

MEMORANDUM FOR: Director of Personnel

FROM : [REDACTED] Chief, Position Management & Compensation Division

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SUBJECT : Conversion of GS-16 Positions to SIS I and SIS II

1. Since the existing three grade structure (GS-16/GS-17/GS-18) is being replaced by a four grade structure within the SIS (SIS I/II/III/IV) it is necessary to devise a formula for converting positions from the old to the new designators. Since GS-18 generally equates to SIS IV and GS-17 to SIS III the remaining objective is to allocate positions at the GS-16 level between SIS I and SIS 2. (C)

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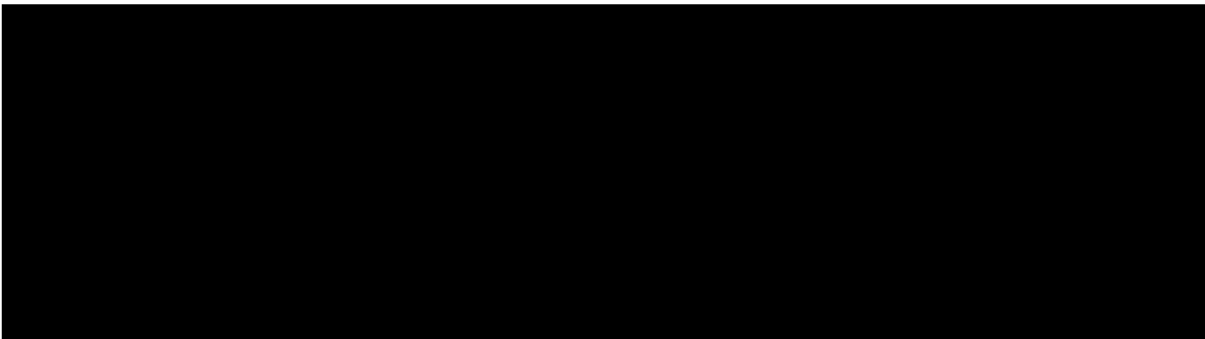
2. As discussed with [REDACTED] there are several options which could be used and following are the most significant:

Option A. The initial conversion of all unevaluated GS-16 positions would be to an SIS I pending grade review as a starting point and the evaluation and designation of the SIS I and II would be done on a case by case basis over a period of time.

Option B. The initial conversion of all unevaluated GS-16 positions encumbered by an SIS officer would be converted to SIS II level based on the assumption that the incumbents are largely senior officials and that vacant SIS positions and those occupied by a GS-15 or below would be converted to the SIS I level. An objective analysis of the SIS I and II positions would be conducted and implemented over the next several years.

Option C. The conversion of all GS-16 positions would be to an SIS I/II designator for an indefinite period of time pending an objective analysis of the relative level of responsibility for each position. (C)

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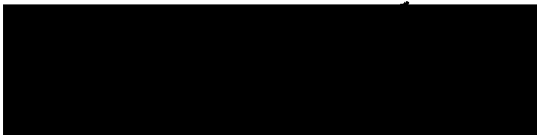


The addition of one more grade between GS-15 and GS-16 levels provides a significant option for correcting problems of vertical grade alignment where two GS-16 positions with varying levels of responsibility are stacked. An example of this is where the chief of an organizational unit and the deputy are both at the GS-16 level or where we have a GS-16 nonmanager (scientist or analyst) reporting to a GS-16 manager. Many of these adjustments can be made easily at a very early date outside of a survey program. (C)

4. Option A. in paragraph 2 provides the most efficient road for PMCD to travel. It is always easier to upgrade than to downgrade. If we convert most or all of the GS-16 positions to SIS II, I can foresee, over the next five years, continuous haggling between PMCD and managers over grade reductions. Further by initially grouping all GS-16 positions at the SIS I level, incumbents will be given an incentive to prepare position descriptions and submit to audits. (C)

5. PMCD needs to begin developing a base line for SIS evaluations, since developing grading criteria in a vacuum has presented certain problems for PMCD in the past. Therefore, I would suggest that PMCD begin, in our current surveys, to evaluate positions in the Supergrade category in terms of the SIS levels. This experience would provide a foundation for negotiations with managers in developing a more formal methodology, in early 1980, for the classification of these positions possibly as an extension of our "Supergrade Evaluation Guide." (AIUO)

6. I recommend that we request the DDCI to approve the conversion of all GS-16 positions to SIS I level pending a component recommendation and PMCD evaluation and approval by the DDCI on a position by position basis. I also request your approval to immediately begin evaluating positions in ongoing surveys in terms of SIS rather than GS levels. (AIUO)



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