

We conduct a full-scale college recruiting program for electronic engineers, attorneys, stenographers, and typists. In addition to our internal promotion program whereby promotional opportunities are publicized to all employees, we insure a broad range of applicants by considering eligibles certified by the Civil Service Commission, as well as those available in our applicant supply file. The latter category consists of present or former Federal employees who are eligible for reinstatement or transfer and applicants outside Government service in scarce category occupations.

The largest single occupational category utilized by the Commission is the electronic engineer, which is an occupation in critical short supply. All applicants must complete a full 4-year or longer professional curriculum in an accredited college or university leading to a bachelor's degree or higher with specific study in electrical engineering. Also, applicants must demonstrate a professional knowledge comparable to that which would have been acquired through the successful completion of the required 4-year college course. In addition, special recognition is given to applicants who meet the criteria for superior academic achievement.

The second largest occupational category utilized is that of attorney. All applicants must be admitted to practice before the bar of the highest court of the State in which they reside or the bar of the Federal courts of the United States. There are further qualifications for the various grade levels. Applicants above the entry level must have had a specified time of progressively responsible professional legal experience. Further, the required amount of experience or training must show that he has the ability to perform completely the duties of the position. In summary, the applicants are rated based on an evaluation of educational background, special achievements, experience, and a personal interview.

When recruiting personnel in other disciplines such as accountants, economists, administrative, stenographer-typists, etc., we use the basic quality requirements established by the Civil Service Commission.

66. Does your agency emphasize promotion of employees on the basis of merit?

The Federal Communications Commission emphasizes promotion of employees on the basis of merit through implementation of our FCC merit promotion program. This plan, which conforms with Civil Service Commission regulations, standards, and guidelines for promotion plans and selection of employees for promotion, was referred for comment and concurred in by all bureau and staff office chiefs and employee groups prior to its adoption by this Commission. The plan is published for the guidance of supervisors and employees in our FCC personnel manual. The key provisions of this plan assure that all qualified employees are considered for promotion on the basis of merit.

67. How does your agency consider employee complaints, grievances, and appeals?

The Federal Communications Commission grievance procedures for the adjustment of complaints and grievances provide for an employee to first take up his grievance with his immediate supervisor. In the event a mutually satisfactory adjustment is not worked out, the matter may be referred, in writing, to the next higher supervisor whose decision will be given the employee in writing. If an employee believes there are valid reasons for not following these initial steps he may refer his difficulty to the Director of Personnel for investigation and an advisory recommendation. An employee has the right to select a representative to present his grievance to supervisors at all levels, to the Director of Personnel, or to a committee designated to hear grievances. This ad hoc grievance committee shall be composed of Commission employees: one named by the employee's supervisor, one selected by the employee, and a third selected by the other two. The Director of Personnel, or his representative, will serve in an advisory capacity as a fourth, but nonvoting, member and act as chairman. The committee will investigate the facts and hold informal hearings and receive such evidence as necessary. The committee will submit in writing to the responsible bureau head or staff officer for his written decision a report of the facts in the matter together with a statement of its recommended action. If the aggrieved employee is dissatisfied with the decision he may, if he desires, address an appeal in writing to the Commission for a final decision.

Our adverse action procedures are in accordance with the Civil Service regulations on appeals from adverse actions. Briefly, employees under our appeal system have the right to have representation of their own choosing and to have a hearing, if they so request, on their appeal by an ad hoc three-man hearing committee. The employees are entitled to name one member of the committee.