SPECIFICATIONS

ENABLING A
WORLD CLASS
PUBLIC SERVICE

DATA SPECIFICATIONS

Government Employee Number (GEN)

Version 1.6

October 2019

NSW GOVERNMENT
Public Service Commission

Revision History

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1 Introduction

1.1 Public Service Commission

The Public Service Commission (PSC) was established on 1 November 2011.

The Commission's primary responsibilities can be summarised as:

- Establishing and protecting public sector values and ethical standards
- Driving a customer-focused culture across the public sector
- Focusing on recruitment and retention
- Upholding the principle of merit.

The broad goals of the Commission are to:

- Develop the capability of the workforce through policies and frameworks in areas of recruitment, retention and culture
- Set and promulgate public service standards for merit and ethics
- Understand and shape the parameters of the public service workforce of the future
- Provide authoritative evidence, data and tools concerning the sector to assist agency decision making
-

1.2 What is GEN?

The Government Employee Number (GEN) is a unique identifier for all NSW Government employees. Your GEN will stay with you even if you transfer between agencies or leave and return to the public sector.

The GEN format will make it easily identifiable: it will commence with G, followed by two letters (not A, E, I, O, U, L, S) followed by 5 digits, the last of which is a check digit. Examples of GEN are GBB00016 and GZP34541.

The GEN will be created for every NSW government employee and stored within their agency Human Resource (HR) system. The GEN will not replace existing unique identifiers in Enterprise Resource Planning (ERP) or other HR systems but will be a supplementary identifier, requiring an additional field in the ERP or HR system to be allocated for storing the GEN.

The GEN will be included in the annual PSC Workforce Profile Collection and stored against records in the Workforce Information Warehouse (WIW) to underpin whole of sector aggregate and longitudinal analysis. The PSC Workforce Profile Collection and reporting activities are strictly focused on aggregated analysis and de-identified reporting. The privacy of personal information is paramount, and as such the WIW will remain 'de-identified' and not store employee identifying information.

1.3 Which agencies are included in the GEN?

All NSW government agencies are included in the GEN.

While participating in GEN will not be mandated for State Owned Corporations and external to government agencies, the Public Service Commissioner will be encouraging agencies that submit the Workforce Profile, to be involved.

1.4 What is the timing of the GEN data gathering?

Updates should be submitted on a regular basis – at minimum every week– to reflect all new joiners, leavers and changes in any of the GEN data fields.

1.5 What is produced from the GEN employee data?

The GEN employee data will be uploaded by the agency HR GEN Administrator into the GEN system, which will check for duplicate identities or possible matches. The system will provide the means to extract the following output:

- A success table (including allocated GENs)
- Error reporting

The error reporting can show errors in data imported which require correction. The onus is on agencies to cleanse the data prior to resubmission. Records in error should be corrected and resubmitted, so that a GEN can be allocated.

1.6 Reference and census period population

Unlike the Workforce Profile, GEN data does not have any concept of reference or census periods or dates. The GEN employee data should be correct as at the date the information is extracted from agency HR/ERP systems. Each GEN created will have as a minimum, the date of creation as well as the date of any updates to that record, and provide an audit trail for all transactions, with dates and user names recorded.

1.7 Multiple records

To enable the collection of information about employees working in more than one role simultaneously (such as an ongoing employee working in another part-time or casual role for the same agency) additional records may be provided for these employees.

For example: A nurse is ongoing in one local health district and then does a casual role in other local health districts could have two employment records, but will only be allocated one GEN.

1.8 What if I need help?

Website: http://www.psc.nsw.gov.au/GEN
Email: GEN@psc.nsw.gov.au
Phone: (02) 9272 6075

2 Privacy

2.1 Confidentiality Issues

Because creating a GEN involves collecting some information about an employee, the Public Service Commission (PSC) has developed the Privacy Code of Practice for the Public Service Commission, in consultation with the NSW Privacy Commissioner. The Privacy Code of Practice was authorised by the Attorney General and published in the Gazette on 3 August 2018.

Consideration of privacy legislation and information protection principles has been integral to the implementation of the GEN. The PSC has taken a 'privacy by design' approach, giving early consideration to privacy issues and planning for privacy responsibilities at all stages of the process.

The minimum personal information necessary (name, date of birth, gender) is collected as part of the GEN.

It is an important information management principle that employees must be advised of the inclusion of their personal data as part of the GEN, of the provisions put in place to protect privacy and ensure confidentiality, and of how they may request changes to any information they believe to be incorrect.

2.2 Access to GEN information

The Public Service Commission is responsible for conducting the collection. Only PSC employees (and, if applicable, contractors engaged by the PSC), nominated HR agency representatives directly involved in the development, collection and/or analysis of GEN information have access to raw data and are bound by a confidentiality agreement.

Agency HR representatives who have signed a confidentiality agreement and system administrators will have limited access to GEN information as required to fulfil their roles.

Should an employee need to update their personal details, for instance for a change of name, the employee must follow agency protocols to make the change through their agency HR department. Updates to the HR data relevant to GEN should subsequently be passed to the GEN/EBX system to be ensure GEN is reflective of the data current at the host agency.

3 Definitions

3.1 Employees included in the GEN data

The GEN data population is defined as including:
Note: As a rule, any employee submitted for the workforce profile should have a GEN

Include

- All permanent staff, including permanent statutory appointees
- All temporary staff, except temporary staff provided by employment agencies
- All casual staff who are deemed to be active employees
- Staff employed on the basis of fixed term contracts, such as SES
- Staff on secondment (to and from the agency). The seconded employee's home agency should report the employee if it pays 51% or more of their employment related costs. The receiving agency should report the employee if it pays 51% or more
- Apprentices, trainees and cadets
- Staff on leave (paid or unpaid)
- Retained staff (volunteers who receive payment for attendance)
- Departmental Liaison Officers who are current employees of an agency and are based within a Minister's Office and paid through the agency's payroll

3.2 Employees excluded from the GEN data

Exclude

- Members of boards and committees
- Casual staff who are not deemed to be active employees
- Temporary staff supplied by an employment agency on a fee for service basis
- Contractors and consultants engaged on a fee for service basis, including visiting Medical Officers, etc.
- Volunteers
- People on work experience
- Staff who have separated from the agency

4 GEN DATA ITEMS

The following data items will be collected for each employee:

- Some data items identified are part of the existing Workforce Profile collection, as indicated below and are also required for GEN allocation. Exactly the same data should be supplied as for the Workforce Profile.
- The other data items identified are new items needed for GEN only.
- For a detailed description of each data item, refer to Section 5 – Data Definitions.

Ref	Data Item	Item Description	Data collection	Required
1	Operation	"I" for Identity	GEN Data	Yes
2	Row Number	Sequential number of row in CSV file	GEN Data	Yes
3	GEN	The Government Employee Number for the employee	Workforce Profile	Yes if already allocated
4	Division ID	The unique reference number for the division	Workforce Profile	Yes
5	Unique Identifier/ (Agency Employee ID)	Employee unique ID in local HR system	Workforce Profile	Yes
6	Date of Birth	The date of birth for the employee	Workforce Profile	Yes

Ref	Data Item	Item Description	Data collection	Required
7	Gender	The employee's gender	Workforce Profile	Yes
8	Date of Commence-ment in Agency/ (Employment Start Date)	The commencement date of employee with their current agency	Workforce Profile	Yes
9	Date of Separation/ (Employment End Date)	The date on which the employee left the agency (if applicable)	Workforce Profile	As required (separatio ns only)
10	Employee Status	Active = employed, Inactive = not employed	Workforce Profile	Yes
11	Employment Category	The nature of the employee's employment, for instance ongoing, temporary, executive contract	Workforce Profile	Yes
12	First Name	The legal given name of the employee	GEN Data	Yes
13	Middle Initials	Initials of employee's second or middle name(s)	GEN Data	Optional
14	Last Name	Legal surname of the employee	GEN Data	Yes
15	Known As Name	Employee's known as or preferred name	GEN Data	Optional
16	Work Email address	Email address provided by employer	GEN Data	Preferred
17	Role or Position Title	Job title of employee's current position or role	GEN Data	Preferred
18	Role or Position Grade	Applicable only to Executives employed under the GSE Act	Workforce Profile	Yes

5 Data Definitions

The following is a detailed definition of the data items that will be gathered for GEN.

This data is submitted either through on-screen manual entry, or by providing a file for bulk load. The bulk load file should be saved in comma separated values (CSV) format and the first line should be a header line containing the data item names.

Note

1. The first row is reserved for the header row and will not itself be processed.
2. Individual data items collected are defined as having one of the following data formats.
   - Alphanumeric – this field can have a single or multiple alphabet letter, or a combination of alphabet and whole numbers (integers).
   - Numeric – this field must contain numbers only. These may be whole numbers (integers) or decimal numbers.

1. Operation

DESCRIPTION	Operation – "I" for Identity
REASON FOR COLLECTION	Required for the GEN system processing of incoming records
CODIFICATION	'I' for Identity If you require assistance, please contact the GEN team at GEN@psc.nsw.gov.au
DATA FORMAT	Alphanumeric (1).
VALIDATION	Must be the upper-case letter 'I'. Cannot be blank

2. Reference/(Row number)

DESCRIPTION	Reference – Row number
REASON FOR COLLECTION	Required to identify each row within the CSV file
CODIFICATION	Row number in sequential order within CSV file If you require assistance, please contact the GEN team at GEN@psc.nsw.gov.au
DATA FORMAT	Numeric
VALIDATION	Must be an integer Range 1 to 999999 Cannot be blank

3. Government Employee Number

DESCRIPTION	GEN- Government Employee Number. Will be the allocated number assigned to each employee.
REASON FOR COLLECTION	Data Management: Assists in the verification of employee for GEN allocation
CODIFICATION	GEN will commence with "G" Followed by two characters Followed by a sequence of 5 numbers The last number will be a check digit. Initially the GEN will be 8 characters extendible up to a maximum of 12 characters; Example of GEN is GBB00016, or GZP34541
DATA FORMAT	Alphanumeric
VALIDATION	Must be a valid GEN for the employee Upon upload or data entry this field can be blank only if the employee does not already have a GEN. If blank, the GEN/EBX system will assign a new GEN based on the above codification rules.

4. Division ID

DESCRIPTION	Division ID is required to identify components of a submission and anticipated reporting entities.
REASON FOR COLLECTION	Data Management: secures data submissions and downstream data usage to authenticated GEN system users.
CODIFICATION	Division ID is generally, the agency code used prior to agency amalgamation in July 2009. Division ID applies to all Departments, Agencies, Other bodies and submitted entities; If there is no Divisions defined for submission, Division ID will match Agency Code item 1. If you require assistance, please contact the GEN team at GEN@psc.nsw.gov.au
DATA FORMAT	Integer (nnnn).
VALIDATION	Must be a valid code assigned by PSC. Range 1 to 9999. Cannot be blank

5. Unique Identifier /(Agency Employee ID)

DESCRIPTION	Unique reference code assigned to each employee by the Agency. The unique identifier is to be maintained from one collection period to the next.
REASON FOR COLLECTION	Data Management - assists in the verification of employee for GEN allocation, validation and auditing of submitted data.
CODIFICATION	Agency assigned unique identifier. For multiple employments, report these as separate records but use the same unique identifier.
DATA FORMAT	Alphanumeric (any combination of characters and/or numbers that uniquely identifies an employee).
VALIDATION	Must be unique Cannot be blank Mandatory Field Allow 32 characters

6. Date of Birth

DESCRIPTION	The employee's date of birth
REASON FOR COLLECTION	Data Management - assists in the verification and identification of employee for GEN allocation.

CODIFICATION	YYYYMMDD where:
	yyyy = Year of birth;
	mm = Month of birth;
	dd = Day of birth

DATA FORMAT	Numeric (nnnnnnnn)
VALIDATION	Must comply with the data format outlined. YYYYMMDD Must exclude punctuation, e.g. 19860412 for someone born on 12 April 1986 yyyy – The year of the birth must not be less than 14 years and 9 months at time of GEN allocation mm – The month must be in the range of 01 to 12 dd – The day must be in the range of 01 to 31 Valid date before current date and within last 100 years Must not be a future date. Cannot be blank Must be a legitimate date Mandatory

7. Gender

DESCRIPTION	The employee's gender
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation.
CODIFICATION	1 = Male 2 = Female X = Indeterminate/Intersex U = Not Provided
DATA FORMAT	Alphanumeric
VALIDATION	Must comply with the above values Will accept 1 or 2 Will accept M or F or X or U

8. Date of Commencement in Agency /(Employment Start Date)

DESCRIPTION	Date of Commencement in Agency is the date on which the employee commenced in their current agency. Note: In the case of an employee who left one agency to work at another agency and then returned to the first agency, the latest commencement date should be used. Example, if the employee left an agency in 2009, returned in 2012, the start date should be 2012.
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation
CODIFICATION	YYYYMMDD when yyyy = Year mm = Month dd = Day
DATA FORMAT	Integer
VALIDATION	Must be in correct format as per codification YYYYMMDD If no start available, please use current date. Will allow for future date up to 12 months Cannot be blank

9. Date of Separation/(Employment end Date) - optional

DESCRIPTION	Date of Separation is the date which the employee left the agency (if applicable) as at date of submission
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation; provides information that can be used to validate the movement of the employee.
CODIFICATION	YYYYMMDD Leave blank = not applicable (employee did not separate) yyyymm01 = where the day of the month is unknown yyyy0101= where the day of the month and the month are unknown.
DATA FORMAT	Numeric (nnnnnnnn)
VALIDATION	Not to be used for Contract End Date for executives Only used for ongoing employees Must be as at date of data submission Day, Month and Year combinations must valid Must be in correct format as per codification If date of separation is present, then the "employee status" must be I = Inactive (meaning not employed) Must have an end date if separation has occurred, otherwise will accept a blank field Can be a future date

10. Employee Status

DESCRIPTION	Employee status indicates whether or not the employee was employed at your agency; Note: this includes employee who have been seconded to your agency
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation
CODIFICATION	Optional (required for initial GEN allocation) Status options: A = Active (meaning employed) I = Inactive (meaning not employed) Note: if the employee is "I" Inactive then there must be an end date associated with the employee
DATA FORMAT	Alpha (1)
VALIDATION	Must comply with the above values Cannot be blank Can only be "A" or "I".

11. Employment Category

DESCRIPTION	The nature of the employee's employment contract with the agency (refer to population descriptions for inclusion and exclusions) Note: this refers to the employee's status as an employee of the agency regardless of the specific position they occupy or the legislation under which they were employed. This item relates to the employment category for the employee's substantive position. For Public Service employees it relates to the substantive band/classification of work in which the person is employed.
REASON FOR COLLECTION	Data Management: Assists in the verification of employee for GEN allocation
CODIFICATION	1 = Ongoing – Senior Officer Should only be used for ongoing staff who are Senior Officers. For temporarily employed Senior Officers, use category 13. Note 1: Employees moving from these awards to Enterprise Bargaining Agreements should be recorded under 'Ongoing – Other'. 2 = Ongoing – Other than Senior Officers and Senior Executives Ongoing officers are staff employed on a continuing basis to perform ongoing functions. Include: ✓ Ongoing staff except those who are Senior Officers (as defined under category 1) ✓ Staff occupying externally funded positions Ongoing public sector staff currently on temporary transfer, temporary appointment or higher duties within the agency (noting the rules applying to seconded employees under 'Definitions'), and Departmental Liaison Officers based within a Minister's Office who are paid through the agency's payroll. 3 = Temporary Employee The employee is employed on a temporary basis to undertake the duties of a specific person or a specific task or project and has been engaged for a nominated fixed term. The employee is paid at the rate applying to the relevant position and is entitled to leave and other benefits of employment generally available to ongoing staff. Exclude: ✘ Casual, sessional and seasonal from this category Temporary Senior Officers. (please see category 13) 5 = Contract – Non-Executive Any non-executive staff employed on the basis of individual contracts. For assistance in determining what constitutes 'non-

executive' see definition of 'executive' at category 12.

6= Casual

Employee engaged to perform duties on an 'as-required' basis and is usually paid at an hourly rate equal to the relevant classification level of the position with a loading.

7 = Sessional or Seasonal

Staff engaged to work for session periods or at particular times of year.

8 = Cadet

Features of Cadetships include:

- Cadet is studying towards a tertiary qualification e.g. a degree or diploma
- Cadetship operates for the period of the study

Cadet also works part or full-time for the employer (or during semester breaks), at a rate of pay specific to the cadet program.

9 = Trainee

Employees engaged for a specific period of time to undertake a combination of work, on-the-job-training and formal training/education.

Features of traineeships include:

- Paid employment under an Award/Agreement
- Training Contract registered with the TAFE NSW
- A qualification delivered by a Registered Training Organisation
- Recognised under the Apprenticeship and Traineeship Act

Occur in a range of areas including multi-media, information technology, sport and recreation, hospitality, retail and primary industries.

10 = Apprentice

Apprenticeships combine work and structured training leading to a recognised qualification.

Features of apprenticeships include:

- Paid employment under an Award/Agreement
- Training Contract registered with the TAFE NSW
- A qualification delivered by a Registered Training Organisation
- Recognised under the Apprenticeship and Traineeship Act

Generally last four years and cover traditional trade areas such as building and construction, hairdressing, cooking, the automotive industry, engineering and manufacturing.

11 = Retained Firefighters – Fire & Rescue NSW (FRNSW) use only

Retained Firefighters are part-time firefighters and ongoing employees of FRNSW. They are paid a fortnightly retainer plus an hourly rate for each hour that they attend for incidents, drills, training and other requirements.

Note: Recruit Firefighters (Firefighters in training at the FRNSW College) should be coded under category 2.

12 = Contract – senior executives not in Public Service senior executive or Aligned Executive Service (NSW Health, NSW Police and Transport NSW)

For agencies employing executive staff but not under the following acts:

- Part 4, Divisions 2, 3 and 4 of the Government Sector Employment Act 2013
- NSW Health Service senior executives employed under Part 3, Chapter 9 Of the *Health Services Act 1997*
- NSW Police Force senior executives employed under Part 5 of the *Police Act 1990*
- Transport Service senior executives employed under Part 7A of the *Transport Administration Act 1988*

Senior Executive positions should have the following features:

- Employment governed by a contract of employment between the employee and the employer
- Remuneration packages based on total cost to the employer
- Written performance agreements which incorporate government targets

Play a key role in delivery of government policy, programs or services, are accountable for delivery of key outputs at the agency level and exercise managerial control in their area of accountability.

13 = Temporary Senior Officers

For temporary senior officers only

14 = Temporary Teachers (Department of Education only)

Temporary Teachers are employed under the Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award for one engagement full-time for four weeks or more or in one engagement for one to four days per week for two terms or more.

15 = Statutory Appointees or Tipstaves

Applies to all agencies who employ statutory appointees or tipstaves.

16 = Special Executive Service (NSW Health, NSW Police and Transport NSW only)

- Health Executive Service established under Part 3, Chapter 9 of the *Health Services Act 1997*
- Police Executive Service established under Part 5 of the *Police Act 1990*
- Transport Service senior executives under Part 3.1 of *Transport Administration Act 1988*

Note 1: NSW Police Force senior executives under this category will progressively transition to category 19 following the implementation of the provisions contained in Part 32 of Schedule 4 to the *Police Act 1990*

Note 2: Transport Senior Managers currently identified under this category will be reported under category 20 (new) from 2017.

17 = Graduate

Graduates are from a range of academic disciplines and as a condition of employment may participate in:

A structured development program of work experience and formal training

- Mentoring programs
- Performance assessment and feedback

Employed over a defined period of time.

18 = Contract - Public Service Senior Executive

Senior executives in the public service employed under Part 4, Division 4 of the *Government Sector Employment (GSE) Act 2013.*

Also includes Secretaries and Agency heads under Part 4, Divisions 2 and 3 of the GSE Act.

19 = Contract – Aligned Executive Service (NSW Health, NSW Police and Transport NSW only)

Senior executives established under the following Acts and subject to amendments under the GSELA Act 2016:

- NSW Health Service senior executives employed under Part 3, Chapter 9 Of the *Health Services Act 1997*
- NSW Police Force senior executives employed under Part 5 of the *Police Act 1990*

Transport Service senior executives employed under Part 7A of the *Transport Administration Act 1988*

20 = Transport Service Senior Manager (Transport NSW only)

The Transport Administration Act 1988, Part 7a, Section 68J (as inserted by the GSELA Act) advises:

The remuneration level for Transport Senior Managers is to be less than that for any Transport Service senior executive and more than for a clerk (grade 12) in the Public Service with general administration duties.

	50 = Contingent Labour - engaged through Contingent Workforce prequalification scheme Contingent labour refers to people employed by a contingent labour supplier and hired from that supplier by a NSW Government agency to provide labour or services.
DATA FORMAT	Integer (n).
VALIDATION	Must be a valid code 11 for use by Fire & Rescue NSW 14 for use by Department of Education 16 for use by NSW Police for employees still in transition 19 for use by NSW Health, Transport NSW and NSW Police 20 for use by Transport NSW Allow up to 2 characters Mandatory field.

12. First Name

DESCRIPTION	First name: Is the first or given name of the employee
REASON FOR COLLECTION	Data Management: Assists in the verification of employee for GEN allocation
CODIFICATION	The legal first name of the employee must be entered
DATA FORMAT	AlphaNumeric
VALIDATION	Cannot be blank Allow 100 Characters

13. Initials - Optional

DESCRIPTION	Initials of the employee's second or middle name(s)
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation
CODIFICATION	The initials of the employee's second and subsequent given name(s) if available. Should be entered in capital letters with no full stops, spaces or other punctuation.
DATA FORMAT	Alphabets only. Multiple characters allowed up to 5 characters
VALIDATION	Field is optional. If provided must be in capital letters with no full stop, spaces or other punctuation. Will accept a blank field Allow 5 characters

14. Last Name

DESCRIPTION	Last Name: Legal surname of the employee.
REASON FOR COLLECTION	Data Management: Assists in the verification of employee for GEN allocation
CODIFICATION	The legal surname of the employee
DATA FORMAT	AlphaNumeric
VALIDATION	Will not accept a blank field Will accept space between names Will accept hyphen (-) Will accept apostrophe (') No other symbols will be accepted Allow 100 characters

15. Known As - Optional

DESCRIPTION	Known As Employee's known as or preferred name (usually first name)
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation
CODIFICATION	Known as or preferred name supplied by employee and stored in agency HR system.
DATA FORMAT	AlphaNumeric
VALIDATION	Will accept blank Allow 100 characters

16. Work Email Address

DESCRIPTION	Work email address assigned by the Agency to employee.
REASON FOR COLLECTION	Assists in the verification of employee for GEN allocation as well as allowing PSC to communicate sector wide
CODIFICATION	Unique Agency email address.
DATA FORMAT	Alphanumeric
VALIDATION	Must be a valid email address assigned to the employee by the agency, Validated as email address using standard library Requires at least one character, @ Requires at least one character, dot, Requires at least one character Space, comma and semicolon are not permitted. Must not include any spaces. Will accept a blank field as not provided Allow 250 characters

DESCRIPTION	**Role or Position title:** Title of employee's current role / position For roles as applicable under the GSE Act For positions, identifiers the position substantively occupied by an employee, or last know position substantive occupied.
REASON FOR COLLECTION	**Data Management**: Assists in the verification of employee for GEN allocation
CODIFICATION	The Title or Role from the Human Resource Information System (HRIS).
DATA FORMAT	Alphanumeric
VALIDATION	Will accept blank Job title or role as per your HRIS system This field is "Optional" Allow 100 characters

17. Role or Position Grade

DESCRIPTION	The grade level of the senior executive role. This is required for Executive roles under the GSE Act or aligned executive service ONLY, i.e., 3g Employment Category = 18 and 19.
REASON FOR COLLECTION	**Data Management**: Assists in the verification of employee for GEN allocation
CODIFICATION	**EB1** = Executive Band 1 – Directors **EB2** = Executive Band 2 – Executive Directors & Agency Heads **EB3** = Executive Band 3 – Deputy Secretaries & Agency Heads **EB4** = Band for Secretaries **NA** = Not applicable (not an executive employed under the GSE Act or aligned service)
DATA FORMAT	Alphanumeric
VALIDATION	Must be a valid code Will accept blank Leave blank for executives not under the GSE Act. Leave blank for all non-executive

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