

MEMORANDUM

May 16, 1966

TO: Chairman Cohen  
FROM: Harry Pollack

I have carefully reviewed the statements Miss Zion prepared and attached to her Position Classification Voucher.

Since maintaining the special library and file system in your office is an important part of her responsibilities, we are adding this function to her job sheet. However, this activity is not at a level of complexity or of sufficient weight as a classification factor to support up-grading her position to GS-12.

In order to be completely sure that GS-11 is the proper grade for Miss Zion's position as Confidential Assistant to the Chairman, I obtained data derived from a survey made of such positions in April, 1966, in eight other comparable agencies. While there are some variances in the duties and responsibilities assigned, all of the Confidential Assistant to the Chairman jobs in these agencies (CAB, FDIC, FHLBB, FPC, FTC, ICC, Export-Import Bank, Bureau of the Budget) are now allocated to Grade GS-11.

For the reasons stated above, I can find no basis for up-grading Miss Zion's position from GS-11 to 12.