



LOCAL GOVERNMENT SERVICE

STAFFING NORMS

FOR

**METROPOLITAN, MUNICIPAL & DISTRICT ASSEMBLIES,
REGIONAL COORDINATING COUNCILS,
AND
LOCAL GOVERNMENT SERVICE SECRETARIAT**

DECEMBER 2014

TABLE OF CONTENTS

FOREWORD	2
ACRONYMS	3
1. INTRODUCTION AND BACKGROUND	4
2. AIM OF THE STAFFING NORMS	4
3. STAFFING NORMS.....	5
3.1. Staffing Norms for MMDA	5
3.2. Staffing Norms for RCC.....	28
3.3. Staffing Norms for LGSS	48

FOREWORD

In Human Resource Management and Development, Staffing Norms refer to acceptable standards that guide, control, and regulate the staff distribution across departments and units of an organization. The development of a staffing norm framework has the potential of helping institutions to be more strategic in making decisions rather than face challenges when unprepared. Furthermore it can enhance organizational success when making decisions about the overall qualitative and quantitative balance of employees within an organization.

The Local Government Service (LGS) realizing the strategic role of such a policy document initiated a process to develop a comprehensive staffing norm responsive to the needs of the Service i.e. The Secretariat, Regional Coordinating Councils (RCCs) and Metropolitan, Municipal and District Assemblies (MMDAs). As part of the process there were stakeholder consultations involving Ministries, Departments and Agencies (MDAs) as well as Metropolitan, Municipal and District Assemblies (MMDAs).

To ensure the functionality of the staffing norms framework, workload analysis and skills mix were employed as tools for scientific analysis. The staffing norms specify the minimum and the maximum number of staff required in each grade and position in a particular department or unit.

I am therefore optimistic that, all the key actors involved in managing the staff of the Service would be mindful of the ceilings set against all the classes and adhere to them accordingly. The adherence would give practical expression to our collective resolve of ensuring effective utilization of labour for higher productivity.



DR. CALLISTUS MAHAMA
(HEAD OF SERVICE)

ACRONYMS

AD	-	Assistant Director
Agric.	-	Agriculture, Agricultural
Asst.	-	Assistant
Coop.	-	Cooperative
CoS	-	Conditions of Service
Dept.	-	Department
Devt.	-	Development
Envt.	-	Environmental
Govt.	-	Government
HR	-	Human Resource
HRM	-	Human Resource Management
IM	-	Information Management
IT	-	Information Technology
L.I.	-	Legislative Instrument
LGS	-	Local Government Service
LGSS	-	Local Government Service Secretariat
Max.	-	Maximum
Mgt.	-	Management
Min.	-	Minimum
MMDA	-	Metropolitan, Municipal and District Assembly
PRO	-	Public Relationship Officer
RCC	-	Regional Coordinating Council
SoS	-	Scheme of Service

1. INTRODUCTION AND BACKGROUND

The Local Government Service (LGS) was established by the Local Government Service Act, 2003, Act 656 with the objective “to secure an effective administration and management of local government in the country”. The Local Government Service is made up of Local Government Service Secretariat (LGSS), Regional Coordinating Councils (RCCs), Metropolitan, Municipal and District Assemblies (MMDAs) and Sub- Metropolitan district councils, Urban, Zonal, Town and Area councils. The LGSS serves as the Headquarters of the Local Government Service and has been in operation since October 2004.

The mission statement of the Local Government Service is “to support Local Government to deliver value for money services through the mobilisation, and utilisation of qualified human capacity and material resources to promote local and national development”.

In accordance with its mandate the Service is to ensure effective Administrative Decentralisation which is a major pillar in the decentralisation policy as enshrined in Chapter 20 of the 1992 Republican Constitution. As a policy objective, Administrative Decentralization seeks to improve the administrative and human resource capacity of members of the Service to ensure quality service delivery.

Since the passage of L.I 1961, the Service has reviewed and developed a number of its protocols, such as, Scheme of Service (SoS), Conditions of Service (CoS), Code of Conduct, Service Delivery Standards, Staffing Norms, HR Management Operational Manual and the Generic Guidelines for the establishment of the departments of MMDA to enhance its HR Management and Development. This document presents the Staffing Norm of the departments/ sections for MMDA, RCC and LGSS respectively.

2. AIM OF THE STAFFING NORMS

The Staffing Norms for LGS was based on the following:

- Ensuring that staffing at all levels is in line with:
 - o LG Act 462, LGS Act 656 and L.I 1961;
 - o Organizational Structures at all levels; and
 - o Scheme of Service (SoS);
- Ensuring that staff are effectively utilized taking into account the workload;
- Ensuring that all levels have the requisite personnel with the right mix and skills;
- Distributing the available staff equitably between urban and rural areas;
- Enhancing the HR Management & Development.

3. STAFFING NORMS

Sections 3.1, 3.2 and 3.3 below present the number of staff (Staffing Norms) of the Departments/ Sections for MMDA, RCC and LGSS respectively.

3.1. Staffing Norms for MMDA

METROPOLITAN, MUNICIPAL AND DISTRICT ASSEMBLY (MMDA) MATRIX FOR MMDA STAFFING NORMS

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
COORDINATING DIRECTOR (MMDCD)	1	1	1	1	1	1
ADMINISTRATION SECTOR						
CENTRAL ADMINISTRATION DEPARTMENT						
CENTRAL ADMINISTRATION PROFESSIONAL						
DIRECTOR	1	1	1	2	5	7
DEPUTY DIRECTOR						
ASSISTANT DIRECTOR I						
ASSISTANT DIRECTOR IIA	3	3	3	3	3	5
ASSISTANT DIRECTOR IIB						
<i>Sub-Total</i>	4	4	4	5	8	12
SUB-PROFESSIONAL						
CHIEF EXECUTIVE OFFICER	1	1	1	1	1	1
ASST CHIEF EXECUTIVE OFFICER						
PRINCIPAL EXECUTIVE OFFICER	1	1	1	1	2	5
SENIOR EXECUTIVE OFFICER						
HIGHER EXECUTIVE OFFICER	1	2	2	2	3	5
EXECUTIVE OFFICER						
<i>Sub-Total</i>	3	4	4	4	6	11
SECRETARIAL PROFESSIONAL						
OFFICE MANAGER	1	1	1	1	1	1
CHIEF PRIVATE SECRETARY						
PRINCIPAL PRIVATE SECRETARY	1	2	1	2	3	3
SENIOR PRIVATE SECRETARY						
PRIVATE SECRETARY						
<i>Sub-Total</i>	2	3	2	3	4	4
SUB-PROFESSIONAL						
STENOGRAPHER SECRETARY						
STENOGRAPHER GRADE I	1	2	1	2	1	3
STENOGRAPHER GRADE II						
SENIOR TYPIST	1	1	1	2	1	2

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
<i>Sub-Total</i>	2	3	2	4	2	5
RECORDS						
PROFESSIONAL						
CHIEF RECORDS OFFICER (DIRECTOR)	1	1	1	1	1	1
PRINCIPAL RECORDS OFFICER (DEPUTY DIRECTOR)						
SENIOR RECORDS OFFICER (AD I)						
RECORDS OFFICER (AD IIA)	1	1	1	1	1	1
ASSISTANT RECORDS OFFICER (AD IIB)						
<i>Sub-Total</i>	2	2	2	2	2	2
SUB-PROFESSIONAL						
SENIOR RECORDS ASSISTANT	1	1	1	1	1	2
RECORDS ASSISTANT						
JUNIOR RECORDS ASSISTANT	1	1	1	2	3	3
<i>Sub-Total</i>	2	2	2	3	4	5
CHIEF RECORDS SUPERVISOR	1	1	1	2	2	2
PRINCIPAL RECORDS SUPERVISOR						
SENIOR RECORDS SUPERVISOR						
RECORDS SUPERVISOR	1	2	1	2	2	4
ASSISTANT RECORDS SUPERVISOR						
<i>Sub-Total</i>	2	3	2	4	4	6
ESTATES						
PROFESSIONAL						
CHIEF ESTATE MANAGER	1	1	1	1	1	2
PRINCIPAL ESTATE MANAGER						
SENIOR ESTATE MANAGER	1	1	1	1	1	2
ESTATE MANAGER						
ASSISTANT ESTATE MANAGER	1	2	2	2	4	4
<i>Sub-Total</i>	3	4	4	4	6	8
SUB-PROFESSIONAL						
CHIEF ESTATE OFFICER	1	1	1	2	2	3
PRINCIPAL ESTATE OFFICER	1	2	1	2	2	3
SENIOR ESTATE OFFICER						
ESTATE OFFICER	1	3	2	4	6	10
ASSISTANT ESTATE OFFICER						
<i>Sub-Total</i>	3	6	4	8	10	16
SUPPORT STAFF						
CHIEF CARETAKER	2	2	2	2	3	5
ASSISTANT CHIEF CARETAKER						
PRINCIPAL CARETAKER						
SENIOR CARETAKER						
CARETAKER SUPERVISOR / CARETAKER						

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
SENIOR CLEANER	10	15	15	20	20	25
CLEANER						
LABOURER	2	3	2	2	2	4
<i>Sub-Total</i>	14	20	19	24	25	34
TRANSPORT (VEHICLE & EQUIPMENT MANAGEMENT)						
TECHNICAL						
CHIEF DRIVER	1	2	1	2	1	2
YARD FOREMAN						
DRIVER GRADE I	8	15	10	20	20	30
DRIVER GRADE II						
DRIVER GRADE III						
<i>Sub-Total</i>	9	17	11	22	21	32
PROCUREMENT / SUPPLY						
PROFESSIONAL						
CHIEF PROCUREMENT / SUPPLY OFFICER	2	2	2	3	3	4
PRINCIPAL PROCUREMENT / SUPPLY OFFICER						
SENIOR PROCUREMENT / SUPPLY OFFICER						
PROCUREMENT / SUPPLY OFFICER						
ASSISTANT PROCUREMENT / SUPPLY OFFICER						
<i>Sub-Total</i>	2	2	2	3	3	4
SUB-PROFESSIONAL						
CHIEF PROCUREMENT ASSISTANT / STOREKEEPER	1	1	1	1	1	1
PRINCIPAL PROCUREMENT ASSISTANT / STOREKEEPER						
SENIOR PROCUREMENT ASSISTANT / STOREKEEPER	2	2	2	2	2	5
PROCUREMENT ASSISTANT / STOREKEEPER						
ASSISTANT PROCUREMENT ASSISTANT / STOREKEEPER						
<i>Sub-Total</i>	3	3	3	3	3	6
HUMAN RESOURCE (HR)						
PROFESSIONAL						
CHIEF HR MANAGER	1	1	1	1	1	1
PRINCIPAL HR MANAGER	1	1	1	1	1	1
SENIOR HR MANAGER						
HR MANAGER	1	2	1	2	5	7
ASSISTANT HR MANAGER						
<i>Sub-Total</i>	3	4	3	4	7	9
DEVELOPMENT PLANNING						
PROFESSIONAL						

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
CHIEF DEVELOPMENT PLANNING OFFICER	1	1	1	1	1	1
PRINCIPAL DEVELOPMENT PLANNING OFFICER						
SENIOR DEVELOPMENT PLANNING OFFICER	2	3	2	4	2	5
DEVELOPMENT PLANNING OFFICER						
ASSISTANT DEVELOPMENT PLANNING OFFICER						
<i>Sub-Total</i>	3	4	3	5	3	6
MANAGEMENT INFORMATION SYSTEM (MIS)*						
PROFESSIONAL						
DIRECTOR/CHIEF OF INFORMATION TECHNOLOGY (IT) /INFORMATION MANAGEMENT (IM)	1	1	1	1	1	1
PRINCIPAL IT/IM OFFICER	1	1	1	1	1	1
SENIOR IT/IM OFFICER	1	1	1	2	1	2
IT/IM OFFICER	1	1	1	1	1	2
ASSISTANT IT/IM OFFICER	1	1	1	1	1	2
<i>Sub-Total</i>	5	5	5	6	5	8
SUB-PROFISSIONAL						
CHIEF IT/IM TECHNICIAN	1	1	1	1	1	1
PRINCIPAL IT/IM TECHNICIAN	0	0	1	1	1	2
SENIOR IT/IM TECHNICIAN	1	1	1	1	1	1
IT/IM TECHNICIAN	1	1	1	1	1	2
ASSISTANT IT/IM TECHNICIAN	1	1	1	1	1	2
<i>Sub-Total</i>	4	4	5	5	5	8
BUDGET AND RATING						
PROFESSIONAL						
CHIEF BUDGET ANALYST	1	1	1	1		
PRINCIPAL BUDGET ANALYST	1	1	1	1		
SENIOR BUDGET ANALYST						
BUDGET ANALYST	1	2	1	3		
ASSISTANT BUDGET ANALYST						
<i>Sub-Total</i>	3	4	3	5	0	0
SUB-PROFESSIONAL						
CHIEF BUDGET OFFICER	1	1	1	2		
PRINCIPAL BUDGET OFFICER						
SENIOR BUDGET OFFICER						
BUDGET OFFICER	1	1	1	2		
ASSISTANT BUDGET OFFICER						
<i>Sub-Total</i>	2	2	2	4	0	0

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
STATISTICS						
PROFESSIONAL						
DIRECTOR OF STATISTICS	1	1	1	1	1	1
PRINCIPAL STATISTICIAN						
SENIOR STATISTICIAN						
STATISTICIAN	1	1	1	2	1	3
ASSISTANT STATISTICIAN						
<i>Sub-Total</i>	2	2	2	3	2	4
SUB-PROFESSIONAL						
STATISTICAL ASSISTANT I						
STATISTICAL ASSISTANT II	1	1	1	2	1	3
STATISTICAL ASSISTANT III						
<i>Sub-Total</i>	1	1	1	2	1	3
SECURITY						
SUB-PROFESSIONAL						
CHIEF SECURITY OFFICER	1	1	1	1	1	1
PRINCIPAL SECURITY OFFICER						
SENIOR SECURITY OFFICER						
SECURITY OFFICER	1	3	1	3	2	4
ASSISTANT SECURITY OFFICER						
<i>Sub-Total</i>	2	4	2	4	3	5
METROPOLITAN GUARDS						
SUB-PROFESSIONAL						
CHIEF METROPOLITAN GUARD					1	1
DEPUTY CHIEF METRO GUARD					1	2
SENIOR SUPERVISING OFFICER					3	5
SUPERVISING OFFICER					5	7
PRINCIPAL METROPOLITAN GUARD					10	15
SENIOR METROPOLITAN GUARD					10	15
METROPOLITAN GUARD					15	20
<i>Sub-Total</i>					45	65
SUPPORT STAFF						
HEADMAN SUPERVISOR	1	1	1	1	1	1
WATCHMAN SUPERVISOR	1	2	1	2	1	2
NIGHT /DAY WATCHMAN	16	20	20	24	24	30
<i>Sub-Total</i>	18	23	22	27	26	33
RADIO OPERATION						
SUB-PROFESSIONAL						
CHIEF RADIO OPERATOR						
PRINCIPAL RADIO OPERATOR	1	1	1	1	1	2
SENIOR RADIO OPERATOR						

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
RADIO OPERATOR	1	1	1	1	1	1
ASSISTANT RADIO OPERATOR						
<i>Sub-Total</i>	2	2	2	2	2	3
TOTAL (CENTRAL ADMINISTRATION DEPT.)	96	128	111	156	197	289
FINANCIAL SECTOR						
FINANCE DEPARTMENT						
PROFESSIONAL						
DIRECTOR OF FINANCE	1	1	1	1	1	1
CHIEF ACCOUNTANT / DEPUTY DIRECTOR	1	2	2	3	3	5
PRINCIPAL ACCOUNTANT.						
SENIOR ACCOUNTANT	2	3	3	5	3	6
ACCOUNTANT						
<i>Sub-Total</i>	4	6	6	9	7	12
SUB-PROFESSIONAL						
CHIEF ACCOUNTS TECHNICIAN / OFFICER						
PRINCIPAL ACCOUNTS TECHNICIAN / OFFICER	5	8	6	10	8	12
SENIOR ACCOUNTS TECHNICIAN / OFFICER						
ACCOUNTS TECHNICIAN / OFFICER						
JUNIOR ACCOUNTS TECHNICIAN / OFFICER	1	3	2	4	2	5
<i>Sub-Total</i>	6	11	8	14	10	17
REVENUE						
SUPPORT STAFF						
CHIEF REVENUE SUPRINTENDENT	1	1	1	1	1	1
PRINCIPAL REVENUE SUPRINTENDENT	2	4	3	5	6	10
SENIOR REVENUE SUPRINTENDENT						
REVENUE SUPERINTENDENT	2	2	2	4	5	5
HIGHER REVENUE INSPECTOR						
REVENUE INSPECTOR	5	6	6	8	12	20
REVENUE COLLECTOR						
<i>Sub-Total</i>	10	13	12	18	24	36
SUPPORT STAFF						
EXECUTIVE OFFICER	0	1	1	2	1	2
RECORDS OFFICER						
STENOGRAPHER SECRETARY	1	2	1	2	1	3
SENIOR TYPIST						
<i>Sub-Total</i>	1	3	2	4	2	5
TOTAL (FINANCE DEPARTMENT)	21	33	28	45	43	70

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
BUDGET AND RATING DEPARTMENT						
PROFESSIONAL						
CHIEF BUDGET ANALYST					1	1
PRINCIPAL BUDGET ANALYST					1	2
SENIOR BUDGET ANALYST						
BUDGET ANALYST					4	4
ASSISTANT BUDGET ANALYST						
<i>Sub-Total</i>	0	0	0	0	6	7
SUB-PROFESSIONAL						
CHIEF BUDGET OFFICER						
PRINCIPAL BUDGET OFFICER					1	1
SENIOR BUDGET OFFICER						
BUDGET OFFICER					1	2
ASSISTANT BUDGET OFFICER						
<i>Sub-Total</i>	0	0	0	0	2	3
TOTAL (BUDGET & RATING DEPARTMENT)	0	0	0	0	8	10
INTERNAL AUDIT UNIT						
PROFESSIONAL						
CHIEF INTERNAL AUDITOR	1	1	1	1	1	2
PRINCIPAL INTERNAL AUDITOR						
SENIOR INTERNAL AUDITOR	1	1	1	1	1	2
INTERNAL AUDITOR	1	1	1	2	2	5
ASSISTANT INTERNAL AUDITOR						
<i>Sub-Total</i>	3	3	3	4	4	9
SUB-PROFESSIONAL						
EXECUTIVE OFFICER	1	1	1	2	1	3
RECORDS OFFICER						
STENOGRAPHER SECRETARY	1	2	1	2	1	3
SENIOR TYPIST						
<i>Sub-Total</i>	2	3	2	4	2	6
TOTAL (INTERNAL AUDIT UNIT)	5	6	5	8	6	15
SOCIAL SECTOR						
EDUCATION, YOUTH & SPORTS DEPARTMENT						
EDUCATION						
PROFESSIONAL						
DIRECTOR	1	1	1	1	1	1

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
DEPUTY DIRECTOR	2	3	2	3	3	4
ASSISTANT DIRECTOR I	3	4	3	4	4	6
ASSISTANT DIRECTOR II A & B						
<i>Sub-Total</i>	6	8	6	8	8	11
SUB-PROFESSIONAL						
CHIEF SUPERINTENDENT	2	3	4	4	4	8
PRINCIPAL SUPERINTENDENT						
SENIOR SUPERINTENDENT	3	4	3	4	5	6
SENIOR SUPERINTENDENT II						
SUPERINTENDENT I						
SUPERINTENDENT II						
<i>Sub-Total</i>	5	7	7	8	9	14
SUPPORT STAFF						
PROGRAMME OFFICER	1	2	1	2	1	2
CULTURAL OFFICER	1	2	1	2	1	2
<i>Sub-Total</i>	2	4	2	4	2	4
SUB-PROFESSIONAL						
CHIEF ADMINISTRATIVE OFFICER	1	1	1	1	1	1
PRINCIPAL ADMINISTRATIVE OFFICER						
SENIOR ADMINISTRATIVE OFFICER	1	1	1	1	1	1
ADMINISTRATIVE OFFICER						
ASSISTANT ADMINISTRATIVE OFFICER						
<i>Sub-Total</i>	2	2	2	2	2	2
YOUTH						
PROFESSIONAL						
CHIEF YOUTH COORDINATOR	1	1	1	1	1	2
PRINCIPAL YOUTH COORDINATOR						
SENIOR YOUTH COORDINATOR						
YOUTH COORDINATOR						
ASSISTANT YOUTH COORDINATOR						
<i>Sub-Total</i>	1	1	1	1	1	2
SUB-PROFESSIONAL						
YOUTH DEVELOPMENT OFFICER	1	1	1	1	1	2
<i>Sub-Total</i>	1	1	1	1	1	2
SPORTS						
SUB-PROFESSIONAL						
SENIOR COACH	1	2	1	2	1	2
SPORTS DEVELOPMENT OFFICER	1	2	1	2	1	2
ZONAL SUPERVISOR	1	2	1	2	1	2
<i>Sub-Total</i>	3	6	3	6	3	6
LIBRARY						
PROFESSIONAL						
CHIEF LIBRARY OFFICER	1	1	1	1	1	1

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
PRINCIPAL LIBRARY OFFICER						
SENIOR LIBRARY OFFICER						
LIBRARY OFFICER	2	3	2	3	3	5
JUNIOR LIBRARY OFFICER						
<i>Sub-Total</i>	3	4	3	4	4	6
SUB-PROFESSIONAL						
CHIEF LIBRARY ASSISTANT						
PRINCIPAL LIBRARY ASSISTANT	1	2	1	2	1	3
SENIOR LIBRARY ASSISTANT						
JUNIOR LIBRARY ASSISTANT	1	2	2	2	2	2
LIBRARY ASSISTANT						
<i>Sub-Total</i>	2	4	3	4	3	5
PROFESSIONAL						
SENIOR PROCUREMENT / SUPPLY OFFICER	1	1	1	1	1	1
PROCUREMENT / SUPPLY OFFICER						
<i>Sub-Total</i>	1	1	1	1	1	1
PROFESSIONAL						
RECORDS OFFICER	1	1	1	2	1	2
PRIVATE SECRETARY						
<i>Sub-Total</i>	1	1	1	2	1	2
SUB-PROFESSIONAL						
STENOGRAPHER SECRETARY	1	2	1	2	1	2
STENOGRAPHER	2	2	2	2	2	4
SENIOR TYPIST						
RECEPTIONIST	1	1	1	1	1	2
<i>Sub-Total</i>	4	5	4	5	4	8
SUPPORT STAFF						
SENIOR CLERK	1	1	1	2	1	2
CLERK GRADE I						
SENIOR RADIO OPERATOR	1	1	1	1	1	1
<i>Sub-Total</i>	2	2	2	3	2	3
PRINCIPAL PROCUREMENT ASSISTANT / STOREKEEPER						
SENIOR PROCUREMENT ASSISTANT / STOREKEEPER	1	1	1	1	1	1
PROCUREMENT ASSISTANT / STOREKEEPER						
<i>Sub-Total</i>	1	1	1	1	1	1
TOTAL (EDUCATION, YOUTH & SPORT DEPARTMENT)	34	47	37	50	42	67

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
HEALTH DEPARTMENT						
DMOH						
PROFESSIONAL						
PUBLIC HEALTH SPECIALIST	1	1	1	2	2	2
<i>Sub-Total</i>	1	1	1	2	2	2
SUB-PROFESSIONAL						
STENOGRAPHER GRADE II	1	2	2	2	4	4
HIGHER/REVENUE INSPECTOR	2	3	4	6	4	10
<i>Sub-Total</i>	3	5	6	8	8	14
SUPPORT STAFF						
SCAVENGER	5	10	6	15	10	25
FOREMAN	1	2	2	4	3	8
SENIOR SEXTON	1	1	1	1	1	1
SEXTON	2	4	3	6	5	10
GRAVE DIGGER	4	8	6	10	8	20
JUNIOR FOREMAN	1	1	1	1	2	3
REFUSE LABOURER	15	20	40	55	60	75
SCAVENGER LABOURER						
LABOURER	1	1	1	1	1	1
SANITARY LABOURER	1	1	1	1	1	2
<i>Sub-Total</i>	31	48	61	94	91	145
ENVIRONMENTAL HEALTH**						
PROFESSIONAL						
CHIEF ENVIRONMENTAL ANALYST / CHIEF PUBLIC HEALTH ENGINEER	1	1	1	1		
PRINCIPAL ENVIRONMENTAL ANALYST / PRINCIPAL PUBLIC HEALTH ENGINEER	1	1	1	1		
SENIOR ENVIRONMENTAL HEALTH ANALYST / SENIOR PUBLIC HEALTH ENGINEER	1	2	1	2		
ENVIRONMENTAL HEALTH ANALYST /PUBLIC HEALTH ENGINEER	1	2	2	3		
ASSISTANT ENVIRONMENTAL HEALTH ANALYST / ASSISTANT PUBLIC HEALTH ENGINEER	1	2	2	3		
<i>Sub-Total</i>	5	8	7	10		
SUB-PROFESSIONAL						
CHIEF ENVIRONMENTAL HEALTH OFFICER	1	1	1	1		
ASSISTANT CHIEF ENVIRONMENTAL HEALTH OFFICER	3	7	3	7		
PRINCIPAL ENVIRONMENTAL HEALTH OFFICER	4	8	4	8		

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
SENIOR ENVIRONMENTAL HEALTH OFFICER	5	8	5	8		
ENVIRONMENTAL HEALTH OFFICER	6	10	6	10		
<i>Sub-Total</i>	<i>19</i>	<i>34</i>	<i>19</i>	<i>34</i>		
SUPPORT STAFF						
EXECUTIVE OFFICER	1	1	1	1		
RECORD OFFICER	1	2	1	2		
STENOGRAPHER	1	1	1	1		
<i>Sub-Total</i>	<i>3</i>	<i>4</i>	<i>3</i>	<i>4</i>		
BIRTHS AND DEATHS						
PROFESSIONAL						
DEPUTY REGISTRAR	1	1	1	1	1	1
PRINCIPAL ASSISTANT REGISTRAR	1	2	1	2	2	5
SENIOR ASSISTANT REGISTRAR	1	2	1	2	6	6
ASSISTANT REGISTRAR						
<i>Sub-Total</i>	<i>3</i>	<i>5</i>	<i>3</i>	<i>5</i>	<i>9</i>	<i>12</i>
SUB-PROFESSIONAL						
CHIEF REGISTRATION OFFICER	2	2	3	3	6	10
PRINCIPAL REGISTRATION OFFICER						
SENIOR REGISTRATION OFFICER						
REGISTRATION OFFICER	2	3	3	5	10	15
ASSISTANT REGISTRATION OFFICER						
REGISTRATION ASSISTANT						
<i>Sub-Total</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>8</i>	<i>16</i>	<i>25</i>
PROFESSIONAL / SUB-PROFESSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER	1	1	1	1	1	1
RECORDS SUPERVISOR						
<i>Sub-Total</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
SUB-PROFESSIONAL						
STENOGRAPHER	1	2	1	3	2	3
SENIOR TYPIST						
<i>Sub-Total</i>	<i>1</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>2</i>	<i>3</i>
TOTAL (HEALTH DEPARTMENT)	71	113	108	169	129	202
SOCIAL WELFARE & COMMUNITY DEVELOPMENT DEPARTMENT						
PROFESSIONAL						
CHIEF SOCIAL DEVELOPMENT OFFICER	1	1	1	1	3	3
PRINCIPAL SOCIAL DEVELOPMENT OFFICER						
SENIOR SOCIAL DEVELOPMENT OFFICER	2	2	2	2	4	10

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
SOCIAL DEVELOPMENT OFFICER						
ASSISTANT SOCIAL DEVELOPMENT OFFICER						
<i>Sub-Total</i>	3	3	3	3	7	13
SUB-PROFESSIONAL						
CHIEF SOCIAL DEVELOPMENT ASSISTANT	2	2	2	2	2	2
PRINCIPAL SOCIAL DEVELOPMENT ASSISTANT						
SENIOR SOCIAL DEVELOPMENT ASSISTANT						
SOCIAL DEVELOPMENT ASSISTANT	2	3	2	4	6	10
ASSISTANT SOCIAL DEVELOPMENT ASSISTANT						
<i>Sub-Total</i>	4	5	4	6	8	12
PROFESSIONAL / SUB-PROFESSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER	1	1	1	2	1	2
<i>Sub-Total</i>	1	1	1	2	1	2
SUB-PROFESSIONAL						
STENOGRAPHER	1	1	1	1	1	1
SENIOR TYPIST	1	1	1	1	1	1
<i>Sub-Total</i>	2	2	2	2	2	2
TOTAL (SW&CD DEPARTMENT)	10	11	10	13	18	29
ECONOMIC SECTOR						
AGRICULTURE (AGRIC) DEPARTMENT						
PROFESSIONAL						
CHIEF AGRIC OFFICER	1	1	1	1	1	2
PRINCIPAL AGRIC OFFICER						
SENIOR AGRIC OFFICER						
AGRIC OFFICER	1	2	2	4	6	10
ASSISTANT AGRIC OFFICER						
<i>Sub-Total</i>	2	3	3	5	7	12
ANIMAL HEALTH & PRODUCTION SECTION						
PROFESSIONAL						
CHIEF ANIMAL HEALTH OFFICER						
PRINCIPAL ANIMAL HEALTH OFFICER	1	2	1	2	1	2
SENIOR ANIMAL HEALTH OFFICER						
ANIMAL HEALTH OFFICER	1	2	2	4	5	7
ASSISTANT ANIMAL HEALTH OFFICER						
<i>Sub-Total</i>	2	4	3	6	6	9

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
SUB-PROFESSIONAL						
CHIEF PRODUCTION OFFICER	1	2	1	2	2	4
PRINCIPAL PRODUCTION OFFICER	1	2	2	2	2	2
SENIOR PRODUCTION OFFICER						
PRODUCTION OFFICER						
ASSISTANT PRODUCTION OFFICER	2	4	3	6	4	6
<i>Sub-Total</i>	4	8	6	10	8	12
PROFESSIONAL						
CHIEF VETERINARY OFFICER	1	1	1	1	1	2
PRINCIPAL VETERINARY OFFICER						
SENIOR VETERINARY OFFICER	2	3	3	4	4	6
VETERINARY OFFICER						
ASSISTANT VETERINARY OFFICER						
<i>Sub-Total</i>	3	4	4	5	5	8
AGRIC ENGINEERING SECTION						
PROFESSIONAL						
CHIEF AGRIC ENGINEER	1	1	1	1	1	2
PRINCIPAL AGRIC ENGINEER						
SENIOR AGRIC ENGINEER						
AGRIC ENGINEER	3	4	3	3	4	8
ASSISTANT AGRIC ENGINEER						
<i>Sub-Total</i>	4	5	4	4	5	10
SUB-PROFESSIONAL						
CHIEF TECHNICIAN ENGINEER	1	2	1	2	1	2
PRINCIPAL TECHNICIAN ENGINEER						
SENIOR TECHNICIAN ENGINEER	1	1	3	5	5	8
TECHNICIAN ENGINEER						
<i>Sub-Total</i>	2	3	4	7	6	10
CROPS SECTION						
SUB-PROFESSIONAL						
CHIEF TECHNICAL OFFICER	1	2	1	2	2	2
ASSISTANT CHIEF TECHNICAL OFFICER						
PRINCIPAL TECHNICAL OFFICER						
SENIOR TECHNICAL OFFICER	15	30	15	22	10	15
TECHNICAL OFFICER GRADE I						
TECHNICAL OFFICER GRADE II						
<i>Sub-Total</i>	16	32	16	24	12	17
TECHNICAL						
ASSISTANT CHIEF TECHNICAL ASSISTANT	1	1	1	1	1	2
PRINCIPAL TECHNICAL ASSISTANT						
SENIOR TECHNICAL ASSISTANT	2	3	2	4	4	5
TECHNICAL ASSISTANT						

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
<i>Sub-Total</i>	3	4	3	5	5	7
SUB-PROFESSIONAL						
PRINCIPAL PROCUREMENT ASSISTANT / STOREKEEPER	1	2	2	3	2	4
SENIOR PROCUREMENT ASSISTANT / STOREKEEPER						
PROCUREMENT ASSISTANT / STOREKEEPER						
ASSISTANT PROCUREMENT ASSISTANT / STOREKEEPER						
PROFESSIONAL / SUB-PROFESSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER	1	1	1	1	1	2
INFORMATION TECHNOLOGY (IT) / INFORMATION MANAGEMENT (IM) OFFICER	1	1	1	1	1	2
<i>Sub-Total</i>	3	4	4	5	4	8
SUB-PROFESSIONAL						
STENOGRAPHER	2	3	3	5	6	10
SENIOR TYPIST						
<i>Sub-Total</i>	2	3	3	5	6	10
TECHNICAL						
MECHANIC	1	1	1	1	1	2
AUTO ELECTRICIAN	1	1	1	1	1	1
<i>Sub-Total</i>	2	2	2	2	2	3
TOTAL (AGRIC. DEPARTMENT)	43	72	52	78	66	106
TRADE, INDUSTRY AND TOURISM DEPARTMENT						
PROFESSIONAL						
CHIEF COMMERCIAL OFFICER (BUSINESS DEVELOPMENT & TOURISM OFFICER)	1	1	1	1	1	2
PRINCIPAL COMMERCIAL OFFICER (BUSINESS DEVELOPMENT & TOURISM OFFICER)						
SENIOR COMMERCIAL OFFICER (BUSINESS DEVELOPMENT AND TOURISM OFFICER)						
COMMERCIAL OFFICER (BUSINESS DEVELOPMENT AND TOURISM OFFICER)						
INDUSTRIAL PROMOTION OFFICER (ASSISTANT COMMERCIAL & TOURISM OFFICER)	1	1	2	4	5	5
<i>Sub-Total</i>	2	2	3	5	6	7

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
SUB- PROFESSIONAL						
CHIEF TRAINER/MOTIVATOR (BUSINESS ADVISOR)						
PRINCIPAL TRAINER/MOTIVATOR (BUSINESS ADVISOR)						
SENIOR TRAINER/MOTIVATOR (BUSINESS ADVISOR)	2	4	2	5	4	6
TRAINER/MOTIVATOR (BUSINESS ADVISOR)						
ASSISTANT TRAINER/MOTIVATOR (BUSINESS ADVISOR)						
<i>Sub-Total</i>	2	4	2	5	4	6
COOPERATIVES (COOP)						
PROFESSIONAL						
ASSISTANT REGISTRAR / DEPUTY DIRECOR	1	2	1	2	4	4
PRINCIPAL COOPERATIVES OFFICER/ ASSISTANT DIRECTOR I						
SENIOR COOPERATIVES OFFICER / ASSISTANT DIRECTOR IIA	1	2	1	2	4	4
COOPERATIVES OFFICER / ASSISTANT DIRECTOR IIB						
<i>Sub-Total</i>	2	4	2	4	8	8
SUB-PROFESSIONAL						
INSPECTOR OF COOPERATIVES / PRINCIPAL EXECUTIVE OFFICER	1	1	1	1	3	5
SENIOR ASSISTANT INSPECTOR OF COOP / SENIOR EXECUTIVE OFFICER	2	3	2	4	2	5
ASSISTANT INSPECTOR OF COOP / EXECUTIVE OFFICER						
<i>Sub-Total</i>	3	4	3	5	5	10
PROFESSIONAL						
RECORDS OFFICER	1	1	1	1	1	1
SUB-PROFESSIONAL						
STENOGRAPHER	1	2	1	2	2	4
SENIOR TYPIST						
<i>Sub-Total</i>	2	3	2	3	3	5
TOTAL (TRADE, INDUSTRY & TOURISM)	11	17	12	22	26	36

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
TRANSPORTATION DEPARTMENT						
PROFESSIONAL						
(TRAFFIC MANAGEMENT & ROAD SAFETY OFFICER; COMPLIANCE OFFICER; PARKING MANAGEMENT OFFICER, ETC.)						
DIRECTOR			1	1	1	1
DEPUTY DIRECTOR						
ASSISTANT DIRECTOR I						
ASSISTANT DIRECTOR IIA			1	2	2	4
ASSISTANT DIRECTOR IIB						
(TRANSPORT PLANNING OFFICER; RESEARCH & SURVEYS OFFICER; TRAFFIC SYSTEMS OFFICER; ROAD SAFETY OFFICER, ETC.)						
CHIEF DEVELOPMENT PLANNING OFFICER			1	1	1	2
PRINCIPAL DEVELOPMENT PLANNING OFFICER						
SENIOR DEVELOPMENT PLANNING OFFICER						
DEVELOPMENT PLANNING OFFICER			1	2	1	2
ASSISTANT DEVELOPMENT PLANNING OFFICER						
(TRANSPORT OPERATIONS OFFICER; TERMINAL MANAGEMENT OFFICER ; ETC)						
CHIEF ENGINEER			1	1	1	1
PRINCIPAL ENGINEER						
SENIOR ENGINEER						
ENGINEER			1	1	1	1
ASSISTANT ENGINEER						
PROFESSIONAL / SUB-PROFISSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER			1	1	1	2
INFORMATION TECHNOLOGY (IT) / INFORMATION MANAGEMENT (IM) OFFICER (DATABASE OFFICER)			1	1	1	2
STENOGRAPHER			1	1	1	1
SENIOR TYPIST						
<i>Sub-Total</i>	0	0	9	11	10	16
TOTAL (TRANSPORTATION)	0	0	9	11	10	16

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
INFRASTRUCTURE SECTOR						
PHYSICAL PLANNING DEPARTMENT						
TOWN AND COUNTRY PLANNING PROFESSIONAL						
CHIEF PHYSICAL PLANNER	1	1	1	2	1	2
PRINCIPAL PHYSICAL PLANNER	2	4	2	4	4	10
SENIOR PHYSICAL PLANNER						
PHYSICAL PLANNER						
ASSISTANT PHYSICAL PLANNER						
<i>Sub-Total</i>	3	5	3	6	5	12
SUB-PROFESSIONAL						
CHIEF PHYSICAL PLANNING ASSISTANT						
PRINCIPAL PHYSICAL PLANNING ASSISTANT	1	1	1	1	1	1
SENIOR PHYSICAL PLANNING ASSISTANT						
PHYSICAL PLANNING ASSISTANT	1	3	2	4	5	6
<i>Sub-Total</i>	2	4	3	5	6	7
SUB-PROFESSIONAL						
PRINCIPAL TECHNICAL OFFICER	2	3	2	4	6	10
SENIOR TECHNICAL OFFICER						
TECHNICAL OFFICER						
<i>Sub-Total</i>	2	3	2	4	6	10
PARKS AND GARDENS PROFESSIONAL						
CHIEF - LANDSCAPE DESIGNER / PHYSICAL PLANNER	1	1	1	1	1	1
PRINCIPAL - LANDSCAPE DESIGNER / PHYSICAL PLANNER						
SENIOR - LANDSCAPE DESIGNER / PHYSICAL PLANNER	1	1	1	1	1	1
LANDSCAPE DESIGNER / PHYSICAL PLANNER						
ASSISTANT - LANDSCAPE DESIGNER / PHYSICAL PLANNER						
<i>Sub-Total</i>	2	2	2	2	2	2
FIELD WORKERS / SUPPORT STAFF						
CHIEF GARDENER	1	1	1	1	1	1
PRINCIPAL GARDENER						
SENIOR GARDENER	1	2	2	2	3	3
GARDENER						
LABOURER	2	2	2	2	2	5

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
<i>Sub-Total</i>	4	5	5	5	6	9
PROFESSIONAL						
RECORDS OFFICER	1	1	1	1	1	2
SUB-PROFESSIONAL						
STENOGRAPHER	1	1	1	1	1	2
SENIOR TYPIST						
<i>Sub-Total</i>	2	2	2	2	2	4
TOTAL (PHYSICAL PLANNING)	15	21	17	24	27	44
WORKS DEPARTMENT						
ENGINEERING						
PROFESSIONAL						
CHIEF ENGINEER	1	2	1	2	1	2
PRINCIPAL ENGINEER						
SENIOR ENGINEER	6	7	6	9	9	11
ENGINEER						
ASSISTANT ENGINEER						
<i>Sub-Total</i>	7	9	7	11	10	13
SUB-PROFESSIONAL						
CHIEF TECHNICIAN ENGINEER	1	1	1	1	1	1
ASSISTANT CHIEF TECHNICIAN ENGINEER						
PRINCIPAL TECHNICIAN ENGINEER	1	1	2	4	3	6
SENIOR TECHNICIAN ENGINEER						
TECHNICIAN ENGINEER	2	4	2	4	5	10
<i>Sub-Total</i>	4	6	5	9	9	17
ARCHITECTURE						
PROFESSIONAL						
CHIEF ARCHITECT	1	1	1	1	1	2
PRINCIPAL ARCHITECT						
SENIOR ARCHITECT	2	3	3	4	3	5
ARCHITECT						
ASSISTANT ARCHITECT						
<i>Sub-Total</i>	3	4	4	5	4	7
QUANTITY SURVEYING						
PROFESSIONAL						
CHIEF QUANTITY SURVEYOR	1	1	1	1	1	2
PRINCIPAL QUANTITY SURVEYOR						
SENIOR QUANTITY SURVEYOR	2	3	3	4	4	6
QUANTITY SURVEYOR						
ASSISTANT QUANTITY SURVEYOR						
<i>Sub-Total</i>	3	4	4	5	5	8

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
GEODETIC ENGINEERING						
PROFESSIONAL						
GEODETIC ENGINEER	1	2	2	3	2	3
<i>Sub-Total</i>	1	2	2	3	2	3
TECHNICAL						
CHIEF TECHNICAL OFFICER	1	1	1	1	1	2
PRINCIPAL TECHNICAL OFFICER	2	4	2	3	3	5
SENIOR TECHNICAL OFFICER						
TECHNICAL OFFICER	2	2	2	2	5	6
<i>Sub-Total</i>	5	7	5	6	9	13
RURAL HOUSING						
PROFESSIONAL						
CHIEF RURAL HOUSING LOANS OFFICER	1	1	1	1	1	1
PRINCIPAL RURAL HOUS. LOANS OFFICER						
SENIOR RURAL HOUSING LOANS OFFICER						
RURAL HOUSING LOANS OFFICER	1	1	1	2	1	3
ASSISTANT RURAL HOUSING LOANS OFFICER						
<i>Sub-Total</i>	2	2	2	3	2	4
TECHNICAL (BUILDING INSPECTORATE)						
CHIEF BUILDING INSPECTOR	1	2	1	2	1	2
ASSISTANT CHIEF BUILDING INSPECTOR						
PRINCIPAL BUILDING INSPECTOR	2	3	2	4	6	10
SENIOR BUILDING INSPECTOR						
BUILDING INSPECTOR	6	8	8	10	10	22
ASSISTANT BUILDING INSPECTOR						
<i>Sub-Total</i>	9	13	11	16	17	34
DRAUGHTSMAN	4	6	4	6	6	8
<i>Sub-Total</i>	4	6	4	6	6	8
WORKS FOREMAN	1	3	2	4	6	10
SENIOR FOREMAN						
FOREMAN	1	2	1	3	2	4
JUNIOR FOREMAN						
<i>Sub-Total</i>	2	5	3	7	8	14
SUPERVISORY TRADESMAN	5	6	6	7	6	10
CHIEF TRADESMAN						
PRINCIPAL TRADESMAN						
SENIOR TRADESMAN						
TRADESMAN I/II	5	6	6	7	6	10
<i>Sub-Total</i>						

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
PROFESSIONAL / SUB-PROFISSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER	2	3	2	3	2	3
SUB-PROFESSIONAL						
STENOGRAPHER / SENIOR TYPIST	2	3	2	3	2	4
<i>Sub-Total</i>	4	6	4	6	4	7
TOTAL (WORKS DEPARTMENT)	49	70	57	84	82	138
URBAN ROADS DEPARTMENT						
ENGINEERING						
PROFESSIONAL						
CHIEF ENGINEER			1	1	1	2
PRINCIPAL ENGINEER						
SENIOR ENGINEER			1	2	3	6
ENGINEER						
ASSISTANT ENGINEER						
<i>Sub-Total</i>	0	0	2	3	4	8
SUB-PROFESSIONAL						
CHIEF. TECHNICIAN ENGINEER						
PRINCIPAL TECHNICIAN ENGINEER						
SENIOR TECHNICIAN ENGINEER			2	3	3	5
TECHNICIAN ENGINEER						
ASSISTANT TECHNICIAN ENGINEER						
<i>Sub-Total</i>	0	0	2	3	3	5
TECHNICAL						
CHIEF TECHNICIAN						
PRINCIPAL TECHNICIAN			1	2	1	3
SENIOR TECHNICIAN						
LABORATORY TECHNICIAN			1	1	1	1
<i>Sub-Total</i>	0	0	2	3	2	4
PROFESSIONAL						
ENGINEER (GEODETIC, MAINTENANCE, etc.)			2	3	4	4
<i>Sub-Total</i>	0	0	2	3	4	4
SUB-PROFESSIONAL						
CHIEF TECHNICAL OFFICER						
ASSISTANT CHIEF TECHNICAL OFFICER						
PRINCIPAL TECHNICAL OFFICER			4	8	6	10
SENIOR TECHNICAL OFFICER						
TECHNICAL OFFICER I						
TECHNICAL OFFICER GRADE II						
<i>Sub-Total</i>	0	0	4	8	6	10

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
MISCELLANEOUS						
SENIOR MECHANICAL SUPERINTDENT			1	1	1	2
MECHANICAL FOREMAN			1	2	1	3
WEIGHBRIDGE OPERATOR			1	2	1	3
<i>Sub-Total</i>	0	0	3	5	3	8
PROFESSIONAL / SUB-PROFISSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER			1	1	1	1
SUB-PROFISSIONAL						
STENOGRAPHER			2	3	2	3
SENIOR TYPIST						
<i>Sub-Total</i>	0	0	3	4	3	4
TOTAL (URBAN ROADS DEPARTMENT)	0	0	18	29	25	43
LEGAL DEPARTMENT**						
PROFESSIONAL						
CHIEF SOLICITOR					1	1
PRINCIPAL SOLICITOR					1	1
SENIOR SOLICITOR					1	1
SOLICITOR					1	1
ASSISTANT SOLICITOR					1	2
<i>Sub-Total</i>					5	6
SUPPORT STAFF						
LEGAL CLERK					1	2
EXECUTIVE OFFICER					1	2
PROFESSIONAL / SUB-PROFISSIONAL						
RECORDS OFFICER / EXECUTIVE OFFICER					1	1
STEND GRAPHER SECRETARY					1	1
<i>Sub-Total</i>					4	6
TOTAL (LEGAL DEPARTMENT)	0	0	0	0	9	12
ENVIRONMENTAL SECTOR						
WASTE MANAGEMENT DEPARTMENT						
PROFESSIONAL						
CHIEF PUBLIC HEALTH ENGINEER / ANALYST					1	1
PRINCIPAL PUBLIC HEALTH ENGINEER / ANALYST					1	1
SENIOR PUBLIC HEALTH ENGINEER / ANALYST					1	2

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADE	DISTRICTS		MUNICIPAL		METROPOLITAN	
	MIN	MAX	MIN	MAX	MIN	MAX
PUBLIC HEALTH ENGINEER / ANALYST					2	3
ASSISTANT PUBLIC HEALTH ENGINEER / ANALYST					2	3
<i>Sub-Total</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>10</i>
SUB-PROFESSIONAL						
TECHNICAL						
CHIEF ENVIRONMENTAL HEALTH TECHNOLOGIST / OFFICER					1	1
ASSISTANT CHIEF ENVIRONMENTAL HEALTH TECHNOLOGIST / OFFICER					3	7
PRINCIPAL ENVIRONMENTAL HEALTH TECHNOLOGIST / OFFICER					4	8
SENIOR ENVIRONMENTAL HEALTH TECHNOLOGIST / OFFICER					5	8
ENVIRONMENTAL HEALTH TECHNOLOGIST / OFFICER					6	10
<i>Sub-Total</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>19</i>	<i>34</i>
SUPPORT STAFF						
EXECUTIVE OFFICER					1	1
RECORDS OFFICER					1	2
STENOGRAPHER					1	1
<i>Sub-Total</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>4</i>
TOTAL (WASTE MGT. DEPT AT METROPOLITAN)	0	0	0	0	29	48
GRAND TOTAL (MMDA)	356	519	465	690	718	1,126

TOTAL STAFF / DEPARTMENT (SUMMARY) FOR MMDA

DEPARTMENT	DISTRICTS		MUNICIPAL		METROPOLITAN	MAX
	MIN	MAX	MIN	MAX	MIN	
COORDINATING DIRECTOR (MMDCD)	1	1	1	1	1	1
TOTAL (CENTRAL ADMINISTRATION DEPARTMENT)	96	128	111	156	197	289
TOTAL (FINANCE DEPARTMENT)**	21	33	28	45	43	70
TOTAL (BUDGET & RATING DEPARTMENT)**	0	0	0	0	8	10
TOTAL (INTERNAL AUDIT UNIT)	5	6	5	8	6	15
TOTAL (EDUCATION, YOUTH & SPORT DEPARTMENT)**	34	47	37	50	42	67
TOTAL (HEALTH DEPARTMENT)**	71	113	108	169	129	202
TOTAL (SW&CD DEPARTMENT)	10	11	10	13	18	29
TOTAL (AGRIC. DEPARTMENT)	43	72	52	78	66	106
TOTAL (TRADE, INDUSTRY & TOURISM)	11	17	12	22	26	36
TOTAL (TRANSPORTATION)*	0	0	9	11	10	16
TOTAL (PHYSICAL PLANNING)**	15	21	17	24	27	44
TOTAL (WORKS DEPARTMENT)	49	70	57	84	82	138
TOTAL (URBAN ROADS DEPARTMENT)*	0	0	18	29	25	43
TOTAL (LEGAL DEPARTMENT)*	0	0	0	0	9	12
TOTAL (WASTE MGT. DEPT. AT METRO.)*	0	0	0	0	29	48
TOTAL (DISASTER PREVENTION & MGT.)**						
TOTAL (NATURAL RESOURCES CONSERVATION, FORESTRY GAME & WILDLIFE)**						
GRAND TOTAL PER MMDA	356	519	465	690	718	1,126
FOR 216 MMDAs (155, 55, 6)	55,180	80,445	25,575	37,950	4,308	6,756

For 155 District, 55 Municipal & 6 Metro	No. of Staff
Min. Staff for 216 MMDAs	85,063
Max. Staff for 216 MMDAs	125,151

Min= Minimum; Max= Maximum

*	DEPARTMENT DOES NOT EXIST
	DEPARTMENT / LI 1961 SCHEDULE I
**	DEPARTMENT / LI 1961 SCHEDULE II

3.2. Staffing Norms for RCC

REGIONAL COORDINATING COUNCILS (RCCs)

MATRIX FOR THE STAFFING NORMS

DEPARTMENT / SECTION / GRADES	MIN	MAX
CHIEF DIRECTOR / REGIONAL COORDINATING DIRECTOR	1	1
CENTRAL ADMINISTRATION		
PROFESSIONAL		
DIRECTOR	2	4
DEPUTY DIRECTOR	2	4
ASSISTANT DIRECTOR I	1	1
ASSISTANT DIRECTOR IIA / IIB	4	6
SUB-TOTAL	9	15
SUB-PROFESSIONAL		
CHIEF / ASSISTANT CHIEF EXECUTIVE OFFICER	1	1
PRINCIPAL / SENIOR EXECUTIVE OFFICER	1	2
EXECUTIVE OFFICER / HIGHER EXECUTIVE OFFICER	1	2
SUB-TOTAL	3	5
CHIEF/PRINCIPAL PRIVATE SECRETARY	2	2
SENIOR PRIVATE SECRETARY		
PRIVATE/STENOGRAPHER SECRETARY	2	2
STENOGRAPHER SECRETARY I/ STENOGRAPHER II	1	1
SUB-TOTAL	5	5
CHIEF/PRINCIPAL RECEPTIONIST	1	1
SENIOR / RECEPTIONIST	2	2
CHIEF/PRINCIPAL TELEPHONIST	1	1
SUB-TOTAL	4	4
HUMAN RESOURCE MANAGEMENT		
PROFESSIONAL		
DIRECTOR / CHIEF HR MANAGER	1	1
PRINCIPAL HR MANAGER	1	1
SENIOR HR MANAGER		
HR MANAGER	2	4
ASSISTANT HR MANAGER		
SUB-TOTAL	4	6
DEVELOPMENT PLANNING		
PROFESSIONAL		
DIRECTOR / CHIEF ECONOMIC / DEVELOPMENT PLANNING OFFICER	1	1
PRINCIPAL ECONOMIC / DEVELOPMENT PLANNING OFFICER		

DEPARTMENT / SECTION / GRADES	MIN	MAX
SENIOR ECONOMIC / DEVELOPMENT PLANNING OFFICER	1	2
ECONOMIC / DEVELOPMENT PLANNING OFFICER	1	2
ASSISTANT ECONOMIC / DEVELOPMENT PLANNING OFFICER		
SUB-TOTAL	3	5
BUDGETING		
PROFESSIONAL		
DIRECTOR / CHIEF BUDGET ANALYST CHIEF BUDGET ANALYST	1	1
PRINCIPAL BUDGET ANALYST		
SENIOR BUDGET ANALYST	1	2
BUDGET ANALYST		
ASSISTANT BUDGET ANALYST	1	2
SUB-TOTAL	3	5
INTERNAL AUDIT		
PROFESSIONAL		
DIRECTOR / CHIEF INTERNAL AUDITOR	1	1
PRINCIPAL INTERNAL AUDITOR	1	2
SENIOR INTERNAL AUDITOR		
INTERNAL AUDITOR	1	2
ASSISTANT INTERNAL AUDITOR		
SUB-TOTAL	3	5
PUBLIC AFFAIRS / PROTOCOLS		
PROFESSIONAL		
DIRECTOR / CHIEF PROTOCOL OFFICER	1	1
DEPUTY DIRECTOR / PRINCIPAL PROTOCOL OFFICER		
ASSISTANT DIRECTOR I / SENIOR PROTOCOL OFFICER	1	1
ASSISTANT DIRECTOR IIA / PROTOCOL OFFICER		
ASSISTANT DIRECTOR IIB / ASSISTANT PROTOCOL OFFICER		
SUB-TOTAL	2	2
SUPPLY / PROCUREMENT		
PROFESSIONAL		
DIRECTOR / CHIEF PROCUREMENT / SUPPLY OFFICER	1	1
PRINCIPAL PROCUREMENT / SENIOR SUPPLY OFFICER		
SENIOR PROCUREMENT / SENIOR SUPPLY OFFICER	2	2
PROCUREMENT / SENIOR SUPPLY OFFICER		
ASSISTANT PROCUREMENT / SENIOR SUPPLY OFFICER		
SUB-TOTAL	3	3

DEPARTMENT / SECTION / GRADES	MIN	MAX
SUB-PROFESSIONAL		
CHIEF PROCUREMENT ASSISTANT / STOREKEEPER	1	1
PRINCIPAL PROCUREMENT ASSISTANT / STOREKEEPER		
SENIOR PROCUREMENT ASSISTANT / STOREKEEPER	1	2
PROCUREMENT ASSISTANT / STOREKEEPER		
ASSISTANT PROCUREMENT ASSISTANT / STOREKEEPER		
SUB-TOTAL	2	3
STATISTICS		
PROFESSIONAL		
DIRECTOR	1	1
PRINCIPAL STATISTICIAN		
SENIOR STATISTICIAN	1	2
STATISTICIAN		
ASSISTANT STATISTICIAN		
SUB-TOTAL	2	3
SUB- PROFESSIONAL		
CHIEF STATISTICS TECHNICAL OFFICER	1	2
PRINCIPAL STATISTICS TECHNICAL OFFICER		
SENIOR STATISTICS TECHNICAL OFFICER		
STATISTICS TECHNICAL OFFICER		
ASSISTANT STATISTICS TECHNICAL OFFICER		
STATISTICAL ASSISTANT I, II II		
TECHNICAL		
CHIEF / PRINCIPAL DATA ENTRY CLERK	1	1
SENIOR / DATA ENTRY CLERK	1	1
SUB-TOTAL	7	10
RECORDS		
DIRECTOR / CHIEF RECORDS OFFICER	1	1
DEPUTY DIRECTOR / PRINCIPAL RECORDS OFFICER		
AD I / SENIOR RECORDS OFFICER	1	1
AD IIA / RECORDS OFFICER	1	2
AD IIB / ASSISTANT RECORDS OFFICER (AD IIB)	1	1
TECHNICAL		
PRINCIPAL / SENIOR RECORDS SUPERVISOR	1	2
RECORDS SUPERVISOR	1	2
SUB-TOTAL	6	9
SUPPORT STAFF / MISCELLANEOUS		
CHIEF RADIO OPERATOR/ ASSISTANT CHIEF RADIO OPERATOR	1	1
PRINCIPAL/ SENIOR RADIO OPERATOR	1	2

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADES	MIN	MAX
RADIO OPERATOR / ASSISTANT RADIO OPERATOR	2	3
SUB-TOTAL	4	6
CHIEF CATERING OFFICER / PRINCIPAL CATERING OFFICER	1	1
SENIOR CATERING OFFICER/CATERING OFFICER	1	1
ASSISTANT CATERING OFFICER	1	2
SUB-TOTAL	3	4
CHIEF / ASSISTANT CHIEF COOK	1	1
CHIEF/PRINCIPAL SUPERVISOR COOK		
SENIOR SUPERVISOR COOK/SUPERVISOR COOK	1	1
PRINCIPAL./SENIOR COOK	1	1
COOK I	4	8
COOK II		
KITCHEN ASSISTANT	2	4
SUB-TOTAL	9	15
CHIEF STEWARD/ ASSISTANT CHIEF STEWARD	1	1
PRINCIPAL./SENIOR STEWARD		
STEWARD I / II / III	4	6
PRINCIPAL SUPERVISING STEWARD / SENIOR SUP. STEWARD	1	1
SUPERVISOR STEWARD	1	1
SUB-TOTAL	7	9
CHIEF/ PRINCIPAL. CARETAKER	2	5
SENIOR/CARETAKER		
ASSISTANT CARETAKER		
SUB-TOTAL	2	5
CHIEF/PRINCIPAL. WASHER MAN	1	1
SENIOR/WASHER MAN GD I/II	2	2
ASSISTANT WASHER MAN	2	3
SUB-TOTAL	5	6
SENIOR ROAD TRANSPORT OFFICER	1	1
YARD FOREMAN/CHIEF DRIVER	1	1
HEAVY DUTY DRIVER	1	2
DRIVER I/II / III	8	10
DISPATCH RIDER	1	2
SUB-TOTAL	12	16
HEAD LABOURER	1	1
LABOURER	10	15
SUB-TOTAL	11	16
HEAD WATCHMAN	1	2
DAY/NIGHT WATCHMAN	10	14

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADES	MIN	MAX
SECURITY GUARD	2	3
SUB-TOTAL	13	19
SWEEPERS	7	10
CLEANER	4	6
SUB-TOTAL	11	16
MANAGEMENT INFORMATION SYSTEM (MIS)*		
PROFESSIONAL		
DIRECTOR/CHIEF OF INFORMATION TECHNOLOGY (IT) /INFORMATION MANAGEMENT (IM)	1	1
DEPUTY DIRECTOR/PRINCIPAL IT/IM OFFICER	1	1
SENIOR IT/IM OFFICER	1	2
IT/IM OFFICER	1	1
ASSISTANT IT/IM OFFICER	1	1
SUB-TOTAL	5	6
SUB-PROFESSIONAL		
CHIEF IT/IM TECHNICIAN	1	1
PRINCIPAL IT/IM TECHNICIAN	1	1
SENIOR IT/IM TECHNICIAN	1	1
IT/IM TECHNICIAN	1	1
ASSISTANT IT/IM TECHNICIAN	1	1
SUB-TOTAL	5	5
TOTAL (CENTRAL ADMINISTRATION)	141	200
CONTROLLER & ACCOUNTANT GENERAL DEPARTMENT		
PROFESSIONAL		
DIRECTOR	1	1
CHIEF ACCOUNTANT / DEPUTY DIRECTOR	1	1
PRINCIPAL ACCOUNTANT	1	2
SENIOR ACCOUNTANT		
ACCOUNTANT	2	4
SUB-PROFESSIONAL		
CHIEF ACCOUNTS TECHNICIAN / OFFICER	1	1
PRINCIPAL ACCOUNTS TECHNICIAN /OFFICER	1	2
SENIOR ACCOUNTS TECHNICIAN /OFFICER	2	3
ACCOUNTS TECHNICIAN /OFFICER		
JUNIOR ACCOUNTS TECHNICIAN /OFFICER	1	1
TECHNICAL / SUPPORT STAFF		
ACCOUNTS/ ASSISTANT ACCOUNTS CLERK	0	0
CHIEF / PRINCIPAL CASHIER		

DEPARTMENT / SECTION / GRADES	MIN	MAX
SENIOR CASHIER / CASHIER		
PRINCIPAL DATA ENTRY OPERATOR	1	2
SENIOR DATA ENTRY OPERATOR	1	2
DRIVER INSPECTOR	1	1
DRIVER GRADE II	2	4
CLEANER	2	3
LABOURER	1	1
NIGHT WATCHMAN / DAY WATCHMAN	1	2
DISPATCH RIDER	1	1
TOTAL (CAGD)	20	31
COMMUNITY DEVELOPMENT		
PROFESSIONAL		
DIRECTOR / CHIEF SOCIAL DEVELOPMENT OFFICER / COMMUNITY DEVELOPMENT	1	1
PRINCIPAL SOCIAL DEVELOPMENT OFFICER / COMMUNITY DEVELOPMENT /	1	2
SENIOR SOCIAL DEVELOPMENT OFFICER / COMMUNITY DEVELOPMENT	2	3
SOCIAL DEVELOPMENT OFFICER / COMMUNITY DEVELOPMENT	3	6
ASSISTANT SOCIAL DEVELOPMENT OFFICER / COMMUNITY DEVELOPMENT	2	4
SUB-PROFESSIONAL		
CHIEF MASS EDUCATION OFFICER / CHIEF SOCIAL DEVELOPMENT ASSISTANT	1	2
PRINCIPAL MASS EDUCATION OFFICER / PRINCIPAL SOCIAL DEVELOPMENT ASSISTANT		
SENIOR MASS EDUCATION OFFICER / SENIOR SOCIAL DEVELOPMENT ASSISTANT		
MASS EDUCATION OFFICER / SOCIAL DEVELOPMENT ASSISTANT	1	2
ASSISTANT COMMUNITY DEVELOPMENT OFFICER / ASSISTANT SOCIAL DEVELOPMENT ASSISTANT		
COMMUNITY DEVELOPMENT ASSISTANT		
SUPPORT STAFF		
SENIOR WORKS SUPERINTENDENT	1	1
WORKS SUPERINTENDENT		
PRINCIPAL TECHNICAL OFFICER	1	1
SENIOR TECHNICAL OFFICER		
PRINCIPAL ACCOUNTS OFFICER		

DEPARTMENT / SECTION / GRADES	MIN	MAX
EXECUTIVE CLASS	1	1
STENOGRAPHER SECRETARY / SENIOR TYPIST	1	1
CHIEF DRIVER	1	2
HEAVY DUTY DRIVER		
DRIVER I/II		
DAY WATCHMAN / NIGHT WATCHMAN	2	2
TOTAL (COMMUNITY DEVELOPMENT)	18	28
SOCIAL WELFARE		
PROFESSIONAL		
DIRECTOR / CHIEF SOCIAL DEVELOPMENT OFFICER / SOCIAL WELFARE	1	1
PRINCIPAL SOCIAL DEVELOPMENT OFFICER / SOCIAL WELFARE	1	2
SENIOR SOCIAL DEVELOPMENT OFFICER / SOCIAL WELFARE	1	2
SOCIAL DEVELOPMENT OFFICER / SOCIAL WELFARE	3	5
ASSISTANT SOCIAL DEVELOPMENT OFFICER / COMMUNITY DEVELOPMENT	2	2
SUB-PROFESSIONAL		
CHIEF SOCIAL DEVELOPMENT OFFICER / CHIEF SOCIAL DEVELOPMENT ASSISTANT	1	1
ASSISTANT CHIEF SOCIAL DEVELOPMENT OFFICER / PRINCIPAL SOCIAL DEVELOPMENT ASSISTANT		
PRINCIPAL ASSISTANT SOCIAL DEVELOPMENT OFFICER / SENIOR SOCIAL DEVELOPMENT ASSISTANT	1	1
SENIOR ASSISTANT SOCIAL DEVELOPMENT OFFICER / SOCIAL DEVELOPMENT ASSISTANT		
ASSISTANT SOCIAL DEVELOPMENT OFFICER / ASSISTANT SOCIAL DEVELOPMENT ASSISTANT	1	2
SOCIAL DEVELOPMENT ASSISTANT		
SUPPORT STAFF		
SENIOR / EXECUTIVE OFFICER	1	1
STENOGRAPHER SECRETARY	1	2
SENIOR TYPIST / SENIOR TELEPHONISTS		
CHIEF DRIVER	1	2
HEAVY DUTY DRIVER		
DRIVER I/II		
SWEEPER / LABOURER / CLEANER	2	2
WATCHMAN	2	2
TOTAL (SOCIAL WELFARE)	18	25

DEPARTMENT / SECTION / GRADES	MIN	MAX
BIRTHS AND DEATHS		
PROFESSIONAL		
DIRECTOR / CHIEF REGISTRATION OFFICER	1	1
PRINCIPAL REGISTRATION OFFICER	1	1
SENIOR REGISTRATION OFFICER	2	2
REGISTRATION OFFICER	4	6
ASSISTANT REGISTRATION OFFICER		
SUB-PROFESSIONAL / SUPPORT STAFF		
PRINCIPAL/SENIOR REGISTRATION ASSISTANT	3	3
REGISTRATION ASSISTANT	2	2
PRINCIPAL EXECUTIVE OFFICER	1	1
STENOGRAPHER SECRETARY	1	2
ACCOUNTANT	1	1
ACCOUNTS OFFICER	1	1
SENIOR TYPIST	1	1
DRIVER	2	3
TOTAL (BIRTHS AND DEATHS)	20	24
GHANA LIBRARY BOARD		
PROFESSIONAL		
DIRECTOR / CHIEF LIBRARIAN	1	1
PRINCIPAL LIBRARIAN	2	4
SENIOR LIBRARIAN		
LIBRARIAN	3	5
ASSISTANT LIBRARIAN		
SUB-PROFESSIONAL / SUPPORT STAFF		
SENIOR LIBRARY OFFICER/SENIOR LIBRARY ASSISTANT	3	5
STENOGRAPHER SECRETARY	1	1
PRINCIPAL. ACCOUNTS OFFICER	1	2
SENIOR ACCOUNT CLERK	1	1
DISPATCH RIDER	1	1
LABOURER	2	2
DRIVER GRADE I	2	2
WATCHMAN	2	4
SENIOR SECURITY OFFICER / SECURITY OFFICER	2	2
TOTAL (GHANA LIBRARY BOARD)	21	30

DEPARTMENT / SECTION / GRADES	MIN	MAX
FOOD AND AGRICULTURE (AGRIC.)		
PROFESSIONAL		
DIRECTOR / CHIEF AGRIC. OFFICER	1	1
DEPUTY DIRECTOR / PRINCIPAL AGRIC. OFFICER	4	7
SENIOR AGRIC. OFFICER	4	7
AGRIC. OFFICER		
ASSISTANT AGRIC. OFFICER	3	4
SUB-TOTAL	12	19
PROFESSIONAL		
DIRECTOR / CHIEF AGRIC. ECONOMIST	1	1
PRINCIPAL AGRIC. ECONOMIST		
SENIOR AGRI. ECONOMIST	1	1
AGRIC. ECONOMIST		
ASSISTANT AGRIC. ECONOMIST	2	2
SUB-TOTAL	4	4
PROFESSIONAL		
DIRECTOR / CHIEF AGRIC. ENGINEER	1	1
PRINCIPAL AGRIC. ENGINEER		
SENIOR AGRIC. ENGINEER	1	2
AGRIC. ENGINEER		
ASSISTANT AGRIC. ENGINEER	2	2
SUB-TOTAL	4	5
PROFESSIONAL		
DIRECTOR / CHIEF PRODUCTION OFFICER	1	1
PRINCIPAL PRODUCTION OFFICER		
SENIOR PRODUCTION OFFICER	1	1
PRODUCTION OFFICER	1	1
ASSISTANT PRODUCTION OFFICER	1	1
SUB-TOTAL	4	4
PROFESSIONAL		
DIRECTOR / CHIEF VETERINARY OFFICER	1	1
PRINCIPAL VETERINARY OFFICER		
SENIOR VETERINARY OFFICER	1	2
VETERINARY OFFICER		
ASSISTANT VETERINARY OFFICER	2	2
SUB-TOTAL	4	5

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADES	MIN	MAX
PROFESSIONAL		
CHIEF /PRINCIPAL ANIMAL HEALTH OFFICER	1	1
SENIOR ANIMAL HEALTH OFFICER	1	1
ANIMAL/ ASSISTANT ANIMAL HEALTH OFFICER	2	2
SUB-TOTAL	4	4
SUB-PROFESSIONAL / SUPPORT STAFF		
CHIEF TECHNICAL OFFICER	2	3
PRINCIPAL TECHNICAL OFFICER		
SENIOR TECHNICAL OFFICER	2	3
TECHNICAL OFFICER		
ASSISTANT TECHNICAL OFFICER	1	1
SUB-TOTAL	5	7
CHIEF TECHNICAL ASSISTANT	1	1
PRINCIPAL TECHNICAL ASSISTANT	1	1
SENIOR TECHNICAL ASSISTANT	1	1
TECHNICAL ASSISTANT	1	1
ASSISTANT SURVEYOR		
ASSISTANT RADIO SURVEYOR	1	1
SUB-TOTAL	5	5
PRINCIPAL / SENIOR PERSONNEL OFFICER	1	2
SUB-TOTAL	1	2
PRINCIPAL RADIO OPERATOR / SENIOR RADIO OPERATOR	1	1
RADIO OPERATOR	1	1
SUB-TOTAL	2	2
PRINCIPAL. STOREKEEPER / SENIOR STOREKEEPER	1	1
STOREKEEPER / ASSISTANT STOREKEEPER	1	1
SENIOR SUPPLY / SUPPLY OFFICER	1	1
SUB-TOTAL	3	3
RECORDS SUPERVISOR	1	1
SENIOR RECORDS ASSISTANT	1	1
SUB-TOTAL	2	2
CHIEF TRANSPORT OFFICER	1	1
ASSISTANT TRANSPORT ENGINEER	1	2
YARD FOREMAN	1	2
COMBINE OPERATOR	2	4
HEAVY DUTY DRIVER	2	4
DRIVER GD I/II/III	1	4
TRACTOR OPERATOR	2	4
SUB-TOTAL	10	21

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADES	MIN	MAX
ARTISAN / AUTO MECHANIC	1	1
CHIEF MECH. SUPERINTENDENT / MECHANIC	1	2
AUTO ELECTRICIAN / ELECTRICIAN GRADE I	1	1
SUB-TOTAL	3	4
PRINCIPAL / SENIOR EXECUTIVE OFFICER	1	1
HIGHER EXECUTIVE OFFICER / EXECUTIVE OFFICER	1	1
SUB-TOTAL	2	2
ACCOUNTANT	1	1
PRINCIPAL ACCOUNTS OFFICER	1	1
SENIOR ACCOUNTS OFFICER / ACCOUNTS OFFICER	1	2
SUB-TOTAL	3	4
PRIVATE SECRETARY /STENOGRAPHER SECRETARY	1	2
STENOGRAPHER / SENIOR TYPIST	2	4
TELEPHONIST / RECEPTIONIST	2	2
SUB-TOTAL	5	8
TRADESMAN SUPERVISOR	1	1
SUB-TOTAL	1	1
HERDSMAN	1	1
SEED LABOURER	2	4
LABOURER / CARETAKER	1	2
CLEANER	2	4
SUB-TOTAL	6	11
HEAD WATCHMAN	1	2
DAY/NIGHT WATCHMAN	4	6
SUB-TOTAL	5	8
TOTAL (FOOD AND AGRICULTURE)	85	121
FISHERIES DIRECTORATE		
PROFESSIONAL		
DIRECTOR / CHIEF FISHERIES OFFICER	1	1
PRINCIPAL FISHERIES OFFICER		
SENIOR FISHERIES OFFICER	1	1
FISHERIES OFFICER	1	1
ASSISTANT FISHERIES OFFICER		
SUB-PROFESSIONAL / SUPPORT STAFF		
PRINCIPAL / SENIOR TECHNICAL OFFICER	1	2
TECHNICAL OFFICER GRADE I / II	2	3
FOREMAN	1	1
SENIOR TECH. ASSISTANT	2	4
TECH. ASSISTANT	3	5

DEPARTMENT / SECTION / GRADES	MIN	MAX
SENIOR TRADESMAN	1	1
REGIONAL ACCOUNTANT	1	1
ASSISTANT REG. ACCOUNTANT	1	1
HUMAN RESOURCE/ ADMIN OFFICER	1	1
PRIVATE / STENOGRAPHER SECRETARY	1	1
STENOGRAPHER / SENIOR TYPIST	1	2
HEADMAN	1	1
LABOURER	1	2
NIGHT WATCHMAN/ DAY WATCHMAN	3	4
DRIVER	2	4
JANITOR	2	2
SECURITY OFFICERS	2	2
TOTAL (FISHERIES DIRECTORATE)	29	40
PARKS AND GARDENS		
ADMINISTRATION		
PROFESSIONAL		
DIRECTOR / CHIEF LANDSCAPE DESIGNER	1	1
PRINCIPAL LANDSCAPE DESIGNER	1	1
SENIOR LANDSCAPE DESIGNER		
LANDSCAPE DESIGNER	2	4
ASSISTANT LANDSCAPE DESIGNER		
SUB-PROFESSIONAL / SUPPORT STAFF		
CHIEF TECHNICAL ASSISTANT	1	2
PRINCIPAL TECHNICAL ASSISTANT	2	5
SENIOR TECHNICAL ASSISTANT	3	6
TECHNICAL ASSISTANT	2	4
JUNIOR FOREMAN	1	1
GARDENER SUPERVISOR	1	1
GARDENER	1	1
SENIOR ACCOUNTS OFFICER	1	1
TYPIST GD I	1	1
SENIOR EXECUTIVE OFFICER	1	1
STOREKEEPER	1	1
HEAD LABOURER	1	1
LABOURER	2	3
NIGHT WATCHMAN/ DAY WATCHMAN	2	3
TOTAL (PARKS AND GARDENS)	24	37

DEPARTMENT / SECTION / GRADES	MIN	MAX
TOWN & COUNTRY PLANNING		
PROFESSIONAL		
DIRECTOR, CHIEF PHYSICAL PLANNER	1	1
PRINCIPAL PHYSICAL PLANNER	1	2
SENIOR TOWN PLANNING OFFICER		
PHYSICAL PLANNER	1	2
ASSISTANT PHYSICAL PLANNER		
SUB-PROFESSIONAL		
CHIEF PHYSICAL PLANNING ASSISTANT	1	1
PRINCIPAL PHYSICAL PLANNING ASSISTANT	3	6
SENIOR PHYSICAL PLANNING ASSISTANT		
PHYSICAL PLANNING ASSISTANT		
TECHNICAL / SUPPORT STAFF		
TECHNICAL OFFICER GRADE I / II	4	8
CHIEF / PRINCIPAL TECHNICAL ASSISTANT		
SENIOR / TECHNICAL ASSISTANT		
HIGHER EXECUTIVE OFFICER / EXECUTIVE OFFICER	1	1
PRINCIPAL ACCOUNTS OFFICER	1	1
PRINCIPAL SUPPLY OFFICER / SUPPLY OFFICER	1	1
PRINCIPAL / SENIOR STORE KEEPER / STORE KEEPER	1	1
PRIVATE SECRETARY / STENOGRAPHER SECRETARY	1	1
STENOGRAPHER / SENIOR TYPIST	1	1
DRIVER GRADE I/II	2	3
TELEPHONIST / RECEPTIONIST	1	2
DAY WATCHMAN / NIGHT WATCHMAN	2	3
SURVEY ASSISTANTS	4	4
LABOURER	1	2
DISPATCH RIDER	1	1
CLEANER	1	2
TOTAL (TOWN & COUNTRY PLANNING)	29	43
DEPARTMENT OF COOPERATIVES, TRADES, INDUSTRY & TOURISM		
PROFESSIONAL		
DIRECTOR	1	1
DEPUTY DIRECTOR (INDUSTRY, COOPERATIVES & TOURISM)	1	2
ASSISTANT DIRECTOR I	1	2
ASSISTANT DIRECTOR IIA	1	2

DEPARTMENT / SECTION / GRADES	MIN	MAX
ASSISTANT DIRECTOR IIB		
SUB- PROFESSIONAL / SUPPORT STAFF		
SENIOR EXECUTIVE OFFICER	1	1
PRIVATE SECRETARY	2	2
ACCOUNTANTS OFFICER	1	1
CLEANER	1	1
DRIVERS	2	4
TOTAL (COOPERATIVES, TRADES, INDUSTRY & TOURISM)	11	16
DEPARTMENT OF FEEDER ROADS		
ADMINISTRATION		
PROFESSIONAL		
DIRECTOR / CHIEF ENGINEER	1	1
PRINCIPAL ENGINEER		
SENIOR ENGINEER	2	3
ENGINEER		
ASSISTANT (MAINTENANCE) ENGINEER	3	5
CHIEF / PRINCIPAL QUANTITY SURVEYOR	1	1
SENIOR / QUANTITY SURVEYOR	2	3
SUPPLY OFFICER	1	1
SENIOR ACCOUNTANT	1	1
ACCOUNTANT	1	1
PRIVATE SECRETARY / STENOGRAPHER SECRETARY	1	2
SUB-PROFESSIONAL / SUPPORT STAFF		
PRINCIPAL. PERSONNEL OFFICER/SENIOR EXECUTIVE OFFICER	1	2
RECORDS SUPERVISOR/ SENIOR RECORDS ASSISTANT	1	1
ASSISTANT CHIEF ACCOUNTS OFFICER	1	1
STENOGRAPHER / SENIOR TYPIST	2	3
CHIEF /PRINCIPAL TECHNICIAN ENGINEER	1	2
SENIOR TECHNICIAN ENGINEER	2	3
ENGINEERING / ASSISTANT ENGINEERING TECHNICIAN	4	5
CHIEF / PRINCIPAL TECHNICAL OFFICER	1	1
SENIOR / TECHNICAL OFFICER (SURVEY)	2	3
CHIEF / PRINCIPAL TECHNICAL ASSISTANT	1	1
SENIOR / TECHNICAL ASSISTANT	2	3
LABORATORY TECHNICIAN	2	3
CHIEF / PRINCIPAL WORKS SUPERINTENDENT	1	1
SENIOR / WORKS SUPERINTENDENT	1	2

DEPARTMENT / SECTION / GRADES	MIN	MAX
STOREKEEPER	1	1
DRIVER GRADE I, II, III	3	5
DAY WATCHMAN / NIGHT WATCHMAN	2	3
LABOURER / CLEANER	3	5
DRAUGHTSMAN I	2	3
HEAVY EQUIPMENT OPERATOR/HEAVY DUTY DRIVER	1	1
FOREMAN / JUNIOR FOREMAN	1	2
TRACTOR OPERATOR	1	1
CARPENTER II	2	3
TOTAL (DEPARTMENT OF FEEDER ROADS)	51	73
DEPARTMENT: URBAN ROADS		
PROFESSIONAL		
DIRECTOR / CHIEF / PRINCIPAL ENGINEER	1	1
SENIOR ENGINEER (GEODETIC, CIVIL, MECHANICAL, ETC.)	2	3
ENGINEER / ASSISTANT ENGINEER	3	5
CHIEF / PRINCIPAL / SENIOR QUANTITY SURVEYOR	1	1
QUANTITY SURVEYOR/ ASSISTANT QUANTITY SURVEYOR	2	3
ACCOUNTANT/ DEPUTY ACCOUNTANT	1	2
SUB- PROFESSIONAL / SUPPORT STAFF		
CHIEF / PRINCIPAL TECHNICIAN ENGINEER	1	1
SENIOR TECHNICIAN ENGINEER	1	2
TECHNICIAN ENGINEER/ ASSISTANT TECHNICIAN ENGINEER	2	3
CHIEF/ PRINCIPAL TECHNICIAN	1	1
SENIOR TECHNICIAN	2	3
LABORATORY TECHNICIAN	2	3
CHIEF / ASSISTANT CHIEF TECHNICAL OFFICER	1	1
PRINCIPAL / SENIOR TECHNICAL OFFICER	1	2
TECHNICAL OFFICER GD I/II	2	3
WORKS SUPERINTENDENT	1	1
FOREMAN	1	2
YARD FOREMAN / DRIVER I	3	5
HEAVY DUTY DRIVER	2	4
PRINCIPAL EXECUTIVE OFFICER	1	1
SENIOR ACCOUNTS OFFICER	1	2
PRINCIPAL /SENIOR STOREKEEPER	1	2
RECORDS OFFICER/ RECORDS SUPERVISOR	1	1

DEPARTMENT / SECTION / GRADES	MIN	MAX
EXECUTIVE OFFICER	1	1
PRIVATE SECRETARY / STENOGRAPHER SECRETARY	1	2
WATCHMEN	2	4
LABOURERS	2	4
TOTAL (DEPARTMENT OF URBAN ROADS)	40	63
COMMUNITY WATER AND SANITATION		
PROFESSIONAL		
DIRECTOR	1	2
CHIEF/ PRINCIPAL / SENIOR / ENGINEER	2	4
EXTENSION SERVICE SPECIALIST	2	4
SUB-PROFESSIONAL / SUPPORT STAFF		
RECORDS SUPERVISOR/ SENIOR RECORDS ASSISTANT	1	1
CHIEF / ASSISTANT CHIEF / PRINCIPAL EXECUTIVE OFFICER	1	1
ACCOUNTS ASSISTANT	1	1
IT OFFICER	1	1
SECRETARY/ TYPIST	2	3
DRIVER	2	4
SECURITY	2	4
TOTAL (COMMUNITY WATER AND SANITATION)	15	25
INFORMATION SERVICES DEPARTMENT		
PROFESSIONAL		
DIRECTOR/CHIEF OF INFORMATION TECHNOLOGY (IT) / INFORMATION MANAGEMENT (IM)	1	1
PRINCIPAL IT/IM OFFICER		
SENIOR IT/IM OFFICER	1	1
IT/IM OFFICER	1	1
ASSISTANT IT/IM OFFICER		
SUB-PROFESSIONAL		
CHIEF IT/IM TECHNICIAN		
PRINCIPAL IT/IM TECHNICIAN	1	1
SENIOR IT/IM TECHNICIAN		
IT/IM TECHNICIAN	1	3
ASSISTANT IT/IM TECHNICIAN	1	3
TOTAL (INFORMATION SERVICES DEPARTMENT)	6	10

DEPARTMENT / SECTION / GRADES	MIN	MAX
NATIONAL YOUTH COUNCIL		
PROFESSIONAL		
DIRECTOR / YOUTH COORDINATOR	1	1
PRINCIPAL YOUTH COORDINATOR	1	2
SENIOR YOUTH COORDINATOR	2	4
YOUTH COORDINATOR		
ASSISTANT YOUTH COORDINATOR		
YOUTH / ASSISTANT DEVELOPMENT OFFICER	2	4
ACCOUNTANT/SENIOR ACCOUNTS OFFICER	1	2
SUB-PROFESSIONAL / SUPPORT STAFF		
EXECUTIVE OFFICER	1	1
STENOGRAPHER / SENIOR TYPIST / TYPIST GRADE I	1	1
DISPATCH RIDER	1	1
WATCHMAN	1	2
TOTAL (NATIONAL YOUTH COUNCIL)	11	18
PUBLIC WORKS DEPARTMENT		
PROFESSIONAL		
DIRECTOR / CHIEF ENGINEER	1	1
PRINCIPAL / SENIOR ENGINEER	1	1
ENGINEER / ASSISTANT ENGINEER	1	2
CHIEF QUANTITY SURVEYOR	1	1
PRINCIPAL / SENIOR QUANTITY SURVEYOR	1	2
QUANTITY SURVEYOR / ASSISTANT QUANTITY SURVEYOR	1	2
CHIEF/ PRINCIPAL ARCHITECT	1	1
SENIOR ARCHITECT / ARCHITECT	1	2
ASSISTANT ARCHITECT	2	4
GEODETIC ENGINEER	1	1
ACCOUNTANT	1	1
SUB-PROFESSIONAL / TECHNICAL & SUPPORT STAFF		
CHIEF / ASSISTANT CHIEF ENGINEERING TECHNICIAN	1	1
PRINCIPAL / SENIOR ENGINEERING TECHNICIAN	1	2
ENGINEERING / ASSISTANT ENGINEERING TECHNICIAN	2	4
CHIEF/PRINCIPAL BUILDING INSPECTOR	1	1
SENIOR/BUILDING INSPECTOR/ ASSISTANT BUILDING INSPECTOR	2	4
PRINCIPAL EXECUTIVE OFFICER	1	1
RECORDS SUPERVISOR/SENIOR EXECUTIVE OFFICER	1	1
HIGHER EXECUTIVE OFFICER / EXECUTIVE OFFICER	1	2

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADES	MIN	MAX
SENIOR RECORDS ASSISTANT/ RECORDS ASSISTANT	1	2
PRIVATE SECRETARY / STENOGRAPHER SECRETARY	1	2
STENOGRAPHER / SENIOR TYPIST	1	2
SENIOR TELEPHONIST / RECEPTIONIST	1	1
SENIOR ACCOUNTS OFFICER	1	1
PRINCIPAL / SENIOR / SUPPLY OFFICER	1	2
PRINCIPAL/ SENIOR / STOREKEEPER	1	2
CHIEF/ ASSISTANT CHIEF ESTATE MANAGER	1	1
PRINCIPAL / SENIOR ESTATE MANAGER	1	2
ESTATE OFFICER / ASSISTANT ESTATE OFFICER	2	4
CHIEF/ ASSISTANT CHIEF TECHNICIAN ENGINEER	1	2
PRINCIPAL/SENIOR TECHNICIAN ENGINEER	1	2
TECHNICIAN ENGINEER	3	5
CHIEF / ASSISTANT CHIEF TECHNICAL OFFICER	1	1
PRINCIPAL /SENIOR TECHNICAL OFFICER	1	2
TECHNICAL OFFICER I/II	1	2
CHIEF / ASSISTANT CHIEF TECHNICAL ASSISTANT	1	1
PRINCIPAL / SENIOR TECHNICAL ASSISTANT	1	2
TECHNICAL ASSISTANT GD I/II	2	4
CHIEF / PRINCIPAL. WORKS SUPERINTENDENT	1	1
SENIOR/ WORKS / ASSISTANT WORKS SUPERINTENDENT	4	8
SENIOR /WORKS FOREMAN/ JUNIOR FOREMAN	4	10
ELECTRICIAN GRADE I	1	1
TRADESMAN SUPERVISOR	4	6
DRAUGHTSMAN	1	2
CONSTRUCTION LABOURER	1	2
WORKS CLERK	1	1
PLUMBER I / II	2	3
BLACKSMITH I	1	1
STEEL BENDER	1	1
SPRAY PAINTER I	1	1
CARPENTER SUPERVISOR	1	1
SUPERVISORY TRADESMAN	1	6
CHIEF TRADESMAN	1	1
PRINCIPAL /SENIOR TRADESMAN	1	2
CARPENTER GD I & II & III	2	2
TRADESMAN GD I & II	1	1
PAINTER I/II	2	2
MASON SUPERVISOR	1	1

Local Government Service - Staffing Norms

DEPARTMENT / SECTION / GRADES	MIN	MAX
MECHANIC	1	1
SENIOR ROAD TRANSPORT OFFICER	1	1
YARD FOREMAN	1	1
HEAVY DUTY DRIVER	3	9
CHIEF DRIVER	1	1
DRIVER GRADE I / II / III	3	4
DISPATCH RIDER	1	2
CHIEF / ASSISTANT CHIEF SECURITY GUARD / INVESTIGATION OFFICER	1	3
PRINCIPAL / SENIOR / SECURITY GUARD / INVESTIGATION OFFICER	3	8
DAY/NIGHT WATCHMAN	3	5
CHIEF / HEADMAN LABOURER	1	1
CONSERVANCY LABOURER	1	2
LABOURER / CLEANER / SWEEPER	3	5
TOTAL (PUBLIC WORKS DEPARTMENT)	102	173
NATIONAL ROAD SAFETY COMMISSION REGIONAL OFFICE / TRANSPORTATION DEPARTMENT		
PROFESSIONAL		
DIRECTOR	1	1
DEPUTY / ASSISTANT DIRECTOR - PUBLIC TRANSPORT OPERATIONS	1	1
DEPUTY / ASSISTANT DIRECTOR - SAFETY AND EDUCATION	1	1
ACCOUNTANT / ACCOUNTS OFFICER	1	1
SUPPORT STAFF		
SECRETARY	1	1
DRIVER	1	4
CLEANER	1	1
TOTAL (TRANSPORTATION & ROAD SAFETY)	7	10
GRAND TOTAL (RCC)	648	967
FOR 10 RCCs	6,480	9,670

RCC - TOTAL (SUMMARY)

DEPARTMENT OF RCC	MIN	MAX
CHIEF DIRECTOR / REGIONAL COORDINATING DIRECTOR	1	1
TOTAL (CENTRAL ADMINISTRATION)	141	200
TOTAL (CAGD)	20	31
TOTAL (COMMUNITY DEVELOPMENT)	18	28
TOTAL (SOCIAL WELFARE)	18	25
TOTAL (BIRTHS AND DEATHS)	20	24
TOTAL (GHANA LIBRARY BOARD)	21	30
TOTAL (FOOD AND AGRICULTURE)	85	121
TOTAL (FISHERIES DIRECTORATE)	29	40
TOTAL (PARKS AND GARDENS)	24	37
TOTAL (TOWN & COUNTRY PLANNING)	29	43
TOTAL (COOPERATIVES, TRADES, INDUSTRY & TOURISM)	11	16
TOTAL (DEPARTMENT OF FEEDER ROADS)	51	73
TOTAL (DEPARTMENT OF URBAN ROADS)	40	63
TOTAL (COMMUNITY WATER AND SANITATION)	15	25
TOTAL (INFORMATION SERVICES DEPARTMENT)	6	10
TOTAL (NATIONAL YOUTH COUNCIL)	11	18
TOTAL (PUBLIC WORKS DEPARTMENT)	102	173
TOTAL (TRANSPORTATION & ROAD SAFETY)	7	10
GRAND TOTAL (RCC)	648	967
FOR 10 RCCs	6,480	9,670

3.3. Staffing Norms for LGSS

LOCAL GOVERNMENT SERVICE SECRETARIAT (LGSS) MATRIX FOR THE STAFFING NORMS

DIRECTORATE / SECTION / UNIT/ GRADES	MIN	MAX
HEAD OF SERVICE	1	1
PROFESSIONAL		
DEPUTY DIRECTOR	1	1
ASSISTANT DIRECTOR I		
ASSISTANT DIRECTOR IIA		
ASSISTANT DIRECTOR IIB		
SENIOR PRIVATE SECRETARY	1	1
PRIVATE SECRETARY		
SUB-TOTAL (HoS)	3	3
CHIEF DIRECTOR	1	1
PROFESSIONAL		
DEPUTY DIRECTOR	1	1
ASSISTANT DIRECTOR I		
ASSISTANT DIRECTOR IIA		
ASSISTANT DIRECTOR IIB		
SENIOR PRIVATE SECRETARY	1	1
PRIVATE SECRETARY		
SUB-TOTAL (CD)	3	3
INTERNAL AUDIT UNIT		
PROFESSIONAL		
CHIEF INTERNAL AUDITOR	1	1
PRINCIPAL INTERNAL AUDITOR	2	3
SENIOR INTERNAL AUDITOR		
INTERNAL AUDITOR		
ASSISTANT INTERNAL AUDITOR		
SUB-TOTAL (IAU)	3	4
PUBLIC AFFAIRS UNIT		
PROFESSIONAL		
DIRECTOR	1	1
DEPUTY DIRECTOR	1	1
ASSISTANT DIRECTOR I		
ASSISTANT DIRECTOR IIA		
ASSISTANT DIRECTOR IIB		

DIRECTORATE / SECTION / UNIT/ GRADES	MIN	MAX
SUB-TOTAL (PAU)	2	2
LEGAL UNIT		
PROFESSIONAL		
CHIEF SOLICITOR	1	1
PRINCIPAL SOLICITOR	1	1
SENIOR SOLICITOR		
SOLICITOR		
SUB-TOTAL (LU)	2	2
POLICY, PLANNING, BUDGETING, MONITORING & EVALUATION DIRECTORATE (PPBMED)		
PROFESSIONAL		
CHIEF DEVELOPMENT PLANNING OFFICER / DIRECTOR	1	1
PRINCIPAL DEVELOPMENT PLANNING OFFICER	1	1
SENIOR DEVELOPMENT PLANNING OFFICER	1	1
DEVELOPMENT PLANNING OFFICER		
ASSISTANT DEVELOPMENT PLANNING OFFICER		
DEPUTY DIRECTOR	1	1
ASSISTANT DIRECTOR I		
ASSISTANT DIRECTOR IIA		
ASSISTANT DIRECTOR IIB	1	1
PRINCIPAL BUDGET ANALYST		
SENIOR BUDGET ANALYST		
BUDGET ANALYST	1	1
SUB-PROFESSIONAL		
STENOGRAPHER SECRETARY	1	1
SUB-TOTAL (PPBMED)	7	7
MANAGEMENT AND TECHNICAL SERVICES DIRECTORATE (MTSD)		
PROFESSIONAL		
DIRECTOR	1	1
DEPUTY DIRECTOR	3	3
ASSISTANT DIRECTOR I		
ASSISTANT DIRECTOR IIA		
ASSISTANT DIRECTOR IIB		
PRINCIPAL DEVELOPMENT PLANNING OFFICER	2	2
SENIOR DEVELOPMENT PLANNING OFFICER		
DEVELOPMENT PLANNING OFFICER		

DIRECTORATE / SECTION / UNIT/ GRADES	MIN	MAX
ASSISTANT DEVELOPMENT PLANNING OFFICER		
CHIEF ENGINEER	2	3
PRINCIPAL ENGINEER		
SENIOR ENGINEER		
ENGINEER		
SUB-PROFESSIONAL		
STENOGRAPHER SECRETARY	1	1
SUB-TOTAL (MTSD)	9	10
HUMAN RESOURCE MANAGEMENT DIRECTORATE (HRMD)		
PROFESSIONAL		
DIRECTOR / CHIEF HUMAN RESOURCE (HR) MANAGER	1	1
PRINCIPAL HR MANAGER	2	2
SENIOR HR MANAGER	1	1
HR MANAGER	2	3
ASSISTANT HR MANAGER		
SENIOR PERSONNEL OFFICER / AD IIA, IIB & I	1	1
SUB-PROFESSIONAL		
STENOGRAPHER SECRETARY	1	1
SUB-TOTAL (HRMD)	8	9
HUMAN RESOURCE DEVELOPMENT DIRECTORATE (HRDD)		
PROFESSIONAL		
DIRECTOR / CHIEF HUMAN RESOURCE (HR) MANAGER	1	1
PRINCIPAL HR MANAGER	2	2
SENIOR HR MANAGER	1	1
HR MANAGER	2	2
ASSISTANT HR MANAGER		
SENIOR PERSONNEL OFFICER / AD IIA, IIB & I	1	1
SUB-PROFESSIONAL		
STENOGRAPHER SECRETARY	1	1
SUB-TOTAL (HRDD)	8	8
RESEARCH, STATISTICS AND INFORMATION MANAGEMENT DIRECTORATE (RSIMD)		
PROFESSIONAL		
DIRECTOR/CHIEF OF INFORMATION TECHNOLOGY (IT) / INFORMATION MANAGEMENT (IM)	1	1
PRINCIPAL IT/IM OFFICER / DEPUTY DIRECTOR	2	2

DIRECTORATE / SECTION / UNIT/ GRADES	MIN	MAX
SENIOR IT/IM OFFICER	1	1
IT /IM OFFICER	1	1
ASSISTANT IT/IM OFFICER		
ASSISTANT DIRECTOR IIA, IIB, I	3	3
RECORD OFFICE / LIBRARY & DOCUMENTAION	1	1
SENIOR STATISTICIAN / STATISTICIAN	1	1
SUB-PROFESSIONAL		
CHIEF IT/IM TECHNICIAN	1	1
PRINCIPAL IT/IM TECHNICIAN		
SENIOR IT/IM TECHNICIAN		
IT/IM TECHNICIAN		
ASSISTANT IT/IM TECHNICIAN		
STENOGRAPHER SECRETARY	1	1
SUB-TOTAL (RSIMD)	12	12
ADMINISTRATION AND GENERAL SERVICES DIRECTORATE (AGSD)		
PROFESSIONAL		
DIRECTOR	1	1
DEPUTY DIRECTOR	1	1
ASSISTANT DIRECTOR I	1	1
ASSISTANT DIRECTOR IIA	1	1
ASSISTANT DIRECTOR IIB		
CHIEF PROCUREMENT / SUPPLY OFFICER	1	1
PRINCIPAL PROCUREMENT / SUPPLY OFFICER		
SENIOR PROCUREMENT / SUPPLY OFFICER		
PROCUREMENT / SUPPLY OFFICER	1	1
ASSISTANT PROCUREMENT / SUPPLY OFFICER		
SUB-PROFESSIONAL / SUPPORT STAFF		
CHIEF EXECUTIVE OFFICER	1	2
ASST CHIEF EXECUTIVE OFFICER		
PRINCIPAL EXECUTIVE OFFICER		
SENIOR EXECUTIVE OFFICER		
HIGHER EXECUTIVE OFFICER		
EXECUTIVE OFFICER		
SENIOR RECORD OFFICER	1	1
STENOGRAPHER SECRETARY	1	1
STENOGRAPHER GRADE I	1	1

Local Government Service - Staffing Norms

DIRECTORATE / SECTION / UNIT/ GRADES	MIN	MAX
STENOGRAPHER GRADE II		
SENIOR TYPIST		
CHIEF PROCUREMENT ASSISTANT / STOREKEEPER		
PRINCIPAL PROCUREMENT ASSISTANT / STOREKEEPER		
SENIOR PROCUREMENT ASSISTANT / STOREKEEPER	1	1
PROCUREMENT ASSISTANT / STOREKEEPER		
ASSISTANT PROCUREMENT ASSISTANT / STOREKEEPER		
SENIOR RECORDS ASSISTANT		
RECORDS ASSISTANT	1	1
JUNIOR RECORDS ASSISTANT		
CHIEF ESTATE OFFICER		
PRINCIPAL ESTATE OFFICER	1	1
SENIOR ESTATE OFFICER		
ESTATE OFFICER		
ASSISTANT ESTATE OFFICER		
CHIEF SECURITY OFFICER		
PRINCIPAL SECURITY OFFICER		
SENIOR SECURITY OFFICER	1	1
SECURITY OFFICER		
ASSISTANT SECURITY OFFICER		
TECHNICAL		
CHIEF DRIVER / HEAVY DUTY DRIVER	2	2
YARD FOREMAN	1	1
DRIVER GRADE I	3	5
DRIVER GRADE II	2	5
DRIVER GRADE III		
DISPATCH RIDER	1	1
MISCELLANEOUS		
LABOURER HEADMAN	1	1
SANITARY LABOURER	1	1
CLEANER/SWEEPER	3	5
WATCHMAN	2	3
SUB-TOTAL (AGSD)	30	39
FINANCIAL MANAGEMENT DIRECTORATE (FMD)		
PROFESSIONAL		
DIRECTOR OF FINANCE		
CHIEF ACCOUNTANT / DEPUTY DIRECTOR	1	1

Local Government Service - Staffing Norms

DIRECTORATE / SECTION / UNIT/ GRADES	MIN	MAX
PRINCIPAL ACCOUNTANT.	1	1
SENIOR ACCOUNTANT	1	1
ACCOUNTANT	1	1
SUB-PROFESSIONAL		
CHIEF ACCOUNTS TECHNICIAN / OFFICER	2	2
PRINCIPAL ACCOUNTS TECHNICIAN /OFFICER		
SENIOR ACCOUNTS TECHNICIAN /OFFICER		
ACCOUNTS TECHNICIAN /OFFICER		
JUNIOR ACCOUNTS TECHNICIAN /OFFICER		
STENOGRAPHER SECRETARY	1	1
SUB-TOTAL (FMD)	7	7
GRAND TOTAL (LGSS)	94	106
SUMMARY NUMBER OF STAFF - LGSS	MIN	MAX
SUB-TOTAL (HoS)	3	3
SUB-TOTAL (CD)	3	3
SUB-TOTAL (IAU)	3	4
SUB-TOTAL (PAU)	2	2
SUB-TOTAL (LU)	2	2
SUB-TOTAL (PPBMED)	7	7
SUB-TOTAL (MTSD)	9	10
SUB-TOTAL (HRMD)	8	9
SUB-TOTAL (HRDD)	8	8
SUB-TOTAL (RSIMD)	12	12
SUB-TOTAL (AGSD)	30	39
SUB-TOTAL (FMD)	7	7
GRAND TOTAL (LGSS)	94	106