BDD** |  |
|  |  |  |
|  | **SAFETY AND SECURITY DEPARTMENT** |  |
| 1 | Safety and Security Manager | 12 |
| 1 | Safety and Security Officer | 11 |
| **2** | **TOTAL, SSD** |  |
|  |  |  |
| **OFFICE OF THE VICE PRESIDENT AND CHIEF OPERATING OFFICER** |  |
| 1 | Vice President & COO | 16 |
| 1 | Executive Assistant | 10 |
| **2** | **TOTAL, OVP/COO Proper** |  |
|  |  |  |
|  | **ADMINISTRATIVE SERVICES DEPARTMENT** |  |
| 1 | Administrative Services Manager | 12 |
|  |  |  |
| 1 | **Human Resource Division** |  |
| 1 | Human Resource Manager | 12 |
| 1 | Human Resource Officer | 11 |
| 1 | Human Resource Assistant | 11 |
| 3 |  |  |
|  |  |  |
|  | **General Services Division** |  |
| 1 | General Services Manager | 12 |
| 1 | Procurement Officer | 11 |
| 1 | Property Custodian | 11 |
| 1 | Supply Assistant | 10 |
| 1 | Driver | 7 |
| 1 | Driver | 7 |
| 1 | Cottage Attendant I | 8 |
| 1 | Facilities and Maintenance | 8 |
| 8 |  |  |
|  |  |  |
|  | **Information and Communications Technology Division** |  |
| 1 | Information and Communications Technology Manager | 12 |
| 1 | Information and Communications Technology Officer | 11 |
| 1 | Information and Communications Technology Specialist | 11 |
| 1 | Records Management Specialist | 11 |
| 4 |  |  |
| **16** | **TOTAL, ASD** |  |
|  |  |  |
|  | **FINANCE SERVICES DEPARTMENT** |  |
| 1 | Finance Manager | 12 |
| 1 | Accountant | 12 |
| 1 | Budget Officer | 11 |
| 1 | Treasury and Investment Officer | 11 |
| 1 | Financial Analyst | 11 |
| 1 | Cashier | 11 |
| 1 | Ticketing Clerk | 9 |
| **7** | **TOTAL, FSD** |  |
|  |  |  |
|  | **ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT** |  |
| 1 | Environment and Asset Management Manager | 12 |
|  |  |  |
|  | **Environment Management Division** |  |
| 1 | Environment Manager | 12 |
| 1 | Environment Officer | 11 |
| 1 | Plant Nursery Assistant II | 7 |
| 3 |  |  |
|  |  |  |
|  | **Land and Asset Management Division** |  |
| 1 | Land and Asset Development Manager | 12 |
| 1 | Land and Asset Development Officer | 11 |
| 2 |  |  |
|  | **Project Management Division** |  |
| 1 | Project Manager | 12 |
| 1 | Civil/Structural Engineer | 11 |
| 1 | Senior Quantity Surveyor | 11 |
| 3 |  |  |
| **9** | **TOTAL, EAMD** |  |
|  |  |  |
|  | **SPECIAL ECONOMIC ZONE ADMINISTRATIVE DEPARTMENT** |
| 1 | Special Economic Zone (SEZ)/One Stop Action Center (OSAC) Manager | 12 |
| 1 | Customs Compliance Officer | 11 |
| 1 | Customs Compliance Assistant | 10 |
| 1 | Labor Center Processor | 10 |
| 1 | One Stop Action Center Processor | 9 |
| **5** | **TOTAL, SEZAD** |  |
|  |  |  |
| ***57*** | ***GRAND TOTAL*** |  |