

United States Civil Service Commission  
Office of the Executive Director  
Interagency Advisory Group  
1900 E Street, N. W.

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Minutes of the Committee on  
Job Evaluation  
January 17, 1978

The meeting, chaired by Paul A. Katz, Chief, Standards Division, covered two main topics on the agenda -- (1) Freedom of Information Developments and (2) Plans for a Pay Comparability Survey by the International Civil Service Commission.

Discussion of developments under the Freedom of Information Act (FOIA) centered around the May 5, 1977, letter of Attorney General Bell's establishing criteria which will be considered by the Justice Department in determining whether a suit against an agency under the FOIA will be defended in the courts. The discussion elicited varied reactions from committee members regarding the implications of the Attorney General's guidelines as they might relate to the standards development program. These possible implications and agency viewpoints will be considered further at a future meeting of the Committee.

Paul Katz spoke about his work with the International Civil Service Commission and their plans to conduct a "pay comparability" survey of Federal agency positions. Detailed documents were distributed describing the plan to visit selected agency classification chiefs during March 1978. Executive Director Roger Barnes and Classification Section Chief Terry Slater will conduct a detailed briefing of the agencies at our next IAG Committee meeting, at 1:30 p.m. on February 14, 1978. Attached to these minutes is one of the distributed documents. (The others are too voluminous for general distribution.) That document "Proposed Selection of U.S. Government Departments to Produce Job Descriptions," generally indicates the level of effort the ICSC would like agencies to provide. In addition to sample job descriptions, they would like to spend about a half day with each of the selected agencies.

A significant portion of the UN payroll is contributed by the American tax paying public. This study will help insure fair UN pay, thus keeping our UN contributions to an effective minimum. Your support of the ICSC study will help achieve U.S. diplomatic and financial objectives.

Mr. Katz requested that a representative from each agency listed under "U.S. GOVT DEPARTMENT" on the attachment be present at the February 14 meeting. Other agency representatives are also invited to attend and to lend all possible support to the study.

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Discussion of the future organization and activities of the IAG Committee was begun, but at the suggestion of several members, it was decided that full discussion of these matters would be postponed to a later meeting. Members were urged to give thought to possible committee and sub-committee objectives so that they might be considered by the entire membership.

Attachment

PROPOSED SELECTION OF US GOVERNMENT DEPARTMENTS TO PROVIDE  
JOB DESCRIPTIONS.

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<u>OCCUPATIONAL GROUP</u>	<u>CORRESPONDING U.S. CIVIL SERVICE OCCUPATIONAL GROUP</u>	<u>U.S. CIVIL SERVICE OCC. #</u>	<u>U.S. GOVT DEPARTMENT</u>	<u>SUB-ORGANIZATIONAL UNIT</u>	<u>COMMENTS</u>
Accountant	Accounting	00510	Agriculture	-	
Auditor	Accounting	00510	Agriculture	-	
Program/Budget Analyst	Program Analysts	00345	General Acctg Office	-	
Systems Analyst	Computer Specialist	00334	HEW	Social Security Administration	(for non-scientific applications)
General Technical Coop Administrator	International Cooperation	00136	State	AID	
Personnel Management Specialist	Personnel Management	00201	(Any organization which has been found to provide clear and concise data - to be determined on-site)		
Public Information Specialist	Public Information	01081	Agriculture	-	
Purchasing Agent	Contract and Procurement	01102	State	AID	For those procuring for technical cooperation projects
	Contract and Procurement	01102	GSA	-	For those procuring for HQ and established field offices - other than technical cooperation.
Representation, Coord. & Liason Specialist	(Foreign Service Officers - Political Officers)	-	State	U.S. Foreign Service	

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<u>OCCUPATIONAL GROUP</u>	<u>CORRESPONDING U.S. CIVIL SERVICE OCCUPATIONAL GROUP</u>	<u>U.S. CIVIL SERVICE OCC. #</u>	<u>U.S. GOVT. DEPARTMENT</u>	<u>SUB-ORGANIZATIONAL UNIT</u>	<u>COMMENTS</u>
Aeronautical Engineers	-	-	Transportation	FAA	(Air worthiness, safety etc. aeronautical engineers)
Agricultural Engineer	Agricultural Engineering	00890	Agriculture	-	
Airport Engineer	Civil Engineering	00810	Transportation	FAA	
Sanitary Engineer	Sanitary Engineering	00819	EPA	-	
Electronics Engineer	Electronics Engineering	00855	FCC	-	
Telecommunications Engineer	Electronics Engineering	00855	FCC	-	
Nuclear Engineer	Nuclear Engineer	00840	ERDA	-	
Librarian	Librarian	01410	Interior or Commerce	-	
Economists	Economist	00110	State	-	(For umbrella group - basically international development econo
Agricultural Economist	Economist	00110	Agriculture	-	
Econometrician	Economist	00110	Commerce	Bureau of Economic Affairs	
Financial Economist	Economist	00110	Commerce	Bureau of Econ. Affairs	

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Industrial Economist	Economist	00110	Commerce	Bureau of Econ. Affairs	
International Trade Economist	Economist	00110	Commerce	Bureau of Econ. Affairs	
Labour Economist	Economist	00110	Labor	Bureau of Labor Statistics	
Transport Economist (Tentative Job)	Economist	00110	Civil Aero-nautics Board	-	(A regulatory agency but is under Gen. Schedule)
Primary Education Specialist ) Secondary Education Specialist ) University & Higher Education Spec. ) Adult Education Specialist )	Education Research and Programming	01720	HEW	Office of Education	(Education planners, not teachers.)
Vocational Training Specialist	-	-	Labor	Bureau of Apprenticeship Training	
Jurist	General Attorney	00905	State	-	(Those looking at international legal instruments.)
Agricultural Scientists	-	-	Agriculture	-	
Agronomist	Agronomy	00471	Agriculture	-	
Animal Scientist	Husbandry	00487	Agriculture	-	

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Horticulturist	Horticulture	00437	Agriculture	-	
Silviculturist	-	-	Agriculture	-	
Soil Conservationist	Soil Conservation	00457	Agriculture	-	
Soil Scientist	Soil Science	00470	Agriculture	-	
Biological Scientists	(See Biologist)				
Bacteriologist	Microbiology	00403	HEW	Public Health Service	(Human being oriented)
Biologist	General Biological Scientist	00401	HEW	-	(For human being biologists.)
			Agriculture	-	(For vegetable biologists.)
Botanist	Botany	00430	Agriculture	-	
Entomologist	Entomology	00414	Agriculture	-	
Fish Culturist	Fishery Biology	00482	Agriculture	-	
Public Health Nutritionist			HEW		(As U.S. Govt does not have nutritionist series, try asking HEW).
Public Health Physician	Medical Officer	00602	HEW	Public Health Service	Try HEW with reservation that difficulty is these are members of uniformed corps of U.S. Govt and are not under General Schedule - also apply rank-in-person approach.)

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Chemist	Chemistry	01320	HEW	Food & Drug Administration	
Physicist	Physics	01310	Commerce	National Bureau of Standards	(For Physicists other than nuclear.)
Nuclear Physicist	Physics	01310	ERDA	-	(For Nuclear Physicists.)
Meteorologist	Meteorology	01340	Commerce	National Weather Service	
Political Scientist	-	-	State	-	Understand closest resemblance is Foreign Service. Difficulty is these are not in General Schedule, but linkages have been established.
Sociologist	Social Science	00101	HEW	-	
Actuary	DROPPED FROM STUDY				Agreed by consultants as having too low population in common system.
Statistician	Statistician	01530	Commerce	-	
Editor	Writing and Editing	01082	Information Agency	-	
Interpreter	Interpreter	01047	State	-	
Translator	Translator	01045	State	-	