

INTRODUCTION

This salary survey has been made for the information and use of State and Federal officials concerned with the grant-in-aid programs. The compilation shows salary ranges in pay plans for selected classes of positions in State and local grant-aided employment security, public welfare, public health, mental health, civil defense and vocational rehabilitation programs. The survey includes all States, the District of Columbia, Puerto Rico, and the Virgin Islands.

The data for the survey were compiled by the regional representatives, Office of State Merit Systems, in each of the regional offices of the Department of Health, Education, and Welfare. The representatives obtained their information from the classification and compensation plans regularly submitted to this Department, and to the Department of Labor, and Department of Defense as merit system plan materials.

The definitions for the selected classes reflect typical functions and responsibilities as outlined in the appropriate class specifications of the various States. However, any brief definition of this kind cannot reflect all the possible variations in assignment of duties. If the principal duties of a class of position are determined to be substantially the same as those outlined in the corresponding definition, the salary range has been recorded, irrespective of the State's title for the class. If the duties of a position in a particular State are determined not to be substantially within the scope of the definition, salary data for the class in this State have been excluded.

A number of the definitions indicate the customary amount of required background experience by use of the following qualifying statements: "some" experience, "considerable" experience, and "extensive" experience. These are, in general, interpreted as follows: Some experience - less than 2 years; considerable experience - 2 to 5 years; extensive experience - over 5 years.

The statements in the definitions indicating the usual educational requirements are based primarily upon those stated in the class specifications, but may reflect such educational requirements maintained as a general practice through the total selection process.

Definitions using the term, "This is the entry (beginning) level professional position in the series," should be interpreted as meaning the level of position in which new workers are recruited to fill beginning professional positions and not the trainee level of position. For the purpose of the survey, a trainee position is one in which the employee (a) is appointed to go on educational leave or (b) has the basic education but does not have the experience required for appointment to the journeyman level, is not expected to perform the level or scope of duties outlined in the "Definition," usually works under close supervision, spends a portion of his time in a formal continuing training program (in contrast to regular orientation and in-service), and is trained for early promotion to the entry level professional class as defined in the "Definition."

Where a position is not the trainee level as defined above, but is a beginning level position where tenure is limited and promotion is automatic at the next higher level, footnote (f) is used.

The decisions as to what are corresponding classes were made by the regional merit system representatives after studying the State class specifications and applying their additional knowledge to State classification plans and organization. Program representatives participated in the development of the definitions and the determination of comparable classes. The comments of State personnel on previous issuances of the survey have also proved valuable.