



b. Staffing Complement Changes

Employ evaluation techniques on requested changes and in making annual planning paper reviews. Approve staffing complements where minor organizational changes are made. In the case of significant changes prepare memoranda for DD/S action. Point out any organizational, ceiling, budgetary or position evaluation problems and amend proposals as required. Staffing complement changes for 1961 are shown in Tab A.

c. Salary Administration

Make special salary studies and advise Director of Personnel on special salary policies and schedules. Special studies are listed in Tab A.

d. Wage Administration

Adopt and/or establish the following wage schedules:

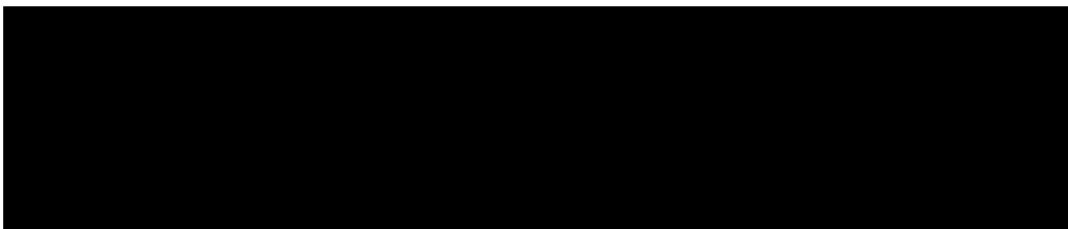
- (1) Government Printing
- (2) Inter-departmental Lithographic Wage Board
- (3) Army-Air Force Wage Board
- (4) Graphic Arts

This involves liaison with other Government wage administrators to maintain current information, adoption of practices and procedures, analysis of Agency jobs to establish appropriate wage rates. For each of these wage schedules an increase is processed at least once annually. GP may have five or six annually since each trade is processed separately. For Wage Board a separate change is required for each locality where the Agency has wage positions. Schedules for three localities are maintained.

e. Position Standards and Occupational Structure

- (1) Prepare position standards which are used as guidelines for specific occupational groups or series. Coordinate with interested operating officials and issue. Not very active at present.
- (2) Preparation and maintenance of Occupational Handbook of Position Titles and Codes. Maintenance involves the establishment of new titles and codes averaging one a month.

f. Pay Schedules



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3. AVERAGE GRADE OF EACH CAREER SERVICE

Review position upgrading requests to determine effect on average grade, endeavoring to effect a corresponding decrease where practicable. If request involves a minor fractional percentage increase for which it is impracticable to compensate we make the upgrading and adjust the authorized average grade. For larger increases proposed actions are forwarded to the DD/S with Office of Personnel recommendations. Average grade is checked each time a staffing complement change request is received.

The Division has maintained records on the average grade of each career service. In the near future these records will be eliminated since a monthly report will be produced by the computer.

4. CAREER SERVICE GRADE AUTHORIZATION

This is a compilation of existing positions of a Career Service with appropriate deductions and allowances. These are currently being prepared by the division and will be issued quarterly. It is expected that some time in the future the computer will take over this work. This division does not monitor compliance with the CSGA.

5. SUPERGRADES

Maintenance of the supergrade evaluation plan including an annual review of all supergrade positions. Maintenance of ceiling and on-duty listings and statistics for the Director of Personnel.