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FORM NO. 341

REPLACES FORM 36-R

(47)

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85-1075

APR 5 1985

General Counsel

85-01528

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Deputy Director for Administration
General Counsel
Comptroller

DD/A Registry
85-1436

FROM: Robert W. Magee
Director of Personnel

DDA REGISTRY

SUBJECT: Secretarial Pay Plan

85-20-1

1. Action Requested: Your approval of the recommendations contained in paragraph 3 to establish a new pay level for Agency secretarial positions and to revise the Agency Secretarial Grade Pattern.

2. Background: Since the revision of the Agency Secretarial Grade Pattern in 1980, which established a secretarial position at the GS-07 level to support GS-15 level supervisors, there has been persistent concern on the part of both secretaries and managers over the corresponding grade compression. With the 1980 revision, the Secretarial Grade Pattern now has a built-in anomaly since GS-15 supervisors and SIS-1/2 supervisors are both authorized GS-07 level secretaries. In many cases, the anomaly has resulted in the secretary to a SIS-1/2 supervisor being responsible for reviewing the work of a secretary to a subordinate GS-15 level supervisor. Although it is clear that the secretary to the SIS-1/2 supervisor in such a case has greater responsibility than the secretary to the subordinate supervisor, a solution within our Agency position classification system has been evasive.

During the Position Management and Compensation Division (PMCD) survey of the secretarial occupation in the Summer of 1984, the problem of compression at the GS-07 level again surfaced as a major concern and a contributing factor to a morale problem throughout the Agency. Although the study found that the problems within the secretarial occupation go far beyond this single issue, the GS-07 compression problem is clearly on the minds of all secretaries and managers; it is real; and it can be dealt with separately from the other issues articulated in the study. The other issues will be the subject of a separate memorandum.

When the decision was made in 1980 to revise the Pattern, PMCD made it clear that the compression would be aggravated at the GS-07 level. However, in terms of the position classification issues involved, PMCD believed that the change in the Pattern was necessary to recognize the level of responsibility inherent in secretarial positions serving the GS-15 level supervisor. It was also necessary to clearly differentiate the level of

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SUBJECT: Secretarial Pay Plan

responsibility in this secretarial position from other clerical positions having lower levels of responsibility.

It is now clear that there is a quantifiable distinction in responsibility between the secretary to a GS-15 and the secretary to the hierarchically more senior SIS-1/2, although this difference is insufficient to support a GS-08 classification for the secretary to the SIS-1/2 and an upward adjustment for all other senior secretary positions. This conclusion takes into account the factors common to all federal positions, and also the additional demands that are placed on our employees in terms of the rigorous security requirements for appointment to an Agency position, lifestyle restrictions, and the requirement for periodic polygraph examinations.

The solution to this problem is an alternative to the current Agency Secretarial Grade Pattern which would establish a new level, GS-07B, with pay rates between the GS-07 level and the GS-08 level for the secretary to the SIS-1/2. Movement to the new GS-07B level would mean a promotion equivalent to a one step pay increase for the secretary, and would establish a clear upward movement in status. Establishment of this new level is within the authority of the DCI under Section 8 of the CIA Act; it can be accomplished quickly; it can be accomplished without an increase in the Agency average grade; and the cost will be only approximately \$250,000 per year.

The alternative to this proposal, upgrading the SIS-1/2 secretary to GS-08, would begin to skew our internal position alignments and contribute to serious interoccupational inequities. Furthermore, such an upgrade of the Secretarial Grade Pattern would cost approximately \$1,000,000 per year, and would require an increase in the Agency average grade of about .07 point from our currently approved 10.90. The Agency currently has an unapproved requirement for an average grade increase of .07 points to meet other requirements already approved by PMCD through the position classification process. The Comptroller has submitted a request for an increase in our average grade to 10.96 for FY 86 to help meet our current requirements. A request for an additional .07 point and \$1,000,000 to support a general secretarial upgrade likely would not be well received by the Office of Management and Budget. Approval of our proposal, on the other hand, will serve the needs of the Agency and of the secretarial population, without distorting the classification system or leading to the problems of a general upgrade of the Pattern, while at the same time providing a strong message to the Agency secretaries that management is sensitive to their concerns, and intends to act.

3. Recommendation: I recommend you approve the following actions:

a. Establishment of the Secretarial Pay Plan (Attachment A), with a level GS-07B added between GS-07(now GS-07A) and GS-08, with promotion to the

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new level to be equivalent to at least one step at the GS-07A level. The effective date of the new plan will be the beginning of the first pay period after approval of this recommendation. Attachment B shows General Schedule pay rates prior to the Secretarial Pay Plan.

b. Revision of the Agency Secretarial Grade Pattern to link the GS-07B secretary to the SIS-1/2 supervisor (Attachment C), with the effective date of the new Pattern to be the date of the approval of this recommendation.

Robert W. Magee
Robert W. Magee

Attachments

CONCLD.

STAT

Comptroller

19 APR 1985

Date

~~RA~~ Bruce Burke

General Counsel

17 APR 1985

Date

/S/ Harry E. Fitzwater

Deputy Director for Administration

23 APR 1985

Date

STAT

Executive Director

24 APR 1985

Date

APPROVED:

/S/ John M. McMahon

Deputy Director of Central Intelligence

1 MAY 1985

Date

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Attachment A

AGENCY SECRETARIAL GRADE PATTERN
(GS-07A/B Plan)

Grade	Increment	1	2	3	4	5	6	7	8	9	10
GS-06	535	16,039	16,574	17,109	17,644	18,179	18,714	19,249	19,784	20,319	20,854
GS-07A	594	17,824	18,418	19,012	19,606	20,200	20,794	21,388	21,982	22,576	23,170
GS-07B	626	18,782	19,408	20,034	20,660	21,286	21,912	22,538	23,164	23,790	24,416
GS-08	658	19,740	20,398	21,056	21,714	22,372	23,030	23,688	24,346	25,004	25,662
GS-09	727	21,804	22,531	23,258	23,985	24,712	25,439	26,166	26,893	27,620	28,347
GS-10	800	24,011	24,811	25,611	26,411	27,211	28,011	28,811	29,611	30,411	31,211
GS-11	879	26,381	27,260	28,139	29,018	29,897	30,776	31,655	32,534	33,413	34,292
GS-12	1054	31,619	32,673	33,727	34,781	35,835	36,889	37,943	38,997	40,051	41,105
GS-13	1253	37,599	38,852	40,105	41,358	42,611	43,864	45,117	46,370	47,623	48,876

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Attachment B

GENERAL SCHEDULE (GS)
Per Annum Rates
Effective 6 January 1985

Grade	1	2	3	4	5	6	7	8	9	10	Incremen
GS-01	9,339	9,650	9,961	10,271	10,582	10,764	11,071	11,380	11,393	11,686	Varies
GS-02	10,501	10,750	11,097	11,393	11,521	11,860	12,199	12,538	12,877	13,216	Varies
GS-03	11,458	11,840	12,222	12,604	12,986	13,368	13,750	14,132	14,514	14,896	382
GS-04	12,862	13,291	13,720	14,149	14,578	15,007	15,436	15,865	16,294	16,723	429
GS-05	14,390	14,870	15,350	15,830	16,310	16,790	17,270	17,750	18,230	18,710	480
GS-06	16,040	16,575	17,110	17,645	18,180	18,715	19,250	19,785	20,320	20,855	535
GS-07	17,824	18,418	19,012	19,606	20,200	20,794	21,388	21,982	22,576	23,170	594
GS-08	19,740	20,398	21,056	21,714	22,372	23,030	23,688	24,346	25,004	25,662	658
GS-09	21,804	22,531	23,258	23,985	24,712	25,439	26,166	26,893	27,620	28,347	727
GS-10	24,011	24,811	25,611	26,411	27,211	28,011	28,811	29,611	30,411	31,211	800
GS-11	26,381	27,260	28,139	29,018	29,897	30,776	31,655	32,534	33,413	34,292	879
GS-12	31,619	32,673	33,727	34,781	35,835	36,889	37,943	38,997	40,051	41,105	1054
GS-13	37,599	38,852	40,105	41,358	42,611	43,864	45,117	46,370	47,623	48,876	1253
GS-14	44,430	45,911	47,392	48,873	50,354	51,835	53,316	54,797	56,278	57,759	1481
GS-15	52,262	54,004	55,746	57,488	59,230	60,972	62,714	64,456	66,198	67,940	1742

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Attachment C

AGENCY SECRETARIAL GRADE PATTERN

<u>Current</u>		<u>GS-07A/B Plan</u>	
DCI	GS-13	DCI	GS-13
DDCI	GS-12	DDCI	GS-12
SIS-06	GS-11	SIS-06	GS-11
SIS-05	GS-10	SIS-05	GS-10
SIS-04	GS-09	SIS-04	GS-09
SIS-03	GS-08	SIS-03	GS-08
SIS-1/2	GS-07	SIS-1/2	GS-07B
GS-15	GS-07	GS-15	GS-07A
GS-14	GS-06	GS-14	GS-06