



UNITED NATIONS
GENERAL
ASSEMBLY



Distr.
GENERAL

A/C.5/33/55
22 November 1978

ORIGINAL: ENGLISH

Thirty-third session
FIFTH COMMITTEE
Agenda item 100

PROGRAMME BUDGET FOR THE BIENNIUM 1978-1979

Revised estimates under section 23A. Department of
Conference Services

Reclassification of posts of supervisors,
Stenographic Service, DCS

Report of the Secretary-General

1. In the proposed programme budget for the biennium 1978-1979, (A/32/6), a proposal was included for the reclassification of the six posts of supervisors in the Stenographic Service from G-5 to P-2. The relevant paragraph (23.18), read as follows:

"Six reclassifications from G-5 to P-2 for the posts of supervisors in the Stenographic Service are requested. The language units in the Stenographic Service range in size from 33 to 57 established posts. In addition to general administration of their units, the supervisors in charge arrange schedules of work and staff assignments, co-ordinate work with other units within the Department, ensure quantity and quality of work to be done in conformity with established standards and prepare production statistics. These managerial and administrative responsibilities are clearly equivalent to those of administrative officers at the junior Professional level."

2. Since the ACABQ was not convinced that the functions of the posts were at the Professional level it did not recommend approval (paragraph 23.14, A/32/8).

3. During 1978, the matter has been studied once again. The description of the work presently performed by these supervisors may be found in the attached annex. The Department of Conference Services is involved in a programme of technological innovations which has as one of its main features the reorganization of work in the typing units. In large measure, the smoothness of transition from typing to word-processing depends on the professional competence of the supervisors. The

technical demands on the supervisors, once the transition is accomplished, are expected to be at least as great as at present. In this context it should be noted that the Classification Section has conducted an ad hoc review of these posts and supports their reclassification, considering them to be under-graded at the G-5 level.

4. As the conclusion has again been reached that the functions and responsibilities of these six posts exceed the level of job responsibility to be expected at the G-5 level and warrant their upgrading to the P-2 level, the previous proposal is resubmitted to this effect. The reclassification of these posts as from 1 January 1979 would result in an additional expenditure of \$32,400 for the biennium 1978-1979. However, no additional appropriations are requested under section 23 A at this time, since the amount involved can be met from within existing resources.

/...

Annex

Description of work performed by a supervisor in the
Typing Unit of the Stenographic Service

Supervises from 56 to 73 staff members producing documentation within a required time period, while maintaining the highest possible standards of efficiency in all phases of Unit's operation.

(1) Under the direction of the Chief of the Stenographic Service, plans and manages the work flow of the unit, in co-ordination with appropriate sections of the Department of Conference Services (including the Translation and Verbatim Reporting Sections and Documents Control); allocates the resources of the unit in the light of work forecasts and daily priorities; ensures that assignments are completed within deadlines according to set standards of professional quality.

(2) Makes decisions on errors and inconsistencies in texts submitted for typing; liaises with translators or précis-writers or other authors as required to ensure rapid solution to textual problems.

(3) Maintains statistical records of production in the unit; provides statistical material to the Chief of the Stenographic Service for purposes of departmental productivity monitoring and planning.

(4) Tests candidates for vacancies in the unit; evaluates staff members of the unit and prepares performance reports; makes recommendations for promotion on the basis of individual productivity, quality of output, and personal suitability to the conditions in the unit; takes all necessary steps to ensure congenial interpersonal relations in the unit as required to maintain set levels of productivity.

(5) Prepares records and statistical material for unit personnel purposes, including leave reports, compensatory time, night differential hours, and overtime; plans mission assignments.

(6) Participates fully in the innovation of word processing technology into the unit and supervises the adaptation of staff to the new equipment; contributes as required to the adaptation of his own supervisory functions in response to any new conditions, methods, and operations that may arise in the unit through the innovation of technology.
