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*[Handwritten initials]*

20 December 1951

Division Chiefs

Deputy Comptroller ✓

Classification survey of the Comptroller's Office

1. A classification survey of all organizational units and positions in the office of the Comptroller will be commenced by the Classification and Wage Administration Division as soon as practicable.

2. The object of the survey is to provide information for more effective personnel management and salary administration through:

- a. Functional analysis of individual organizational units.
- b. Analysis of the duties and responsibilities of individual positions.
- c. Validation of existing grade allocations to specific positions.
- d. Special study of certain positions constituting classification problem areas; e.g. Pay Roll Clerks.

3. The media through which this information will be obtained will be principally the present employee job description concurred in by the pertinent employees; employee-prepared position descriptions in instances where employees do not agree that present job descriptions adequately describe their duties and responsibilities; interviews with incumbents and discussions of organizational functions with unit chiefs.

4. There is attached for your information a copy of a memorandum from this office to the Chief, Classification and Wage Division which is self-explanatory.

5. It is believed that the classification survey will benefit the Agency Personnel Management Program in general and the internal management control of this office. It is therefore urged that you and your personnel co-operate with Classification representatives to the fullest.

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Attachment

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