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SALARY AND WAGE DIVISION

ANNUAL REPORT

1 July 1964 - 30 June 1965

SECTION I. Major Accomplishments and Developments During Fiscal Year 1965

The objective of the Division program is to conduct a comprehensive program of position management and compensation throughout the Agency in order to establish and maintain pay structure and organizational alignment which are internally consistent, maintain comparability with the Federal Government and industry and achieve grade stability. The responsibility involves participating in the development of over-all personnel policies, standards and regulations, with emphasis on position management and compensation; reviewing the organization and functions of Agency components and recommending changes in organizational structure, realignment of functions for effective operations, realistic manpower requirements, and employee utilization; establishing grade and pay levels of Agency positions; wage administration for domestic and foreign local positions; establishing and maintaining an occupational coding structure and MANS coding system; monitoring average grade and salary levels; establishing special rates and schedules; authorizing establishment and changes to the position and organization structure.

Major accomplishments during the year included Agency-wide surveys to establish and maintain proper alignment and grading patterns; continuing review of staffing and development complements; maintenance of average grade and salary controls consistent with the requirements of the Bureau of the Budget; review and evaluation of all supergrade positions and ceilings to establish present and future requirements; review and revision of the occupational handbook to cover changes in occupational structure; review and modification of the MANS coding system to properly identify the nature of work of positions; development of occupational categories for positions; evaluating organization and compensation structure of proprietary organizations; conducting studies of grade and pay practices throughout industry and Government.

A statistical summary of major activities is as follows:

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS.   
 DECLASSIFIED  
CLASS. CHANGED TO: TS S C 2012  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 002  
DATE: 12 MAR 1982 REVIEWER: 029 725

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POSITION SURVEYS AND INDIVIDUAL ACTIONS

Workload - 29%

<u>Organization</u>	<u>Number Surveys</u>	<u>Number Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
DCI	0				
DD/S	7				
DD/I	4				
DD/P	15				
DD/S&T	2				
TOTALS	28				

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Position surveys were conducted by reviewing Agency organizations to insure effective patterns and alignment and developing documentation consistent with current functions. Included were numerous overseas posts of the DD/P, [redacted] Office of Security, all registry positions. Evaluation and classification were based on various standard techniques including ranking, internal comparison, comparison with standards and with positions throughout the Government and industry.

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

Workload - 8%

<u>Organization</u>	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>No. Positions</u>
DCI			
DD/S			
DD/I			
DD/P			
DD/S&T			
TOTALS			

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The number of positions covered in Staffing Complement changes is somewhat lower than for the preceding year because of increased stability in organizations. However the number of changes have remained approximately the same.

GRADE CHANGES ON STAFFING COMPLEMENTS

<u>Organization</u>	<u>Proposed Upgradings</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
DCI	1	1	2	-1
DD/S	65	13	27	-14
DD/I	60	30	25	+5
DD/P	145	112	140	-28
DD/S&T	20	9	7	+2
TOTALS	291	165	201	-36

The number of upgradings and downgradings have been fairly closely balanced during the year in maintaining an average grade and salary control system.

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PLANNING PAPERS

Workload - 2%

<u>Organization</u>	<u>No. Planning Papers</u>	<u>No. Positions</u>
DCI	0	0
DD/S	6	
DD/I	7	
DD/P	15	
DD/S&T	2	
TOTALS	30	

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The number of planning papers has been reduced from the preceding year since many organizations have continued with relatively little over-all change. In cases where there have been no over-all changes other changes have been covered on the Staffing Complement Review and Distribution.

AVERAGE GRADE MAINTENANCE

Workload - 2%

<u>Organization</u>	<u>1964</u>	<u>1965</u>
DCI	10.380	10.310
DD/S	9.273	9.279
DD/I	9.884	9.891
DD/P	10.146	10.181
DD/S&T	10.606	10.632
AGENCY	9.82	9.887

Average grade maintenance involved insuring that upgradings were compensated for where possible by corresponding downgradings and uncompensated upgradings were appropriately justified.

PAY CHANGES (Prevailing Rate Positions)

Workload - 2%

<u>Position Category</u>	<u>Number Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
GA	5	26	5
GP	8	48	1
LB	1	22	0
WB	9	117	0
RM (Radio Maintenance)	0	0	0
FN (Foreign National and Local)	14	27	2
TOTALS	37	240	8

These changes are made at irregular intervals based on wage surveys elsewhere in the Government [REDACTED] local changes.

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POSITION STANDARDS, GRADING PLANS AND TECHNIQUES      Workload - 1%

<u>Number</u>	<u>Positions Covered</u>
5	100

Standards were limited to the preparation of standard job descriptions and qualification requirements during the fiscal year.

EXTERNAL WAGE AND SALARY DATA      Workload - 2%

<u>Number Documents</u>	<u>Number Wage Categories</u>
20	525

This function involved securing information on pay and personnel practices in private industry and other Government agencies for general compensation purposes and for survey comparisons. Documents collected included standards and guides, copies of position descriptions and pay plans and statistical information on pay fixing methods and procedures.

SPECIAL STUDIES AND STAFF SERVICES      Workload - 39%

1. A partial revision was made of the Agency Handbook of Occupational Titles and Codes to provide for changes in titles and codes required by continuing modification in the position structure.

2. A detailed study over a period of several months was made of the compensation plan and personnel practices of the [redacted] as a result of which a new pay schedule was developed.

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3. A detailed study of the supergrade structure in the Agency was initiated to establish present and future requirements.

4. Advanced rate schedules were established for scientific, engineering and medical officer positions in the Agency to take effect on the effective date of the Federal Employees Salary Act of 1964.

5. A study was made of positions at GS-14 and above to develop a method of control to insure that totals approved by the Bureau of the Budget were not exceeded.

6. A review was made of the proposed MANS code for all Agency positions and necessary changes were developed to identify the nature of work of positions appropriately. All positions were thereafter coded in accordance with this MANS coding system. In addition an occupational category coding system was developed to identify positions as professional, technical, commo specialist, and clerical, and positions were appropriately coded.

7. An Agency grade control system for Agency positions was developed to insure that the average grade and salary levels of positions do not exceed the requirements established by the Bureau of the Budget and to insure that the limitations on positions at GS-14 and above are not exceeded.

8. Numerous studies were made of industrial pay practices applicable to technical and professional positions.

9. A study was made of pay of clerical employees in industry as reported by the National Office Management Association and the Bureau of Labor Statistics.

10. Various changes were made in pay plans for foreign service local and national positions to conform to local practices relating to compensation, allowances and benefits granted in the foreign areas.


11. Statistics were developed on a continuing basis relating to ceiling, grades, and staffing of components for use in the manpower control system.

FORMAL TRAINING	3%
OTHER OVERHEAD - PRIMARILY LEAVE	12%

SECTION II. Objectives for Current Year and Status of Current Program (1 July 1965 - 30 June 1966)

POSITION SURVEYS

During the current year it is anticipated that additional surveys will be initiated in all components of the Agency. Estimated coverage for the current year is as follows:

<u>Organization</u>	<u>Number of Positions</u>
DD/S Area	
DD/I Area	
DD/P Area	
DD/S&T Area	
TOTAL	

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

The annual review of staffing complements should equal or exceed that for the preceding year - approximately 

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PLANNING PAPERS

Planning Paper review should cover approximately the same total number of positions as for the preceding year - [REDACTED]

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AVERAGE GRADE MAINTENANCE

Average grade will continue to be maintained for all components of the Agency with upgradings compensated by downgradings on a grade-by-grade basis except where adequately justified to the Executive Director, in order to maintain grade stability.

PAY CHANGES (Prevailing Rate Positions)

Approximately the same number is estimated as for the preceding year - 37 changes affecting 240 titles or rates.

POSITION STANDARDS AND GRADING PLANS

There is less emphasis on this program since a large part of the work is covered under specialized comparison and ranking methods. An estimate is five standards affecting 100 positions.

EXTERNAL WAGE AND SALARY DATA

It is estimated that approximately the same number of documents, 20 affecting 525 wage and salary categories will be accumulated.

SPECIAL STUDIES AND STAFF SERVICES

It is estimated that special studies and staff services will continue as in the preceding year. The maintenance of changes in scientific and engineering pay schedules is a continuing function upon any change in the General Schedule for Federal Government positions. In addition, continuing studies will be necessary in the Agency handbook, in regulatory material, in the manpower control area and in various other areas of position management and compensation practices.

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SECTION III. Program Outlook for Budget Year (1 July 1966 - 30 June 1967)

POSITION SURVEYS

Surveys will continue to be directed toward the goal of effective manpower utilization, the maintenance of current organizational documentation, effective grade alignment, and general grade stability.

STAFFING COMPLEMENT REVIEW AND DISTRIBUTION  
PLANNING PAPERS  
AVERAGE GRADE MAINTENANCE

Changes under these categories will be continued as previously in order to maintain organizations capable of effectively carrying out varying administrative, technical and professional Agency functions.

PAY CHANGES (Prevailing Rate Positions)

It is anticipated that this function will continue essentially the same as in the past.

POSITION STANDARDS AND GRADING PLANS

In view of greater emphasis on ranking and comparison techniques less emphasis is necessary on this function than in the past.

EXTERNAL WAGE AND SALARY DATA

Accumulation of information and data of this type will continue to be an essential function in order to insure that Agency pay and benefits compare favorably with the Federal Government and private industry.

SPECIAL STUDIES AND STAFF SERVICES

Increased emphasis on the compensation aspects of manpower control and on the various details of pay, employee utilization, and organization review, and in the development of pay systems and techniques is expected.

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