

APPENDIX C.—PERSONNEL ACTIVITIES, FEDERAL COMMUNICATIONS COMMISSION, MAY 1, 1968

1. Position and pay management

This function is accomplished within the policy and procedural guides outlined in the position management system for the Federal Communications Commission (developed and implemented during fiscal year 1965). The position management system defines the objectives and provides a system and procedures for positive position management which will best serve the Commission's needs. The requirements for carrying out a continuing review of position structure at all levels and for reviewing all positions at least once annually for need and for proper classification are basic features of the system. Vacant positions may not be filled until a thorough analysis has been made to determine whether the duties should be redistributed among other positions or the position can be abolished without seriously affecting accomplishment of essential functions.

During fiscal year 1967 the position management system was revised to add the requirement and prescribe procedures for the establishment and administration of official staffing plans. The principal features of this system are as follows:

(a) Each bureau and office is required to develop staffing plans which must follow certain prescribed criteria designed to attain organizational soundness, economy in utilization of manpower resources, and effective personnel management. These plans are approved only after they have undergone comprehensive review by the Executive Director with the assistance of the Chiefs of the Management Information and Budget and Fiscal Divisions and the Director of Personnel. Changes in the plans must undergo the same type of review procedures.

(b) All proposed personnel actions must be in accordance with approved staffing plans. Any proposed personnel action that is in variance with the approved staffing pattern must be validated, within the context of the total staffing plan, before it can be approved.

(c) Position classification and other personnel management considerations are an integral part of the development and continuing administration of the staffing plans. Such considerations include: supervisor-worker ratios; balance among senior level, journeymen, trainees, and clerical personnel; balance and work distribution among professionals and supportive subprofessionals; career progression patterns; average grade; relationship between number of personnel and workload requirements; and opportunity the organization provides for self-responsibility on the part of all employees.

The average grade of positions in FCC has remained relatively stable. As of June 30, 1967, the average grade for the 1,463 Classification Act employees was 8.79. This is an increase of only 0.09 over fiscal year 1966, and an increase of only 0.20 over the average grade for June 30, 1963. In view of the large number of positions of a professional or specialized nature, this slight increase is considered valid and reasonable.

The Commission utilizes about 80 occupational series—65 Classification Act and 15 Wage Board. The largest single occupation utilized by the FCC is that of the electronic engineer, who constitutes approximately 23 percent of Classification Act positions. Attorneys, who represent the next largest occupational group, constitute approximately 14 percent. Professional workers of all categories comprise almost 50 percent of the total Commission strength.

2. Training and development

Training activities of the FCC involve developing and obtaining approval of needed training agreements, planning and conducting appropriate programs within the Commission, arranging for contract instructors to present needed courses, and reviewing other requests for both governmental and nongovernmental training. To be responsive to general training needs engendered by Executive Order No. 11348 of April 20, 1967, and to keep our employees current with technological changes, it is vitally important that the Commission maintain a