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STATINTL

Exec Offr —
C/Support Staff —

Comms Security —

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OSP system (computer applications) [initials]

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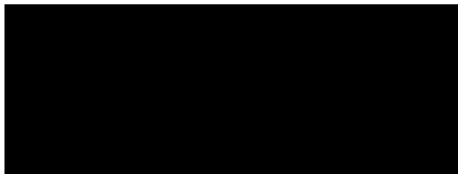
4 February 1976

MEMORANDUM FOR: Chief, Position Management and Compensation
Division, Office of Personnel

SUBJECT : Re-evaluation of Records Administrative Officer
Position, Office of Finance

1. It is requested that your office re-evaluate your preliminary findings on the Office of Finance request for upgrading of the Records Administrative Officer position from GS-11 to GS-12. A revised position description is attached.

2. In discussions with the RMO/DDA, she has informally advised that she feels our position is comparable in authority, responsibility and workload to similar positions in other DDA components such as Communications and Security rather than those in DDI. Please re-evaluate this position and advise this office soonest.



Administrative Officer
Office of Finance

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E-2 IMPDET CL BY: 000289

Distribution:

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1 - OF/SS

OF/SS/ [redacted] :sc/2972

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25 JUL 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : FY 1976 Planning Paper - Office of Finance

1. Attached are revised Staffing Complements for the Office of the Director of Finance, Accounts and Analysis Division, and Compensation and Tax Division for FY 1976 which conform to the currently authorized Fiscal Year 1976 ceiling of [redacted] positions.

25X9

2. These revised Staffing Complements reflect adjustments as follows:

ILLEGIB

- a. Upgrade one GS-11 to GS-12 Administrative Officer in Support Staff;
- b. Establish new GS-11 Administrative Officer position in Support Staff;
- c. Restore one GS-8 to GS-9 Administrative Assistant in the Support Staff;
- d. Establish new GS-13 Systems Administrator position in the Data Base Management Branch, Accounts and Analysis Division
- e. Upgrade one GS-13 to GS-14 Accountant in the Analysis Branch, Accounts and Analysis Division;
- f. Establish new GS-9 Systems Analyst in the Analysis Branch, Accounts and Analysis Division;
- g. Upgrade the Records Admin Officer position from GS-11 to GS-12 in the Records Admin Branch, Accounts and Analysis Division;
- h. Transfer one GS-7 Payroll Technician position from Special Payroll Operations Branch, Compensation and Tax Division to Systems Administration Branch as GS-5 Clerk;
- i. Establish new GS-8 Payroll Technician in the Systems Administration Branch, Compensation and Tax Division;
- j. Upgrade one GS-6 to GS-7 Accounting Clerk in the Systems Administration Branch, Compensation and Tax Division;

SS

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Review

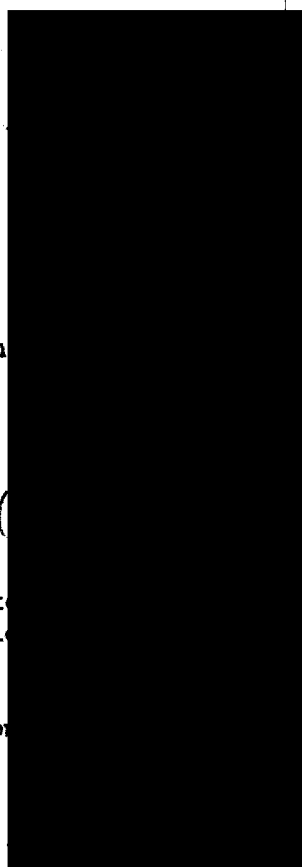
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- 2 -

SUBJECT: FY 1976 Planning Paper - Office of Finance

Amc
k. Upgrade one GS-4 to GS-5 Clerk Typist in the Systems Administration Branch, Compensation and Tax Division;

Review
1. Change titles of positions in the Data Base Management Branch and Analysis Branch, Accounts and Analysis Division to relate the work to a more appropriate professional service category.

2. The average grade of the Office of Finance with the proposed upgradings will increase to GS-9.4589 from the current GS-9.4483 (including 5 points being held). We have carefully considered our grade structure and we are unable to identify positions which can be downgraded to offset this slight increase in average grade.


Thomas E. Yale
Director of Finance

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Attachments

OP RIJ:ba:OF/SS:2972 (24 July 1975)

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<u>Position Title</u>	<u>Grade</u>	<u>Position Number</u>	<u>Planned Incumbency</u>	<u>Position Title</u>	<u>Grade</u>	<u>Position Number</u>	<u>Planned Incumbency</u>
<u>Office of the Director</u>							
<u>Support Staff</u>							
Admin Officer-Ch	15	BD87	1	Admin Officer-Ch	15	BD87	1
Admin Officer	14	BD88	1	Admin Officer	14	BD88	1
Admin Officer	11	BD89	1	Admin Officer	12	BD89	1
				Admin Officer	11	new	1
Admin Assistant	08	BD90	1	Admin Assistant	09	BD90	1
Admin Assistant	07	BD91	1	Admin Assistant	07	BD91	1
Secretary-Steno	07	BD92	1	Secretary-Steno	07	BD92	1
			<u>6</u>				<u>7</u>

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