

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Kutz</i>		
2			
3	<i>Sandy</i>		
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
<p><i>Pls notify office & will advise</i></p> <p><i>D/OE [Signature]</i></p> <p><i>Done 7/19/76</i></p> <p><i>S/S</i></p> <p><i>Carla 192-411221</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

STATINTL

Approved For Release 2000/08/15 : CIA-RDP80-01341A000100070003-0

TO: Ruby OF/SS		
ROOM NO. 1201	BUILDING Key Building	
REMARKS: Ruby, Here are our findings on the positions indicated. Would be happy to discuss them with you if you have any questions.		
FROM: [Redacted]		
ROOM NO. 225	BUILDING 208 E	EXTENSION 3656

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Ruby, here are our findings on these several positions. Specifically the following positions have been audited and evaluated as follows:

POS #	Component	Title/Grade Requested	Former Grade	PMCD Findings
BD-89	OF/SS	Career Mgt Off GS-12	GS-11	Career Mgt. Off GS-12 <i>OK</i>
NEW	OF/SS	Budget & Fiscal Off	GS-11	Budget & Fiscal Off GS-11 <i>OK</i>
BD-90	OF/SS	Adm Asst GS-09	GS-08	Adm Asst GS-09 <i>OK</i>
NEW	A&D/Anal Br.	Systems Accountant <u>GS-14</u>	GS-13	Systems Accountant GS-13 (see parp 2) <i>✓</i>
NEW	A&D/Anal Br.	Accounting Tech <u>GS-09</u>		Systems Acct <u>GS-09</u> <i>OK</i>
BF-09	OF/AAD/RMB	Records Adm Off GS-12	GS-11	Records Adm Off GS-12 <i>OK</i>
BE-09	OF/ADL	Sec/Steno <u>GS-08</u>	GS-07	Sec/Steno <u>GS-07</u> <i>OK</i>
EU-58	CTD/SAB <i>1482</i>	Payroll Accounting Tech <u>GS-08</u>	GS-07	Payroll Accounting Tech <u>GS-07</u> <i>✓</i>

2. As you will note the majority of the PMCD findings concur with the proposals made by OF. The following rationale was applied to those positions with which we did not agree:

- a. (New) Systems Accountant GS-14; While the desk audit confirmed the need for establishing a new title and series to accommodate positions of this nature, we could not concur in allocating the position above the GS-13 level. The key grade determining factor in this case is knowledge required by the position. Applicable evaluation criteria was found in the Civil Service Standards Accountant, GS-510 series and in the Computer Specialist series GS-334, with the primary qualification requirements falling within the Systems Accountant series. The position's main requirement is for a comprehensive knowledge and background in the principles of accounting, specifically the agency payroll system. There

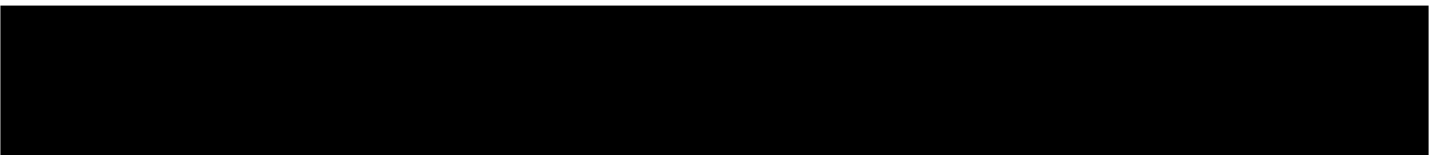
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is also a secondary need for a sound understanding of the concepts and principles of data systems design, modification, revision and testing as it specifically applies to the payroll system. The underlined portion of the previous sentence emphasizes the reason that the position does not justify allocation above the GS-13 level. Computer Systems Analysts at the GS-14 level are required to bear responsibility for all of the many and complex problems related to computer science for several computer systems. Application of the standards alone would place the position at the GS-12 level in the 510 series and at the GS-11 level in the 334 series; however, in considering the breadth of knowledge represented by the requirement to apply both skills, we added one grade to the primarily applicable standard (GS-510-12) in determining the proper allocation, as is customary in the classification of mixed positions.

b. BE-09 Sec/Steno GS-08 This position was requested for upgrade on the basis of the dollar amounts which pass through the hands of the incumbent. The funds are in the form of checks from and to various federal agencies and do in fact represent some impressive amounts. The incumbent is required STATINTL


actually applying no professional judgement or unusual expertise in performing the duties of the position. The procedures used are well-defined and no more complex than many financial transactions which do not classify above the GS-07 level. The incumbent also performs the usual secretarial duties which are grade determining and the grade and title of the position is correctly allocated as GS-0318.01-07.

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c. (New) Payroll Technician GS-08 This position was established to correct the problems encountered in relaying data from the source documents to the input forms related to the payroll system. The incumbent is responsible for spotting obvious errors in the input forms which would be accepted by the computer, but provide an erroneous data base. The knowledge required by the position is grade determining in this case and, as in other positions relating to payroll, is acquired only through experience with the agency payroll system. Procedures and guidelines are well defined and while the position is taxing and requires close scrutiny of data, it does not warrant classification above the GS-07 level.

*copy to
C/S
7/9/76*