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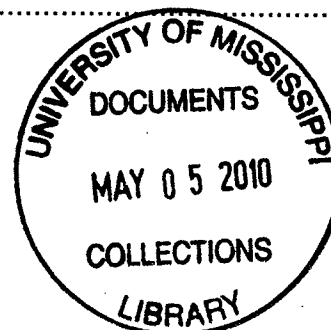
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Office of the Secretary of the Senate

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2006 U.S. SENATE EMPLOYMENT, COMPENSATION, HIRING AND BENEFITS STUDY

Introduction

This report summarizes the results of a study conducted under the auspices of the Secretary of the Senate on employment, compensation, hiring, organizational structure, and benefits practices of Senate personal offices. The study was conducted using a web-based survey that was sent to all 100 Senators' offices. A total of 81 offices completed the survey during March and April 2006.

The report is organized into four chapters:

- **Chapter I: Hiring and Compensation Practices** — summarizes the education, compensation, and experience qualifications of office staff in 25 positions. In the position summaries, previous experience statements are weighted averages using the midpoint of the year range. In addition, average salary data represents weighted averages.
- **Chapter II: Organizational Structure** — describes the typical organizational structures used in Washington, D.C. and state offices.
- **Chapter III: Benefits** — summarizes the benefits, including pay increases, leave policies, and student loan repayments, offered to Senate employees.
- **Chapter IV: The Survey** — the complete survey is presented here.

CHAPTER I – HIRING AND COMPENSATION PRACTICES

Compensation Overview

Position	Number of Positions	Minimum	Average	Maximum	25 th Percentile	50 th Percentile	75 th Percentile
Chief of Staff	84	\$114,000	\$151,767	\$160,659	\$147,000	\$157,150	\$160,659
Deputy Chief of Staff	28	\$78,000	\$121,571	\$156,600	\$96,166	\$111,000	\$123,000
Assistant to the Chief of Staff	43	\$25,000	\$38,300	\$91,028	\$31,000	\$34,250	\$41,000
Legislative Director	77	\$85,000	\$116,952	\$160,659	\$102,186	\$120,000	\$127,830
Counsel	61	\$42,000	\$95,210	\$155,000	\$75,500	\$95,000	\$110,865
Director of Special Projects and/or Grants	51	\$24,000	\$52,995	\$103,000	\$37,324	\$49,825	\$65,000
Legislative Assistant	406	\$34,000	\$66,789	\$150,000	\$52,000	\$65,000	\$77,580
Legislative Correspondent	348	\$20,000	\$32,802	\$75,000	\$29,000	\$32,000	\$36,000
Communications Director	69	\$52,000	\$95,050	\$160,659	\$82,752	\$94,620	\$104,500
Press Secretary	80	\$40,000	\$66,027	\$110,784	\$54,000	\$63,000	\$76,169
Deputy Communications Director/Deputy Press Secretary	85	\$17,500	\$40,802	\$85,000	\$30,758	\$36,476	\$45,000
Executive Assistant	58	\$29,000	\$68,060	\$121,000	\$50,259	\$68,750	\$81,625
Scheduler (Washington, D.C.)	74	\$28,500	\$63,634	\$128,000	\$50,000	\$59,698	\$75,000
Systems Administrator	77	\$24,000	\$60,955	\$105,000	\$50,000	\$60,000	\$75,420
Administrative Director/Office Manager	68	\$31,500	\$78,266	\$149,700	\$67,006	\$78,000	\$89,500
Assistant Administrative Director/Assistant Office Manager	19	\$27,426	\$43,416	\$82,500	\$31,032	\$36,476	\$50,000
Mailroom Supervisor	58	\$22,000	\$41,443	\$90,000	\$30,000	\$38,500	\$50,000
Data Entry Clerk/Mailroom Staff Assistant	91	\$12,784	\$33,921	\$67,000	\$26,000	\$30,793	\$41,232
Receptionist/Staff Assistant	325	\$10,712	\$29,664	\$72,000	\$25,860	\$28,000	\$31,027
Constituent Services Representative Supervisor/Casework Supervisor	58	\$31,500	\$61,575	\$93,643	\$50,000	\$60,000	\$73,000
Constituent Services Representative/Caseworker	398	\$21,000	\$38,631	\$84,821	\$31,000	\$36,204	\$44,092
State Director	75	\$60,000	\$104,748	\$160,659	\$90,000	\$103,500	\$116,248
Field Representative	340	\$19,000	\$50,742	\$104,000	\$41,000	\$49,100	\$60,000
State Office Manager	42	\$21,000	\$48,639	\$90,000	\$37,900	\$48,526	\$58,200
State Scheduler	48	\$28,500	\$49,886	\$89,000	\$38,000	\$46,500	\$61,217

Note: This table represents the compilation of data from the 81 surveys received.

Chief of Staff

Summary of Primary Duties

- Acts as the Senator's chief policy and political advisor;
- Develops and implements all policy objectives, political strategies and operating plans for the office; and
- Manages the office and directs all activities of the Senator's Washington, D.C. and/or state offices.

Alternate Titles and Special Notations

Each Senator's office has one Chief of Staff who oversees and directs all office activities, with the exception of three offices that indicated they have two Chiefs of Staff, one for the state office and one for the Washington, D.C. office.

Position Summary

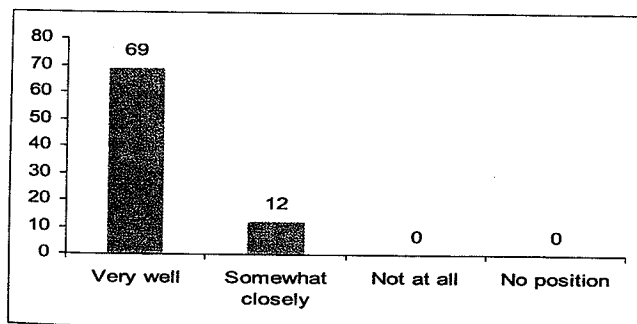
81 out of 81 offices surveyed indicated they have a Chief of Staff. Across the 81 offices, 84 incumbents were reported. On the average, a Chief of Staff:

- Earns \$151,767 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 3 to 6 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's (51.2%), master's (23.8%), or professional (22.6%) degree
- Works in the D.C. office and regularly commutes to the home state (46.9%)

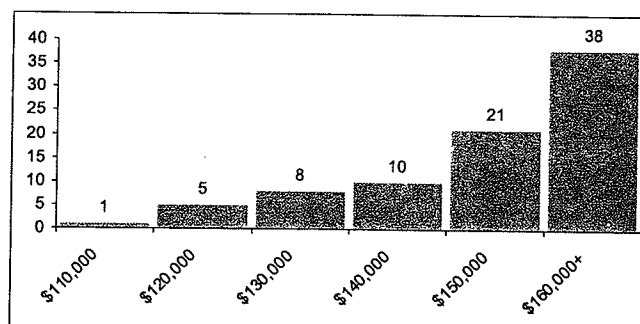
Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
1	78	78
2	3	6
Total	81	84

Do the primary duties accurately describe the responsibilities of this position in your office?



Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
83	\$114,000	\$151,767	\$160,659
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
83	\$147,000	\$157,150	\$160,659

This question was not completed for 1 of the 84 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Chief of Staff

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	28	26	16
1 year or less	19	2	10	8
1 to 3 years	29	7	14	21
3 to 6 years	14	14	6	16
6 to 9 years	13	10	13	5
9 to 12 years	3	11	6	1
12 years or more	5	12	9	17
Total	83	84	84	84

These questions were not completed for 1 of the 84 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	2	2.4
Associate's degree	0	0.0
Bachelor's degree	43	51.2
Master's degree	20	23.8
Professional degree	19	22.6
Total	84	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	67	79.8
State Office	17	20.2
Total	84	100.0

Does the employee commute between the home state and Washington, D.C. on a regular basis?

Response	Frequency	Percent
Yes	38	46.9
No	43	53.1
Total	81	100.0

This question was not completed for 3 of the 84 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	84	100.0
No	0	0.0
Total	84	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$110,000-\$119,999	1	0	0	0	0	0	1
\$120,000-\$129,999	1	3	0	0	0	0	4
\$130,000-\$139,999	3	3	1	1	0	0	8
\$140,000-\$149,999	3	3	2	1	0	1	10
\$150,000-\$159,999	3	9	5	2	1	1	21
\$160,000-\$160,659	7	11	6	9	2	3	38
Total	18	29	14	13	3	5	82

These questions were not completed for 2 of the 84 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Deputy Chief of Staff Summary of Primary Duties

- Assists in the implementation of policy objectives, political strategies, and operating policies of the office;
- Manages the administrative functions of the D.C. office;
- Customarily and regularly supervises all administrative support staff of the office; and
- Monitors all personnel matters and ensures that office policies and procedures comply with the law and Senate rules.

Alternate Titles

- Administrative Assistant
- Administrative Director
- Chief of Staff-D.C.
- Deputy Chief of Staff for Administration
- Deputy Chief of Staff for Operations
- Executive Assistant to Chief of Staff
- Office Administrator
- Senior Director

Position Summary

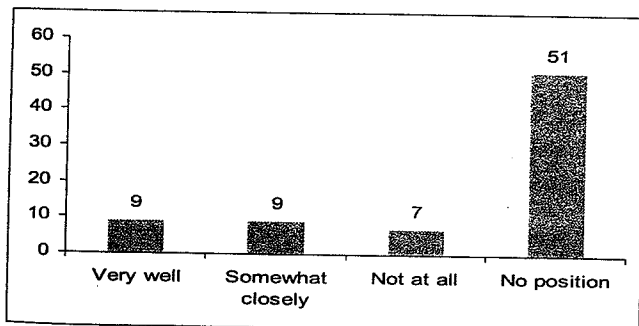
25 out of 81 offices surveyed indicated they have a Deputy Chief of Staff. Across the 25 offices, 28 incumbents were reported. On the average, a Deputy Chief of Staff:

- Earns \$112,571 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's (44.5%) or master's (33.3%) degree
- Works in the D.C. office

Number of Positions per Office

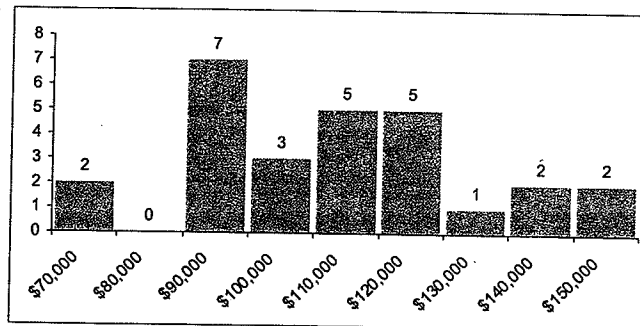
Number of Positions per Office	Offices	Total Number of Positions
1	22	22
2	3	6
Total	25	28

Do the primary duties accurately describe the responsibilities of this position in your office?



5 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
27	\$78,000	\$112,571	\$156,600
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
27	\$96,166	\$111,000	\$123,000

This question was not completed for 1 of the 28 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Deputy Chief of Staff

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	8	15	3
year or less	9	1	1	3
to 3 years	6	3	4	5
3 to 6 years	8	2	2	8
6 to 9 years	2	7	3	5
9 to 12 years	1	4	1	0
12 years or more	1	2	1	3
Total	27	27	27	27

These questions were not completed for 1 of the 28 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	1	3.7
Some college	1	3.7
Associate's degree	1	3.7
Bachelor's degree	12	44.5
Master's degree	9	33.3
Professional degree	3	11.1
Total	27	100.0

This question was not completed for 1 of the 28 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	26	92.9
State Office	2	7.1
Total	28	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	28	100.0
No	0	0.0
Total	28	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$70,000-\$79,999	0	0	1	0	0	1	2
\$80,000-\$89,999	0	0	0	0	0	0	0
\$90,000-\$99,999	2	2	2	1	0	0	7
\$100,000-\$109,999	2	0	1	0	0	0	3
\$110,000-\$119,999	2	1	1	1	0	0	5
\$120,000-\$129,999	2	2	1	0	0	0	5
\$130,000-\$139,999	0	0	1	0	0	0	1
\$140,000-\$149,999	0	1	1	0	0	0	2
\$150,000-\$159,999	1	0	0	0	1	0	2
Total	9	6	8	2	1	1	27

These questions were not completed for 1 of the 28 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Assistant to the Chief of Staff

Summary of Primary Duties

- Provides administrative, clerical and office support services for the Chief of Staff.

Alternate Titles

- Assistant Scheduler
- Constituent Services Director
- Deputy Scheduler
- Executive Assistant
- Legislative Correspondent
- Office Administrator
- Office Manager
- Staff Assistant
- Systems Administrator

Position Summary

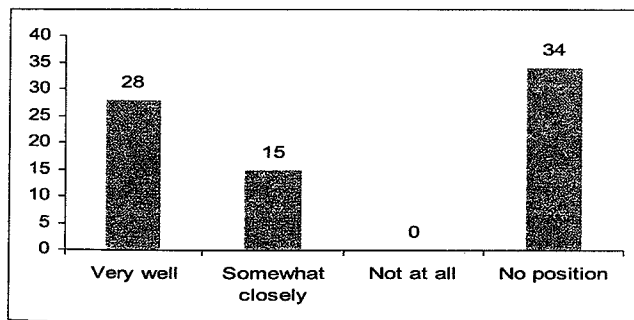
43 out of 81 offices surveyed indicated they have an Assistant to the Chief of Staff. Across the 43 offices, 43 incumbents were reported. On the average, an Assistant to the Chief of Staff:

- Earns \$38,300 annually
- Has been in the current position for 1 to 3 years
- Has 1 year or less of previous Senate experience
- Has 1 year or less of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (81.4%)
- Works in the D.C. office

Number of Positions per Office

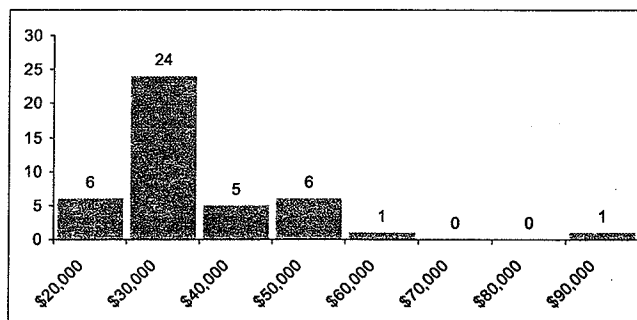
Number of Positions per Office	Offices	Total Number of Positions
1	43	43
Total	43	43

Do the primary duties accurately describe the responsibilities of this position in your office?



4 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
43	\$25,000	\$38,300	\$91,028
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
43	\$31,000	\$34,250	\$41,000

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Assistant to the Chief of Staff

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	16	26	15
1 year or less	29	20	11	14
2 to 3 years	10	6	5	7
4 to 6 years	3	1	0	4
7 to 9 years	1	0	1	0
10 to 12 years	0	0	0	1
13 years or more	0	0	0	2
Total	43	43	43	43

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	4	9.3
Associate's degree	0	0.0
Bachelor's degree	35	81.4
Master's degree	3	7.0
Professional degree	1	2.3
Total	43	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	39	90.7
State Office	4	9.3
Total	43	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	16	38.1
No	26	61.9
Total	42	100.0

This question was not completed for 1 of the 43 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	6	0	0	0	0	0	6
\$30,000-\$39,999	20	3	1	0	0	0	24
\$40,000-\$49,999	2	3	0	0	0	0	5
\$50,000-\$59,999	0	4	2	0	0	0	6
\$60,000-\$69,999	1	0	0	0	0	0	1
\$70,000-\$79,999	0	0	0	0	0	0	0
\$80,000-\$89,999	0	0	0	0	0	0	0
\$90,000-\$99,999	0	0	0	1	0	0	1
Total	29	10	3	1	0	0	43

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Legislative Director

Summary of Primary Duties

- Manages the office's legislative department;
- Advises the Senator on legislative areas; and
- Assists in development of policy positions and legislative initiatives.

Alternate Titles

- Chief Counsel (3)
- Deputy Chief of Staff for Legislation
- Deputy Chief of Staff (2)
- Policy Director

Position Summary

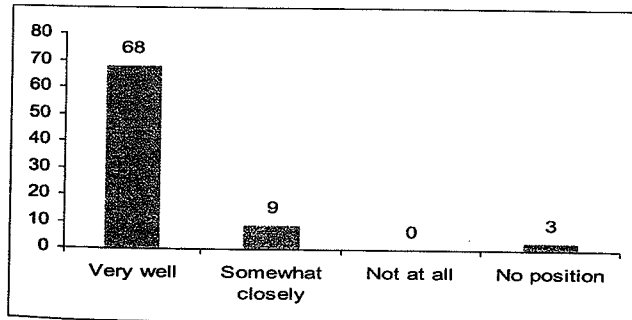
77 out of 81 offices surveyed indicated they have a Legislative Director. Across the 77 offices, 77 incumbents were reported. On the average, a Legislative Director:

- Earns \$116,952 annually
- Has been in the current position for 1 to 3 years
- Has 3 to 6 years of previous Senate experience
- Has 3 to 6 years of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a master's (31.2%) or professional (42.8%) degree
- Works in the D.C. office

Number of Positions per Office

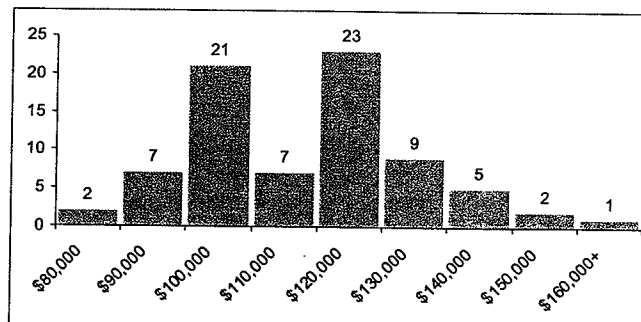
Number of Positions per Office	Offices	Total Number of Positions
1	77	77
Total	77	77

Do the primary duties accurately describe the responsibilities of this position in your office?



1 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
77	\$85,000	\$116,952	\$160,659
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
77	\$102,186	\$120,000	\$127,830

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Legislative Director

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	13	28	22
1 year or less	30	2	8	12
1 to 3 years	26	13	12	18
3 to 6 years	10	20	12	18
6 to 9 years	4	19	11	2
9 to 12 years	3	5	2	2
12 years or more	3	5	4	3
Total	76	77	77	77

This question was not completed for 1 of the 77 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	0	0.0
Associate's degree	0	0.0
Bachelor's degree	20	26.0
Master's degree	24	31.2
Professional degree	33	42.8
Total	77	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	77	100.0
State Office	0	0.0
Total	77	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	77	100.0
No	0	0.0
Total	77	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$80,000-\$89,999	2	0	0	0	0	0	2
\$90,000-\$99,999	4	2	0	0	0	0	6
\$100,000-\$109,999	9	10	2	0	0	0	21
\$110,000-\$119,999	2	3	2	0	0	0	7
\$120,000-\$129,999	10	9	1	1	1	1	23
\$130,000-\$139,999	3	2	2	2	0	0	9
\$140,000-\$149,999	0	0	2	1	1	1	5
\$150,000-\$159,999	0	0	1	0	1	0	2
\$160,000-\$160,659	0	0	0	0	0	1	1
Total	30	26	10	4	3	3	76

These questions were not completed for 1 of the 77 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Counsel

Summary of Primary Duties

- Advises the Senator on legal issues and
- Ensures the office complies with the law, Senate rules and ethics guidelines.

Alternate Titles

- Chief Counsel (5)
- Legislative Counsel (5)
- Legislative Assistant (3)
- Deputy Chief Counsel (2)
- Counselor
- Deputy Chief of Staff
- General Counsel
- Immigration Counsel
- Legislative Director
- Senior Advisor
- Senior Leadership Advisor
- Tax Counsel

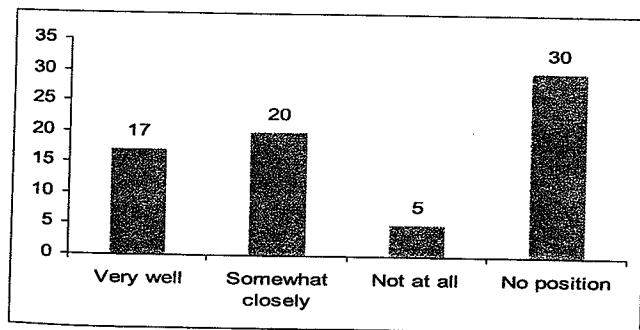
Position Summary

42 out of 81 offices surveyed indicated they have a Counsel. Across the 42 offices, 63* incumbents were reported. On the average, a Counsel:

- Earns \$95,210 annually
- Has been in the current position for 1 to 3 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a professional degree (100%)
- Works in the D.C. office

*2 of the 63 reported Counsel positions had non-traditional Counsel responsibilities and educational backgrounds. Their data were excluded from this section.

Do the primary duties accurately describe the responsibilities of this position in your office?

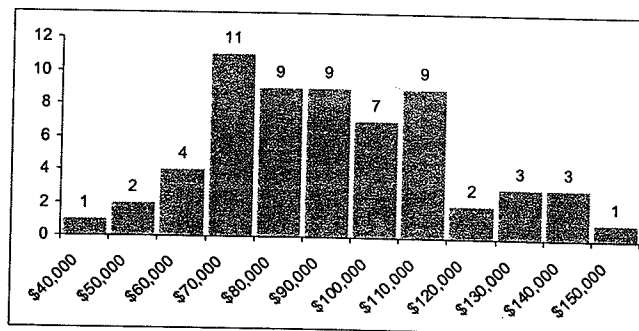


9 of the 81 offices did not complete this question.

Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
1	27	27
2	14	28
6	1	6
Total	42	61

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
61	\$42,000	\$95,210	\$155,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
61	\$75,500	\$95,000	\$110,865

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Counsel

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	21	24	12
1 year or less	35	7	10	9
1 to 3 years	17	11	12	11
3 to 6 years	5	13	8	10
6 to 9 years	4	7	4	9
9 to 12 years	0	1	2	5
12 years or more	0	1	1	5
Total	61	61	61	61

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	0	0.0
Associate's degree	0	0.0
Bachelor's degree	0	0.0
Master's degree	0	0.0
Professional degree	61	100.0
Total	61	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	59	96.7
State Office	2	3.3
Total	61	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	59	100.0
No	0	0.0
Total	59	100.0

This question was not completed for 2 of the 61 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$40,000-\$49,999	1	0	0	0	0	0	1
\$50,000-\$59,999	0	2	0	0	0	0	2
\$60,000-\$69,999	3	1	0	0	0	0	4
\$70,000-\$79,999	7	2	2	0	0	0	11
\$80,000-\$89,999	6	2	0	1	0	0	9
\$90,000-\$99,999	5	2	0	2	0	0	9
\$100,000-\$109,999	6	1	0	0	0	0	7
\$110,000-\$119,999	5	3	1	0	0	0	9
\$120,000-\$129,999	0	1	0	1	0	0	2
\$130,000-\$139,999	2	0	1	0	0	0	3
\$140,000-\$149,999	0	2	1	0	0	0	3
\$150,000-\$159,999	0	1	0	0	0	0	1
Total	35	17	5	4	0	0	61

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Director of Special Projects and/or Grants

Summary of Primary Duties

- Has primary responsibilities for special projects and/or grant procurement.

Alternate Titles

- Projects Director (3)
- Appropriations Director (2)
- Field Representative for Grants (2)
- Grants Coordinator (2)
- Project Manager (2)
- State Projects Director (2)
- Community Outreach Representative
- Constituent Service Coordinator
- Director of Research and Legislative Correspondence
- Director of State Communications and Special Projects
- Grants Administrator and Deputy Scheduler
- Legislative Assistant
- Projects Coordinator
- Resource Specialist
- Special Assistant
- Special Project Coordinator
- Special Projects Manager
- Staff Assistant

Position Summary

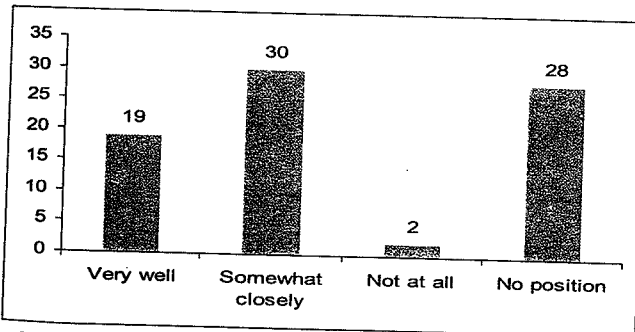
50 out of 81 offices surveyed indicated they have a Director of Special Projects and/or Grants. Across the 50 offices, 51 incumbents were reported. On the average, a Director of Special Projects and/or Grants:

- Earns \$52,995 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's (68%) or master's (24%) degree
- Works in the D.C. office (46%) or the state office (54%)

Number of Positions per Office

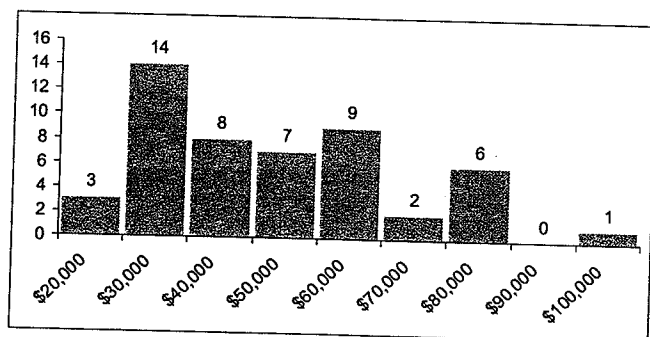
Number of Positions per Office	Offices	Total Number of Positions
1	49	49
2	1	2
Total	50	51

Do the primary duties accurately describe the responsibilities of this position in your office?



2 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
50	\$24,000	\$52,995	\$103,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
50	\$37,324	\$49,825	\$65,000

This question was not completed for 1 of the 51 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Director of Special Projects and/or Grants

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	22	33	18
1 year or less	14	5	2	4
1 to 3 years	15	10	8	8
3 to 6 years	11	8	5	10
6 to 9 years	7	3	1	3
9 to 12 years	1	0	1	1
12 years or more	1	2	1	7
Total	49	50	51	51

These questions were not completed for 1 to 2 of the 51 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	3	6.0
Associate's degree	0	0.0
Bachelor's degree	34	68.0
Master's degree	12	24.0
Professional degree	1	2.0
Total	50	100.0

This question was not completed for 1 of the 51 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	23	46.0
State Office	28	54.0
Total	51	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	39	76.5
No	12	23.5
Total	51	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	2	1	0	0	0	0	3
\$30,000-\$39,999	4	6	2	2	0	0	14
\$40,000-\$49,999	2	2	3	0	0	1	8
\$50,000-\$59,999	4	2	0	1	0	0	7
\$60,000-\$69,999	2	3	2	0	1	0	8
\$70,000-\$79,999	0	1	1	0	0	0	2
\$80,000-\$89,999	0	0	2	4	0	0	6
\$90,000-\$99,999	0	0	0	0	0	0	0
\$100,000-\$109,999	0	0	1	0	0	0	1
Total	14	15	11	7	1	1	49

These questions were not completed for 2 of the 51 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Legislative Assistant

Summary of Primary Duties

- Develops and plans legislative initiatives and/or advises the Senator on legislative issues within the employee's area of professional expertise;
- Monitors legislative and policy developments within assigned substantive areas; and
- Serves as the Senator's principal advisor and representative on legislative matters within (a) particular substantive area(s).

Alternate Titles

- Legislative Counsel (4)
- Senior Legislative Assistant (4)
- Policy Advisor (3)
- Senior Policy Advisor (3)
- Deputy Legislative Director (2)
- Legislative Aide (2)
- Appropriations Coordinator
- Chief Counsel
- Deputy Legislative Director for Economic Development

Position Summary

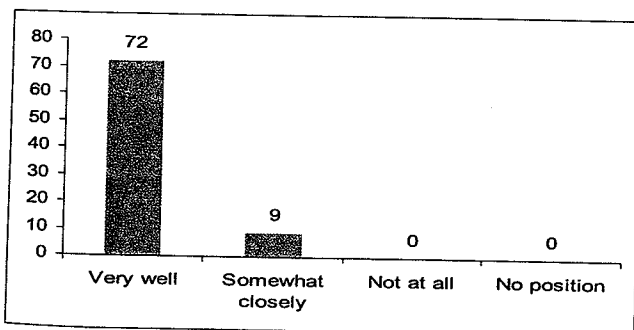
81 out of 81 offices surveyed indicated they have a Legislative Assistant. Across the 81 offices, 406 incumbents were reported for an average of 5 per office. On the average, a Legislative Assistant:

- Earns \$66,789 annually
- Has been in the current position for 1 to 3 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's (50%), master's (24.7%), or professional (24%) degree
- Works in the D.C. office

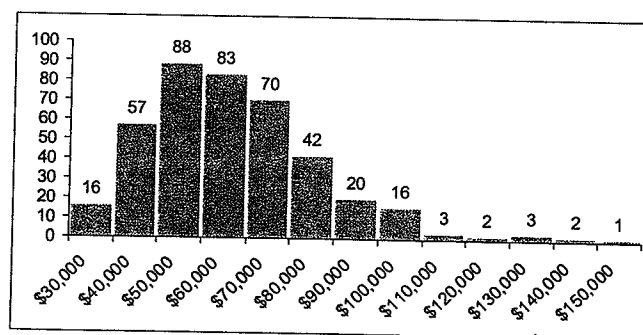
Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
2	6	12
3	6	18
4	18	72
5	20	100
6	19	114
7	7	49
8	4	32
9	1	9
Total	81	406

Do the primary duties accurately describe the responsibilities of this position in your office?



Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
403	\$34,000	\$66,789	\$150,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
403	\$52,000	\$65,000	\$77,580

This question was not completed for 3 of the 406 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Legislative Assistant

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	139	210	114
1 year or less	168	53	45	74
1 to 3 years	142	121	58	103
3 to 6 years	56	66	56	60
6 to 9 years	14	12	14	28
9 to 12 years	9	1	5	8
12 years or more	8	9	12	14
Total	397	401	400	401

These questions were not completed for 5 to 9 of the 406 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	4	1.0
Associate's degree	1	0.2
Bachelor's degree	200	50.0
Master's degree	99	24.7
Professional degree	96	24.0
Total	400	100.0

This question was not completed for 6 of the 406 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	403	99.5
State Office	2	0.5
Total	405	100.0

This question was not completed for 1 of the 406 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	391	96.3
No	15	3.7
Total	406	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$30,000-\$39,999	12	4	0	0	0	0	16
\$40,000-\$49,999	41	13	1	2	0	0	57
\$50,000-\$59,999	41	39	6	0	1	0	87
\$60,000-\$69,999	28	38	13	1	2	0	82
\$70,000-\$79,999	25	24	15	0	1	1	66
\$80,000-\$89,999	12	10	11	6	1	2	42
\$90,000-\$99,999	4	7	4	3	0	2	20
\$100,000-\$109,999	3	5	4	1	2	1	16
\$110,000-\$119,999	1	0	0	0	1	1	3
\$120,000-\$129,999	0	1	0	1	0	0	2
\$130,000-\$139,999	1	0	1	0	0	1	3
\$140,000-\$149,999	0	1	0	0	1	0	2
\$150,000-\$159,999	0	0	1	0	0	0	1
Total	168	142	56	14	9	8	397

These questions were not completed for 9 of the 406 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Legislative Correspondent

Summary of Primary Duties

- Provides research for and responds to constituents' correspondence and
- Assists Legislative Assistants with tasks as assigned.

Alternate Titles

- Legislative Aide (17)
- Research Assistant (3)
- Assistant to Legislative Director (2)
- Chief Legislative Correspondent (2)
- Assistant to the Chief of Staff
- Correspondence Manager
- Deputy Legislative Assistant
- Deputy Legislative Assistant
- Director of Legislative Correspondence
- Director of Correspondence
- Floor Watcher
- Legislative Correspondent
- Special Legislative Assistant

Position Summary

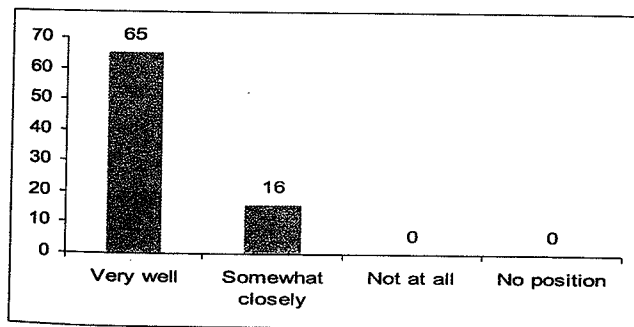
81 out of 81 offices surveyed indicated they have a Legislative Correspondent. Across the 81 offices, 348 incumbents were reported for an average of 4.3 per office. On the average, a Legislative Correspondent:

- Earns \$32,802 annually
- Has been in the current position for 1 to 3 years
- Has less than 1 year of previous Senate experience
- Has less than 1 year of previous Federal experience
- Has less than 1 year of previous non-Federal experience
- Holds a bachelor's degree (87.3%)
- Works in the D.C. office

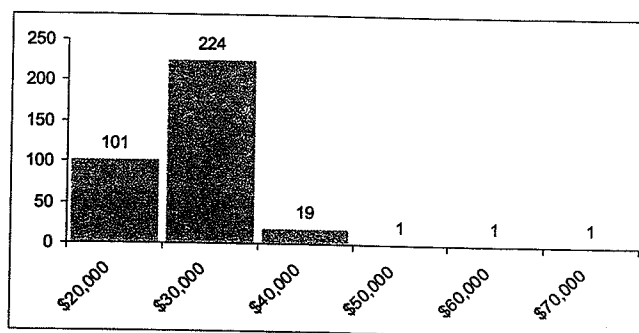
Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
1	3	3
2	1	2
3	13	39
4	34	136
5	17	85
6	10	60
7	2	14
9	1	9
Total	81	348

Do the primary duties accurately describe the responsibilities of this position in your office?



Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
347	\$20,000	\$32,802	\$75,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
347	\$29,000	\$32,000	\$36,000

This question was not completed for 1 of the 348 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Legislative Correspondent

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	125	238	145
1 year or less	220	144	78	98
1 to 3 years	108	68	18	85
3 to 6 years	13	9	10	14
6 to 9 years	0	0	1	2
9 to 12 years	0	0	0	1
12 years or more	1	0	1	1
Total	342	346	346	346

These questions were not completed for 2 to 6 of the 348 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	1	0.3
Associate's degree	1	0.3
Bachelor's degree	302	87.3
Master's degree	30	8.6
Professional degree	12	3.5
Total	346	100.0

This question was not completed for 2 of the 348 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	345	99.4
State Office	2	0.6
Total	347	100.0

This question was not completed for 1 of the 348 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	59	17.1
No	286	82.9
Total	345	100.0

This question was not completed for 3 of the 348 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	79	19	3	0	0	0	101
\$30,000-\$39,999	130	81	8	0	0	0	219
\$40,000-\$49,999	11	6	2	0	0	0	19
\$50,000-\$59,999	0	1	0	0	0	0	1
\$60,000-\$69,999	0	0	0	0	0	1	1
\$70,000-\$79,999	0	1	0	0	0	0	1
Total	220	108	13	0	0	1	342

These questions were not completed for 6 of the 348 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Communications Director

Summary of Primary Duties

- Manages and coordinates all messaging for the Senator and the office.

Alternate Titles

- Press Secretary (3)
- Constituent Communications Director
- Deputy Chief of Staff for Communications
- Senior Policy Advisor

Position Summary

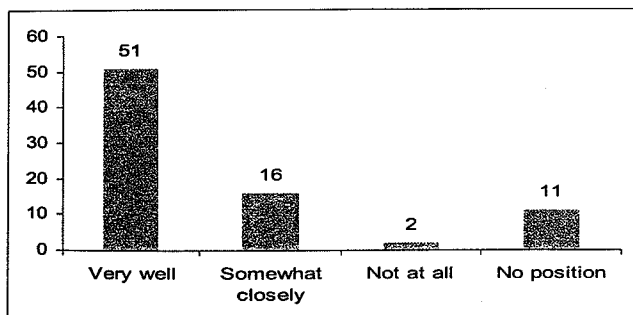
69 out of 81 offices surveyed indicated they have a Communications Director. Across the 69 offices, 69 incumbents were reported. On the average, a Communications Director:

- Earns \$95,050 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 3 to 6 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (77.6%)
- Works in the D.C. office

Number of Positions per Office

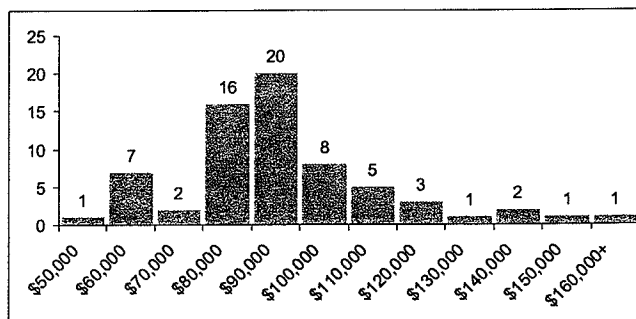
Number of Positions per Office	Offices	Total Number of Positions
1	69	69
Total	69	69

Do the primary duties accurately describe the responsibilities of this position in your office?



1 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
67	\$52,000	\$95,050	\$160,659
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
67	\$82,752	\$94,620	\$104,500

This question was not completed for 2 of the 69 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Communications Director

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	24	29	13
1 year or less	18	5	4	7
1 to 3 years	21	13	8	16
3 to 6 years	13	15	12	15
6 to 9 years	5	4	9	4
9 to 12 years	7	6	3	4
12 years or more	2	1	3	9
Total	66	68	68	68

These questions were not completed for 1 to 3 of the 69 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	2	3.0
Associate's degree	1	1.5
Bachelor's degree	52	77.6
Master's degree	11	11.4
Professional degree	1	1.5
Total	67	100.0

This question was not completed for 2 of the 69 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	60	88.2
State Office	8	11.8
Total	68	100.0

This question was not completed for 1 of the 69 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	69	100.0
No	0	100.0
Total	69	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$50,000-\$59,999	0	0	1	0	0	0	1
\$60,000-\$69,999	3	1	2	0	0	1	7
\$70,000-\$79,999	0	0	2	0	0	0	2
\$80,000-\$89,999	4	7	1	1	3	0	16
\$90,000-\$99,999	7	7	2	1	2	0	19
\$100,000-\$109,999	3	2	1	1	0	1	8
\$110,000-\$119,999	1	1	1	2	0	0	5
\$120,000-\$129,999	0	1	1	0	1	0	3
\$130,000-\$139,999	0	0	0	0	1	0	1
\$140,000-\$149,999	0	1	1	0	0	0	2
\$150,000-\$159,999	0	0	1	0	0	0	1
\$160,000-\$160,659	0	1	0	0	0	0	1
Total	18	21	13	5	7	2	66

These questions were not completed for 3 of the 69 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Press Secretary

Summary of Primary Duties

- Manages and coordinates all media contact and activities for the Senator and the office and
- Acts as the formal spokesperson and media liaison.

Alternate Titles

- Communications Director (3)
- Assistant Press Secretary
- Communications Manager
- Communications Specialist
- Deputy Communications Director
- Senior Advisor

Position Summary

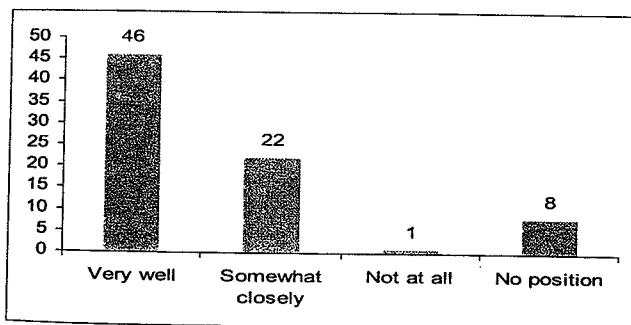
69 out of 81 offices surveyed indicated they have a Press Secretary. Across the 69 offices, 80 incumbents were reported. On the average, a Press Secretary:

- Earns \$66,027 annually
- Has been in the current position for 1 to 3 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (81.3%)
- Works in the D.C. office

Number of Positions per Office

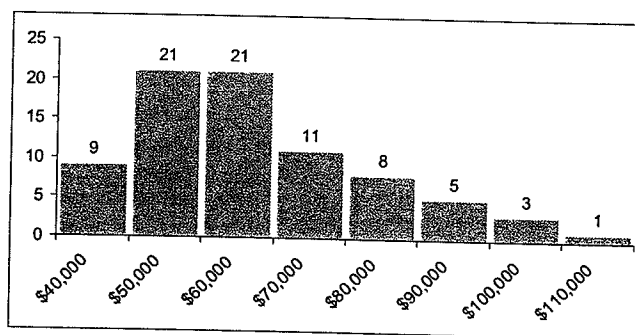
Number of Positions per Office	Offices	Total Number of Positions
1	58	58
2	11	22
Total	69	80

Do the primary duties accurately describe the responsibilities of this position in your office?



4 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
79	\$40,000	\$66,027	\$110,784
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
79	\$54,000	\$63,000	\$76,169

This question was not completed for 1 of the 80 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Press Secretary

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	43	45	13
1 year or less	39	7	9	13
1 to 3 years	23	15	12	19
3 to 6 years	11	10	8	23
6 to 9 years	4	3	4	5
9 to 12 years	2	0	1	2
12 years or more	0	1	1	5
Total	79	79	80	80

These questions were not completed for 1 of the 80 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	2	2.5
Associate's degree	0	0.0
Bachelor's degree	65	81.3
Master's degree	12	15.0
Professional degree	1	1.2
Total	80	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	63	78.8
State Office	17	21.2
Total	80	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	77	98.7
No	1	1.3
Total	78	100.0

This question was not completed for 2 of the 80 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$40,000-\$49,999	7	1	1	0	0	0	9
\$50,000-\$59,999	10	9	2	0	0	0	21
\$60,000-\$69,999	12	6	3	0	0	0	21
\$70,000-\$79,999	5	2	2	2	0	0	11
\$80,000-\$89,999	4	3	1	0	0	0	8
\$90,000-\$99,999	1	1	1	1	1	0	5
\$100,000-\$109,999	0	1	1	1	0	0	3
\$110,000-\$119,999	0	0	0	0	1	0	1
Total	39	23	11	4	2	0	79

These questions were not completed for 1 of the 80 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Deputy Communications Director/Deputy Press Secretary

Summary of Primary Duties

- Assists the Communications Director and/or Press Secretary in all media services for the Senator and the office.

Alternate Titles

- Press Assistant (13)
 - Assistant Press Secretary (3)
 - Press Secretary (3)
 - Communications Outreach Director
- Communications Specialist
 - Online Communications Specialist
 - Speechwriter

Position Summary

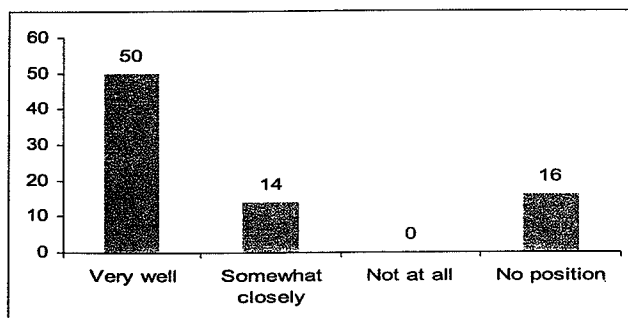
64 out of 81 offices surveyed indicated they have a Deputy Communications Director/Deputy Press Secretary. Across the 64 offices, 85 incumbents were reported. On the average, a Deputy Communications Director/Deputy Press Secretary:

- Earns \$40,802 annually
- Has been in the current position for 1 to 3 years
- Has 1 to 3 years of previous Senate experience
- Has less than 1 year of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (81%)
- Works in the D.C. office

Number of Positions per Office

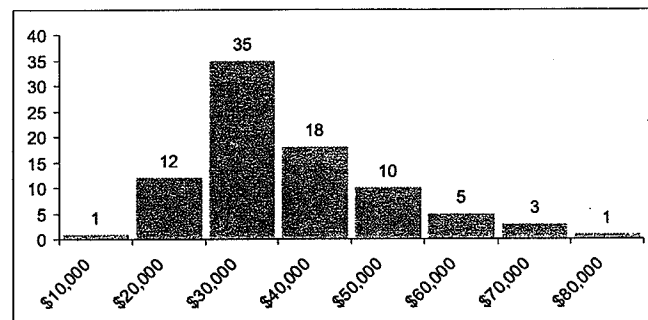
Number of Positions per Office	Offices	Total Number of Positions
1	43	43
2	21	42
Total	64	85

Do the primary duties accurately describe the responsibilities of this position in your office?



1 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
85	\$17,500	\$40,802	\$85,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
85	\$30,758	\$36,476	\$45,000

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Deputy Communications Director/Deputy Press Secretary

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	31	62	23
1 year or less	54	27	12	17
1 to 3 years	25	22	7	27
3 to 6 years	6	4	2	13
6 to 9 years	0	0	0	3
9 to 12 years	0	0	1	1
12 years or more	0	1	1	1
Total	85	85	85	85

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	2	2.4
Associate's degree	1	1.2
Bachelor's degree	68	81.0
Master's degree	13	15.4
Professional degree	0	0.0
Total	84	100.0

This question was not completed for 1 of the 85 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	76	89.4
State Office	9	10.6
Total	85	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	44	52.4
No	40	47.6
Total	84	100.0

This question was not completed for 1 of the 85 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$10,000-\$19,999	0	0	1	0	0	0	1
\$20,000-\$29,999	10	2	0	0	0	0	12
\$30,000-\$39,999	26	8	1	0	0	0	35
\$40,000-\$49,999	9	8	1	0	0	0	18
\$50,000-\$59,999	5	4	1	0	0	0	10
\$60,000-\$69,999	2	2	1	0	0	0	5
\$70,000-\$79,999	1	1	1	0	0	0	3
\$80,000-\$89,999	1	0	0	0	0	0	1
Total	54	25	6	0	0	0	85

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Executive Assistant Summary of Primary Duties

- Serves as the Senator's confidential assistant with respect to all matters affecting the Senator's performance of his/her official responsibilities.

Alternate Titles

- Scheduler (10)
- Personal Assistant (3)
- Administrative Director (2)
- Personal Secretary (2)
- Assistant Scheduler
- Assistant to the Senator
- Deputy Assistant to Senator
- Director of Scheduling
- Executive Director
- Office Manager
- Senior Aide
- Special Assistant to the Senator
- Speechwriter

Position Summary

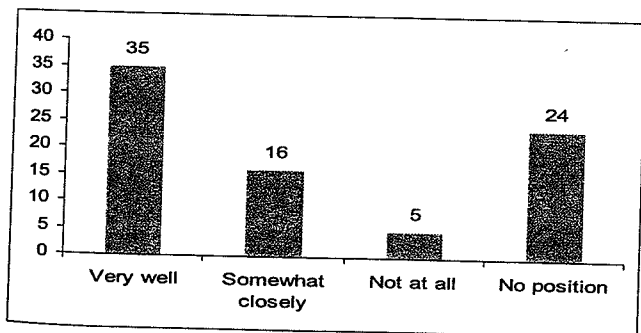
56 out of 81 offices surveyed indicated they have an Executive Assistant. Across the 56 offices, 58 incumbents were reported. On the average, an Executive Assistant:

- Earns \$68,060 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (75.9%)
- Works in the D.C. office

Number of Positions per Office

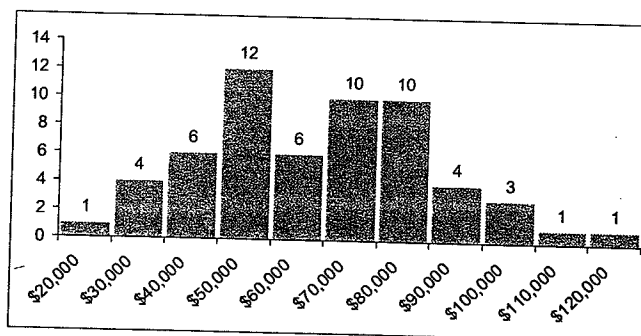
Number of Positions per Office	Offices	Total Number of Positions
1	54	54
2	2	4
Total	56	58

Do the primary duties accurately describe the responsibilities of this position in your office?



1 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
58	\$29,000	\$68,060	\$121,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
58	\$50,259	\$68,750	\$81,625

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Executive Assistant

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	21	39	14
1 year or less	16	7	5	11
1 to 3 years	18	8	5	13
3 to 6 years	13	13	5	6
6 to 9 years	1	1	2	2
9 to 12 years	2	2	0	2
12 years or more	8	6	2	10
Total	58	58	58	58

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	2	3.4
Some college	7	12.2
Associate's degree	3	5.1
Bachelor's degree	44	75.9
Master's degree	1	1.7
Professional degree	1	1.7
Total	58	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	53	94.6
State Office	3	5.4
Total	56	100.0

This question was not completed for 2 of the 58 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	51	87.9
No	7	12.1
Total	58	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	1	0	0	0	0	0	1
\$30,000-\$39,999	3	1	0	0	0	0	4
\$40,000-\$49,999	3	3	0	0	0	0	6
\$50,000-\$59,999	6	3	3	0	0	0	12
\$60,000-\$69,999	1	1	3	0	0	1	6
\$70,000-\$79,999	1	5	2	0	1	1	10
\$80,000-\$89,999	1	5	3	0	0	1	10
\$90,000-\$99,999	0	0	1	1	0	2	4
\$100,000-\$109,999	0	0	0	0	1	2	3
\$110,000-\$119,999	0	0	0	0	0	1	1
\$120,000-\$129,999	0	0	1	0	0	0	1
Total	16	18	13	1	2	8	58

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Scheduler (Washington, D.C.)**Summary of Primary Duties**

- Manages the Senator's daily, weekly, and monthly schedules.

Alternate Titles

- Executive Assistant (9)
- Assistant Scheduler (2)
- Constituent Services Representative
- Deputy Scheduler
- Director of Scheduling
- Executive Secretary (D.C. and State)
- Scheduling Assistant
- Senior Advisor
- Senior Scheduler
- Special Assistant
- System Administrator

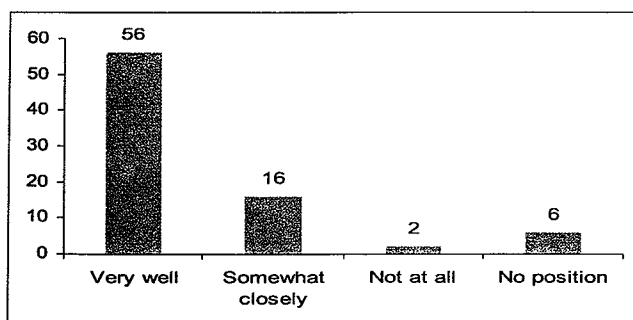
Position Summary

74 out of 81 offices surveyed indicated they have a Scheduler (Washington, D.C.). Across the 74 offices, 74 incumbents were reported. On the average, a Scheduler (Washington, D.C.):

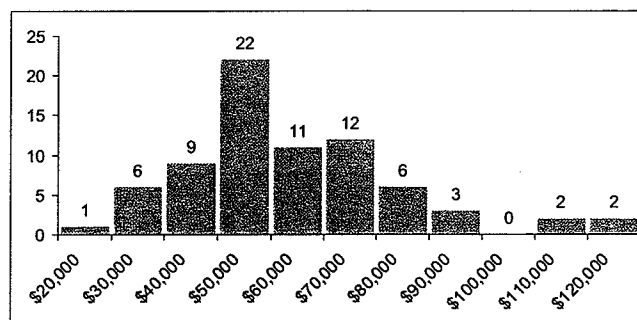
- Earns \$63,634 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (87.7%)
- Works in the D.C. office

Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
1	74	74
Total	74	74

Do the primary duties accurately describe the responsibilities of this position in your office?

1 of the 81 offices did not complete this question.

Current Salary**Current Salary**

Number of Responses	Minimum	Average	Maximum
74	\$28,500	\$63,634	\$128,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
74	\$50,000	\$59,698	\$75,000

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Scheduler (Washington, D.C.)**Previous Experience**

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	20	46	23
1 year or less	27	12	7	16
1 to 3 years	24	24	11	19
3 to 6 years	10	9	2	13
6 to 9 years	3	4	2	1
9 to 12 years	4	3	5	0
12 years or more	6	2	1	2
Total	74	74	74	74

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	1	1.4
Some college	3	4.1
Associate's degree	2	2.7
Bachelor's degree	65	87.7
Master's degree	2	2.7
Professional degree	1	1.4
Total	74	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	73	98.6
State Office	1	1.4
Total	74	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	68	91.9
No	6	8.1
Total	74	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	1	0	0	0	0	0	1
\$30,000-\$39,999	5	1	0	0	0	0	6
\$40,000-\$49,999	7	2	0	0	0	0	9
\$50,000-\$59,999	11	11	0	0	0	0	22
\$60,000-\$69,999	1	5	4	0	0	1	11
\$70,000-\$79,999	2	3	3	2	2	0	12
\$80,000-\$89,999	0	2	2	0	1	1	6
\$90,000-\$99,999	0	0	1	1	0	1	3
\$100,000-\$109,999	0	0	0	0	0	0	0
\$110,000-\$119,999	0	0	0	0	1	1	2
\$120,000-\$129,999	0	0	0	0	0	2	2
Total	27	24	10	3	4	6	74

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Systems Administrator

Summary of Primary Duties

- Maintains the office's computer network system and
- Consults with users to determine hardware, software, and/or system specifications.

Alternate Titles

- Assistant to the Chief of Staff (2)
- Legislative Correspondent (2)
- Mailroom Manager (2)
- Assistant Systems Administrator
- Director of Information Technology
- Information Systems Director
- IT Administrator
- IT Manager
- IT Supervisor
- Mail and Database Coordinator
- Scheduler
- Special Assistant
- Systems Manager
- Telecom Policy Aide
- Website Administrator

Position Summary

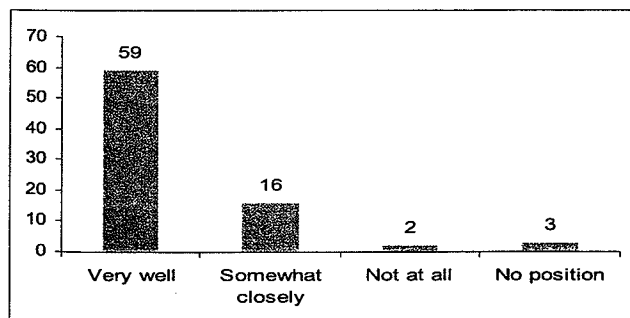
77 out of 81 offices surveyed indicated they have a Systems Administrator. Across the 77 offices, 77 incumbents were reported. On the average, a Systems Administrator:

- Earns \$60,955 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (57.9%)
- 22.4% of Systems Administrators have job-related certifications
- 14.3% of Systems Administrators also serve as Administrative Directors/Office Managers
- Works in the D.C. office

Number of Positions per Office

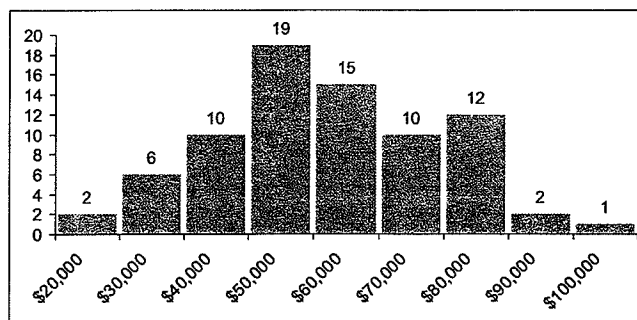
Number of Positions per Office	Offices	Total Number of Positions
1	77	77
Total	77	77

Do the primary duties accurately describe the responsibilities of this position in your office?



1 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
77	\$24,000	\$60,955	\$105,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
77	\$50,000	\$60,000	\$75,420

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Systems Administrator**Previous Experience**

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	24	52	22
1 year or less	24	5	1	8
1 to 3 years	17	14	10	21
3 to 6 years	12	18	6	12
6 to 9 years	10	8	1	7
9 to 12 years	4	0	2	4
12 years or more	6	7	4	2
Total	73	76	76	76

These questions were not completed for 1 to 4 of the 77 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	4	5.3
Some college	14	18.4
Associate's degree	9	11.8
Bachelor's degree	44	57.9
Master's degree	5	6.6
Professional degree	0	0.0
Total	76	100.0

This question was not completed for 1 of the 77 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	77	100.0
State Office	0	0.0
Total	77	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	70	90.9
No	7	9.1
Total	77	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	1	1	0	0	0	0	2
\$30,000-\$39,999	4	2	0	0	0	0	6
\$40,000-\$49,999	6	3	1	0	0	0	10
\$50,000-\$59,999	5	2	3	4	1	2	17
\$60,000-\$69,999	6	2	2	2	2	1	15
\$70,000-\$79,999	1	2	3	2	0	1	9
\$80,000-\$89,999	1	4	2	2	1	2	12
\$90,000-\$99,999	0	1	0	0	0	0	1
\$100,000-\$109,999	0	0	1	0	0	0	1
Total	24	17	12	10	4	6	73

These questions were not completed for 4 of the 77 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Systems Administrator

Is the employee also your Administrative Director/Office Manager?

Response	Frequency	Percent
Yes	7	14.3
No	42	85.7
Total	49	100.0

This question was not completed for 28 of the 77 positions.

Does the employee have any job-related certifications or licenses?

Response	Frequency	Percent
Yes	17	22.4
No	59	77.6
Total	76	100.0

This question was not completed for 1 of the 77 positions.

Most Significant Licenses and Certifications

Response	Frequency	Percent
A Plus	5	13.9
Microsoft Certified Professional	5	13.9
Microsoft Certified Systems Engineer	3	8.3
Microsoft Office Certification	2	5.6
Website Development	2	5.6
Other*	19	52.7
Total	36	100.0

**Additional certifications or licenses mentioned for single positions (see next table for complete list).*

Other Licenses and Certifications Held

Associate's Degree in Information Systems Technology
 Cap Corr Systems
 Certificate in Computer Technology
 Cisco
 DreamWeaver/Photo Shop Certification
 E-COMMERCE
 HP Certification
 HTML Programmer
 I-NET PLUS
 MCSC
 Microsoft Certification
 Microsoft Professional
 Microsoft Server Certification
 Net Plus Certification
 Network Administrator
 Novell
 Systems Analyst
 Systems Operator Certification
 Windows NT

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Administrative Director/Office Manager

Summary of Primary Duties

- Manages the administrative functions of the office;
- Customarily and regularly directs the administrative support staff of the office; and
- Monitors all personnel matters and ensures that office policies and procedures comply with the law and Senate rules.

Alternate Titles

- Administrative Manager (6)
- Director of Operations (3)
- Assistant to the Chief of Staff (2)
- Administrative Compliance Manager
- Deputy Chief of Staff
- Director of Administration
- Office Director

Position Summary

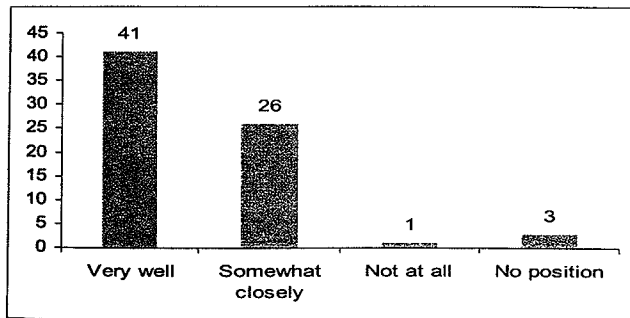
68 out of 81 offices surveyed indicated they have an Administrative Director/Office Manager. Across the 68 offices, 68 incumbents were reported. On the average, an Administrative Director/Office Manager:

- Earns \$78,266 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (66.2%)
- Works in the D.C. office

Number of Positions per Office

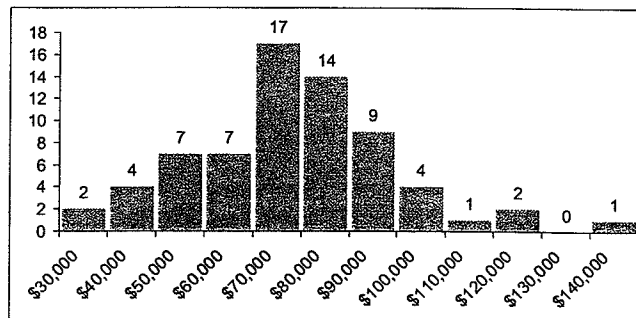
Number of Positions per Office	Offices	Total Number of Positions
1	68	68
Total	68	68

Do the primary duties accurately describe the responsibilities of this position in your office?



10 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
68	\$31,500	\$78,266	\$149,700
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
68	\$67,006	\$78,000	\$89,500

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Administrative Director/Office Manager

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	10	42	15
1 year or less	20	2	9	7
1 to 3 years	18	11	4	19
3 to 6 years	9	18	5	13
6 to 9 years	8	6	5	7
9 to 12 years	8	5	2	3
12 years or more	5	16	1	4
Total	68	68	68	68

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	3	4.4
Some college	10	14.6
Associate's degree	5	7.4
Bachelor's degree	45	66.2
Master's degree	5	7.4
Professional degree	0	0.0
Total	68	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	66	97.1
State Office	2	2.9
Total	68	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	66	98.5
No	1	1.5
Total	67	100.0

This question was not completed for 1 of the 68 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$30,000-\$39,999	2	0	0	0	0	0	2
\$40,000-\$49,999	4	0	0	0	0	0	4
\$50,000-\$59,999	0	5	2	0	0	0	7
\$60,000-\$69,999	2	2	1	1	1	0	7
\$70,000-\$79,999	3	6	5	0	3	0	17
\$80,000-\$89,999	3	2	1	5	1	2	14
\$90,000-\$99,999	3	1	0	1	3	1	9
\$100,000-\$109,999	2	0	0	1	0	1	4
\$110,000-\$119,999	0	1	0	0	0	0	1
\$120,000-\$129,999	1	1	0	0	0	0	2
\$130,000-\$139,999	0	0	0	0	0	0	0
\$140,000-\$149,999	0	0	0	0	0	1	1
Total	20	18	9	8	8	5	68

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Assistant Administrative Director/Assistant Office Manager

Summary of Primary Duties

- Provides administrative, clerical and office support services for the Administrative Director/Office Manager.

Alternate Titles

- Deputy Office Manager (2)
- Administrative Specialist
- Assistant Systems Administrator
- D.C. Office Manager
- Executive Staff Assistant
- Researcher/Archivist
- Scheduling Assistant
- Senator's Personal Assistant
- Senior Staff Assistant
- Special Assistant

Position Summary

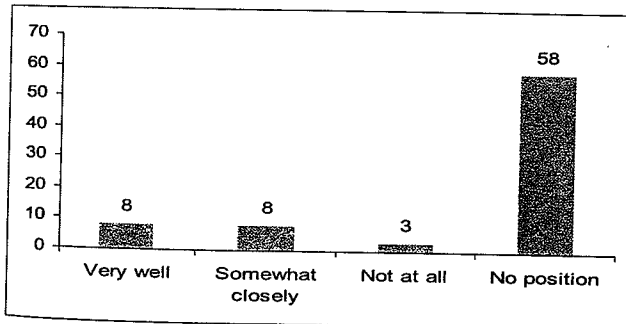
19 out of 81 offices surveyed indicated they have an Assistant Administrative Director/Assistant Office Manager. Across the 19 offices, 19 incumbents were reported. On the average, an Assistant Administrative Director/Assistant Office Manager:

- Earns \$43,416 annually
- Has been in the current position for 1 to 3 years
- Has 1 to 3 years of previous Senate experience
- Has less than 1 year of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (89.5%)
- Works in the D.C. office

Number of Positions per Office

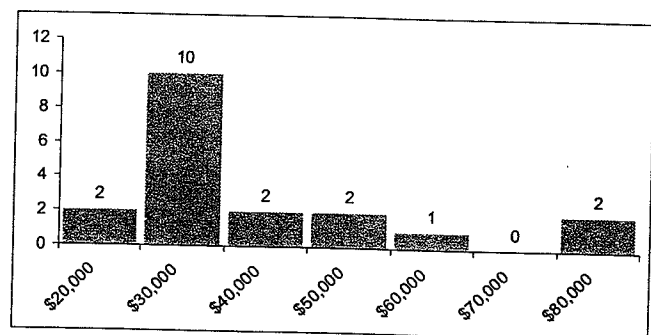
Number of Positions per Office	Offices	Total Number of Positions
1	19	19
Total	19	19

Do the primary duties accurately describe the responsibilities of this position in your office?



4 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
19	\$27,426	\$43,416	\$82,500
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
19	\$31,032	\$36,476	\$50,000

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Assistant Administrative Director/Assistant Office Manager**Previous Experience**

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	6	16	6
1 year or less	8	4	1	4
1 to 3 years	7	6	0	5
3 to 6 years	0	1	1	1
6 to 9 years	1	0	1	2
9 to 12 years	0	0	0	0
12 years or more	2	2	0	1
Total	18	19	19	19

These questions were not completed for 1 of the 19 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	2	10.5
Associate's degree	0	0.0
Bachelor's degree	17	89.5
Master's degree	0	0.0
Professional degree	0	0.0
Total	19	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	17	89.5
State Office	2	10.5
Total	19	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	11	57.9
No	8	42.1
Total	19	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	1	1	0	0	0	0	2
\$30,000-\$39,999	6	3	0	0	0	0	9
\$40,000-\$49,999	1	1	0	0	0	0	2
\$50,000-\$59,999	0	2	0	0	0	0	2
\$60,000-\$69,999	0	0	0	0	0	1	1
\$70,000-\$79,999	0	0	0	0	0	0	0
\$80,000-\$89,999	0	0	0	1	0	1	2
Total	8	7	0	1	0	2	18

These questions were not completed for 1 of the 19 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Mailroom Supervisor

Summary of Primary Duties

- Manages the office's mailroom department.

Alternate Titles

- Correspondence Manager (11)
- Director of Correspondence (7)
- Staff Assistant (5)
- Mail Manager (4)
- Correspondence Director (3)
- Director of Mail Operations (2)
- Mailroom Director (2)
- Director of Constituent Affairs
- Director of Constituent Services
- Incoming Mail Coordinator
- Mail and Database Coordinator
- Mail Clerk
- Mail Coordinator
- Mail Management Specialist
- Mailroom Staff Assistant
- Office Assistant

Position Summary

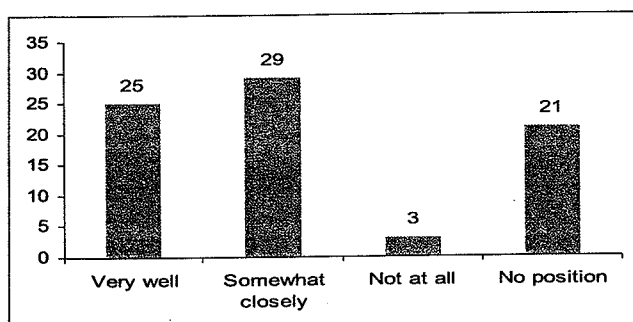
57 out of 81 offices surveyed indicated they have a Mailroom Supervisor. Across the 57 offices, 58 incumbents were reported. On the average, a Mailroom Supervisor:

- Earns \$41,443 annually
- Has been in the current position for 1 to 3 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (70.7%)
- Works in the D.C. office

Number of Positions per Office

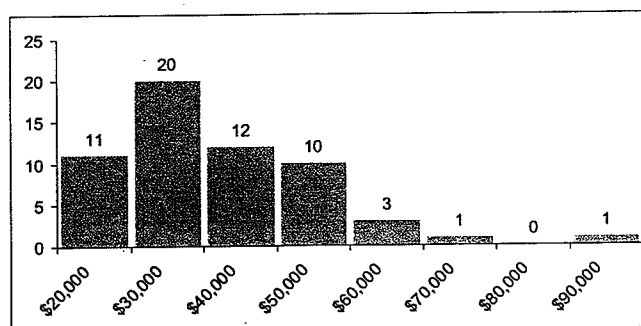
Number of Positions per Office	Offices	Total Number of Positions
1	56	56
2	1	2
Total	57	58

Do the primary duties accurately describe the responsibilities of this position in your office?



3 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
58	\$22,000	\$41,443	\$90,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
58	\$30,000	\$38,500	\$50,000

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Mailroom Supervisor

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	20	34	19
1 year or less	24	11	10	14
1 to 3 years	19	10	5	16
3 to 6 years	8	5	4	6
6 to 9 years	6	2	1	2
9 to 12 years	1	4	2	0
12 years or more	0	6	1	1
Total	58	58	57	58

These questions were not completed for 1 of the 58 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	1	1.7
Some college	7	12.1
Associate's degree	0	0.0
Bachelor's degree	41	70.7
Master's degree	7	12.1
Professional degree	2	3.4
Total	58	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	57	100.0
State Office	0	0.0
Total	57	100.0

This question was not completed for 1 of the 58 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	33	57.9
No	24	42.1
Total	57	100.0

This question was not completed for 1 of the 58 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	8	3	0	0	0	0	11
\$30,000-\$39,999	11	5	3	0	1	0	20
\$40,000-\$49,999	3	6	0	3	0	0	12
\$50,000-\$59,999	2	4	2	2	0	0	10
\$60,000-\$69,999	0	1	2	0	0	0	3
\$70,000-\$79,999	0	0	1	0	0	0	1
\$80,000-\$89,999	0	0	0	0	0	0	0
\$90,000-\$99,999	0	0	0	1	0	0	1
Total	24	19	8	6	1	0	58

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Data Entry Clerk/Mailroom Staff Assistant

Summary of Primary Duties

- Performs data entry of correspondence, sorts and delivers mail.

Alternate Titles

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> Staff Assistant (9) Computer Operator (3) CMS Manager (2) Special Assistant (2) Mail Manager (2) Assistant Correspondence Director CMS Assistant | <ul style="list-style-type: none"> CMS Specialist Computer Specialist Correspondence Assistant Correspondence Clerk Correspondence Manager Correspondence Specialist Correspondent Coordinator | <ul style="list-style-type: none"> Data Entry Specialist Database Specialist Legislative Staff Assistant Mail and Database Assistant Mail Production Manager Quorum Specialist Senior Computer Operator |
|--|---|--|

Position Summary

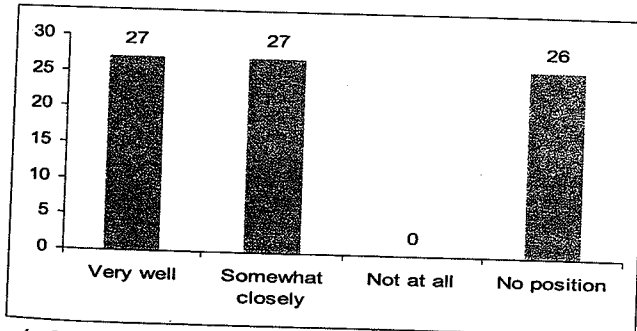
54 out of 81 offices surveyed indicated they have a Data Entry Clerk/Mailroom Staff Assistant. Across the 54 offices, 91 incumbents were reported, for an average of 1.7 per office. On the average, a Data Entry Clerk/Mailroom Staff Assistant:

- Earns \$33,921 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (50.6%)
- Works in the D.C. office

Number of Positions per Office

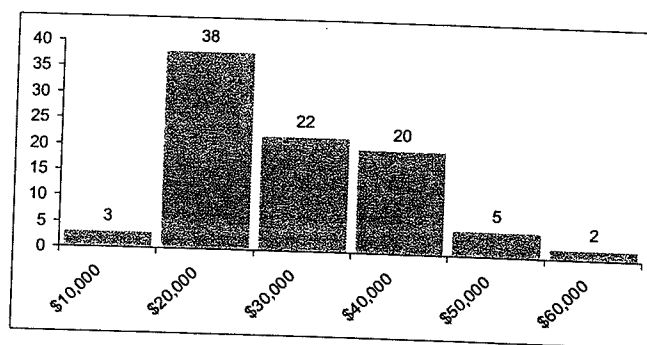
Number of Positions per Office	Offices	Total Number of Positions
1	27	27
2	19	38
3	6	18
4	2	8
Total	54	91

Do the primary duties accurately describe the responsibilities of this position in your office?



1 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
90	\$12,784	\$33,921	\$67,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
90	\$26,000	\$30,793	\$41,232

This question was not completed for 1 of the 91 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Data Entry Clerk/Mailroom Staff Assistant

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	40	57	37
1 year or less	47	16	12	8
1 to 3 years	14	7	11	21
3 to 6 years	10	5	4	10
6 to 9 years	4	2	0	5
9 to 12 years	4	3	1	2
12 years or more	10	17	4	6
Total	89	90	89	89

These questions were not completed for 1 to 2 of the 91 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	9	10.1
Some college	26	29.2
Associate's degree	5	5.6
Bachelor's degree	45	50.6
Master's degree	4	4.5
Professional degree	0	0.0
Total	89	100.0

This question was not completed for 2 of the 91 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	90	98.9
State Office	1	1.1
Total	91	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	9	10.0
No	81	90.0
Total	90	100.0

This question was not completed for 1 of the 91 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$10,000-\$19,999	1	1	0	0	0	0	2
\$20,000-\$29,999	34	4	0	0	0	0	38
\$30,000-\$39,999	10	6	3	1	0	2	22
\$40,000-\$49,999	2	3	7	2	2	4	20
\$50,000-\$59,999	0	0	0	1	2	2	5
\$60,000-\$69,999	0	0	0	0	0	2	2
Total	47	14	10	4	4	10	89

These questions were not completed for 2 of the 91 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Receptionist/Staff Assistant**Summary of Primary Duties**

- Answers telephones and provides support services;
- Greets visitors and maintains front office;
- Assists with appointments/scheduling;
- Answers constituent requests for general information, tours and other non-legislative matters; and
- Monitors delivery and pickup of materials.

Alternate Titles

- Constituent Services Representative (2)
- Assistant Regional Director
- Community Affairs Specialist
- Constituent Relations Manager
- Constituent Relations Representative
- Front Office Manager
- Media Technology Director
- Regional Assistant
- Scheduling Assistant
- Scheduling Assistant/Tour Coordinator
- Senior Staff Assistant

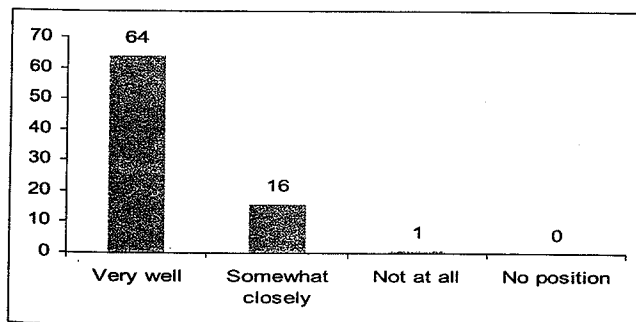
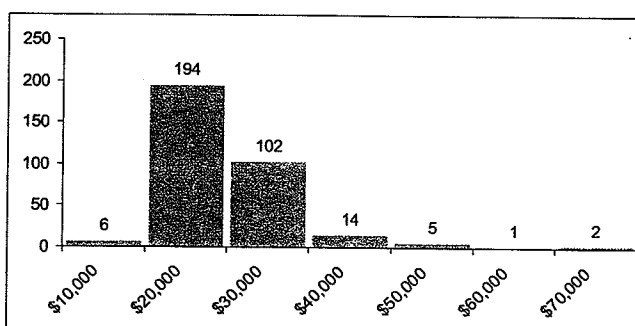
Position Summary

81 out of 81 offices surveyed indicated they have a Receptionist/Staff Assistant. Across the 81 offices, 325 incumbents were reported for an average of 4 per office. On the average, a Receptionist/Staff Assistant:

- Earns \$29,664 annually
- Has been in the current position for 1 to 3 years
- Has less than 1 year of previous Senate experience
- Has less than 1 year of previous Federal experience
- Has 1 to 3 years of previous non-Federal experience
- Holds a bachelor's degree (76.8%)
- Works in the D.C. (52.5%) or state (47.5%) office

Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
1	4	4
2	21	42
3	13	39
4	18	72
5	8	40
6	7	42
7	3	21
8	2	16
9	1	9
10	4	40
Total	81	325

Do the primary duties accurately describe the responsibilities of this position in your office?**Current Salary****Current Salary**

Number of Responses	Minimum	Average	Maximum
324	\$10,712	\$29,664	\$72,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
324	\$25,860	\$28,000	\$31,027

This question was not completed for 1 of the 325 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Receptionist/Staff Assistant

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	225	254	122
1 year or less	212	82	40	79
1 to 3 years	61	8	12	55
3 to 6 years	27	5	10	21
6 to 9 years	12	0	2	13
9 to 12 years	4	1	1	12
12 years or more	7	2	2	21
Total	323	323	321	323

These questions were not completed for 2 to 4 of the 325 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	1	0.3
High school	7	2.2
Some college	41	12.7
Associate's degree	12	3.7
Bachelor's degree	248	76.8
Master's degree	10	3.1
Professional degree	4	1.2
Total	323	100.0

This question was not completed for 2 of the 325 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	170	52.5
State Office	154	47.5
Total	324	100.0

This question was not completed for 1 of the 325 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	41	12.7
No	283	87.3
Total	324	100.0

This question was not completed for 1 of the 325 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$10,000-\$19,999	3	2	0	0	0	0	5
\$20,000-\$29,999	154	31	4	3	1	0	193
\$30,000-\$39,999	52	27	13	5	2	3	102
\$40,000-\$49,999	2	1	7	2	0	2	14
\$50,000-\$59,999	0	0	2	2	0	1	5
\$60,000-\$69,999	0	0	0	0	1	0	1
\$70,000-\$79,999	0	0	1	0	0	1	2
Total	211	61	27	12	4	7	322

These questions were not completed for 3 of the 325 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Constituent Services Representative Supervisor/Casework Supervisor

Summary of Primary Duties

- Manages the casework department in the office and
- Acts as a liaison for the Senator with federal, state and/or local agencies on behalf of constituents.

Alternate Titles

- | | |
|--|--|
| <ul style="list-style-type: none"> • Director of Constituent Services (17) • Deputy State Director (3) • Casework Director (2) • Constituent Services Manager (2) • Regional Director (2) • Assistant State Director • Caseworker | <ul style="list-style-type: none"> • Chief Caseworker • Chief Constituent Advocate • Deputy Director • Director of Constituent Affairs • Senior Constituent Services Representative • Senior Staff Assistant • State Casework Manager |
|--|--|

Position Summary

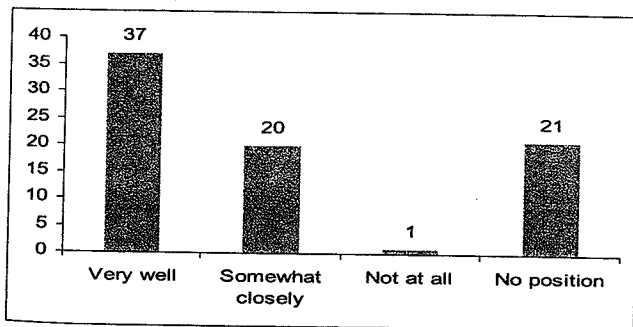
58 out of 81 offices surveyed indicated they have a Constituent Services Representative Supervisor/Casework Supervisor. Across the 58 offices, 58 incumbents were reported. On the average, a Constituent Services Representative Supervisor/Casework Supervisor:

- Earns \$61,575 annually
- Has been in the current position for 3 to 6 years
- Has 3 to 6 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (68.5%)
- Works in the state office

Number of Positions per Office

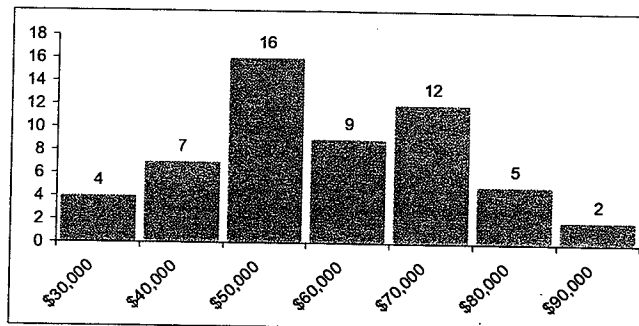
Number of Positions per Office	Offices	Total Number of Positions
1	58	58
Total	58	58

Do the primary duties accurately describe the responsibilities of this position in your office?



2 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
55	\$31,500	\$61,575	\$93,643
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
55	\$50,000	\$60,000	\$73,000

This question was not completed for 3 of the 58 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Constituent Services Representative Supervisor/Casework Supervisor

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	27	34	11
1 year or less	8	4	2	6
1 to 3 years	12	4	2	8
3 to 6 years	17	7	10	13
6 to 9 years	8	4	4	6
9 to 12 years	3	4	4	7
12 years or more	7	8	2	7
Total	55	58	58	58

These questions were not completed for 3 of the 58 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	5	8.8
Associate's degree	3	5.3
Bachelor's degree	39	68.5
Master's degree	8	14.0
Professional degree	2	3.6
Total	57	100.0

This question was not completed for 1 of the 58 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	5	8.6
State Office	53	91.4
Total	58	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	48	82.8
No	10	17.2
Total	58	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$30,000-\$39,999	1	2	0	1	0	0	4
\$40,000-\$49,999	3	1	2	0	0	1	7
\$50,000-\$59,999	3	4	5	0	1	3	16
\$60,000-\$69,999	1	1	1	5	1	0	9
\$70,000-\$79,999	0	2	7	2	0	1	12
\$80,000-\$89,999	0	2	1	0	0	2	5
\$90,000-\$99,999	0	0	1	0	1	0	2
Total	8	12	17	8	3	7	55

These questions were not completed for 3 of the 58 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Constituent Services Representative/Caseworker

Summary of Primary Duties

- Acts as a liaison with federal, state and/or local agencies on behalf of constituents.

Alternate Titles

- Constituent Advocate (3)
- Constituent Liaison (3)
- Staff Assistant (3)
- Field Representative (2)
- Regional Representative (2)
- Congressional Aide and Environment/Education Policy Advisor
- Congressional Aide and Press Advance
- Constituent Services Agent
- Constituent Services Representative for D.C. Tours
- Director of Immigration
- District Director/District Representative
- Health Care Help Line Director
- Issues Manager
- Senior Congressional Aide
- Veterans and Military Outreach

Position Summary

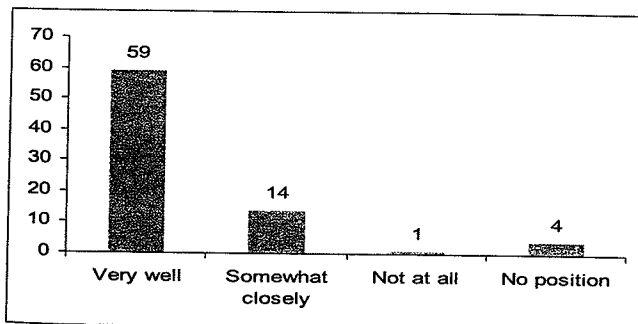
74 out of 81 offices surveyed indicated they have a Constituent Services Representative/Caseworker. Across the 74 offices, 398 incumbents were reported for an average of 5.4 per office. On the average, a Constituent Services Representative/Caseworker:

- Earns \$38,631 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (65.4%)
- Works in the state office

Number of Positions per Office

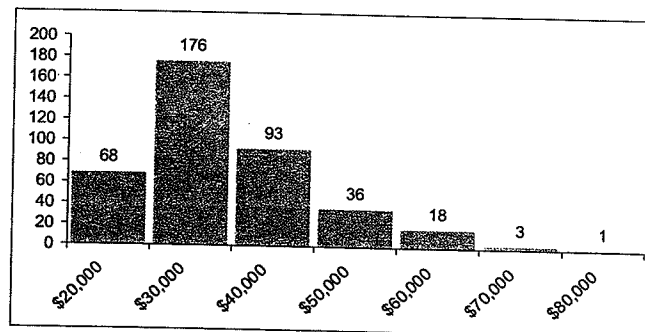
Number of Positions per Office	Offices	Total Number of Positions
1	2	2
2	5	10
3	11	33
4	13	52
5	12	60
6	9	54
7	8	56
8	6	48
9	3	27
10	1	10
11	3	33
13	1	13
Total	74	398

Do the primary duties accurately describe the responsibilities of this position in your office?



3 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
395	\$21,000	\$38,631	\$84,821
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
395	\$31,000	\$36,204	\$44,092

This question was not completed for 3 of the 398 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Constituent Services Representative/Caseworker

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	273	272	77
1 year or less	96	47	32	44
1 to 3 years	114	31	28	82
3 to 6 years	90	22	30	69
6 to 9 years	44	7	12	28
9 to 12 years	24	4	7	21
12 years or more	28	13	14	70
Total	396	397	395	391

These questions were not completed for 1 to 7 of the 398 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	13	3.3
Some college	57	14.4
Associate's degree	19	4.8
Bachelor's degree	259	65.4
Master's degree	39	9.8
Professional degree	9	2.3
Total	396	100.0

This question was not completed for 2 of the 398 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	11	2.8
State Office	385	97.2
Total	396	100.0

This question was not completed for 2 of the 398 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	152	38.3
No	245	61.7
Total	397	100.0

This question was not completed for 1 of the 398 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	30	25	6	5	0	2	68
\$30,000-\$39,999	43	59	47	12	6	9	176
\$40,000-\$49,999	16	25	21	15	8	8	93
\$50,000-\$59,999	5	4	11	5	6	5	36
\$60,000-\$69,999	1	1	5	5	2	4	18
\$70,000-\$79,999	0	0	0	1	2	0	3
\$80,000-\$89,999	0	0	0	1	0	0	1
Total	95	114	90	44	24	28	395

These questions were not completed for 3 of the 398 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

State Director**Summary of Primary Duties**

- Manages the principal state office and/or other state offices and
- Oversees all state office operations.

Alternate Titles

- Regional Director (2)
- Chief of Staff
- Counsel
- Executive Director

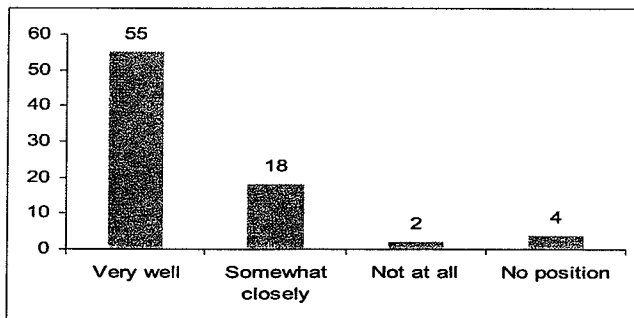
Position Summary

75 out of 81 offices surveyed indicated they have a State Director. Across the 75 offices, 75 incumbents were reported. On the average, a State Director:

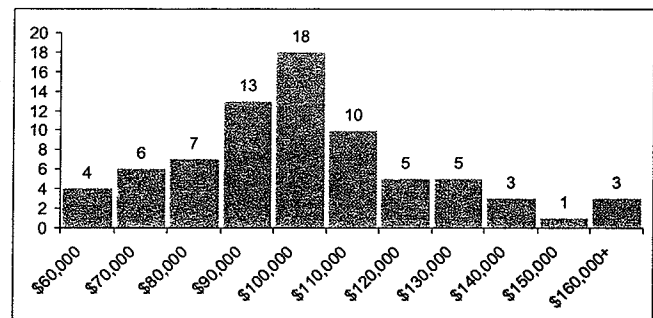
- Earns \$104,748 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 3 to 6 years of previous Federal experience
- Has 6 to 9 years of previous non-Federal experience
- Holds a bachelor's (52.7%), master's (24.3%), or professional (14.9%) degree
- Works in the state office

Number of Positions per Office

Number of Positions per Office	Offices	Total Number of Positions
1	75	75
Total	75	75

Do the primary duties accurately describe the responsibilities of this position in your office?

2 of the 81 offices did not complete this question.

Current Salary**Current Salary**

Number of Responses	Minimum	Average	Maximum
75	\$60,000	\$104,748	\$160,659
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
75	\$90,000	\$103,500	\$116,248

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

State Director

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	39	35	8
1 year or less	13	2	1	2
1 to 3 years	16	7	7	14
3 to 6 years	24	10	9	15
6 to 9 years	7	6	12	9
9 to 12 years	7	2	8	5
12 years or more	8	8	1	21
Total	75	74	73	74

These questions were not completed for 1 to 2 of the 75 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	0	0.0
Some college	4	5.4
Associate's degree	2	2.7
Bachelor's degree	39	52.7
Master's degree	18	24.3
Professional degree	11	14.9
Total	74	100.0

This question was not completed for 1 of the 75 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	1	1.3
State Office	74	98.7
Total	75	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	73	98.6
No	1	1.4
Total	74	100.0

This question was not completed for 1 of the 75 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$60,000-\$69,999	2	2	0	0	0	0	4
\$70,000-\$79,999	2	0	2	0	1	1	6
\$80,000-\$89,999	1	2	2	0	2	0	7
\$90,000-\$99,999	1	4	4	2	1	1	13
\$100,000-\$109,999	5	4	5	2	1	1	18
\$110,000-\$119,999	0	3	3	1	1	2	10
\$120,000-\$129,999	0	0	3	1	0	1	5
\$130,000-\$139,999	1	1	2	0	1	0	5
\$140,000-\$149,999	0	0	2	1	0	0	3
\$150,000-\$159,999	0	0	1	0	0	0	1
\$160,000-\$160,659	1	0	0	0	0	2	3
Total	13	16	24	7	7	8	75

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Field Representative

Summary of Primary Duties

- Acts as a liaison to all government, community, and constituent groups in an assigned geographic or issue area.

Alternate Titles

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> Regional Director (11) Regional Representative (6) District Director (4) Outreach Programs Director (2) State Agriculture Director (2) Staff Assistant (2) Area Representative Assistant to the Senator Community Liaison Community Outreach Coordinator Community Outreach Specialist | <ul style="list-style-type: none"> County Regional Director Deputy State Director Director of Community Affairs Field Director Native American Outreach Coordinator Natural Resources Field Coordinator Northern State Director Outreach Representative Policy Director | <ul style="list-style-type: none"> Project Assistant Project Director Projects Coordinator Projects Specialist Regional Manager Rural Coordinator Senior Assistant to the Senator Special Assistant for Projects State Field Representative State Office Representative |
|--|--|---|

Position Summary

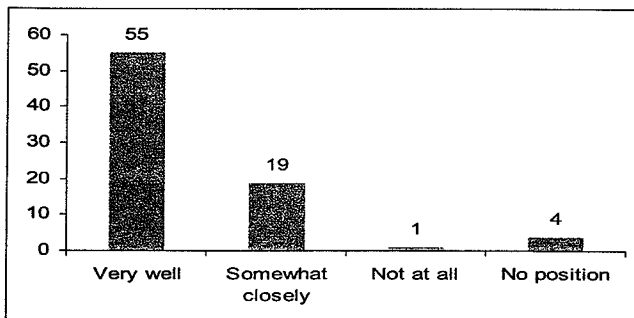
75 out of 81 offices surveyed indicated they have a Field Representative. Across the 75 offices, 340 incumbents were reported for an average of 4.5 per office. On the average, a Field Representative:

- Earns \$50,742 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (68.2%)
- Works in the state office

Number of Positions per Office

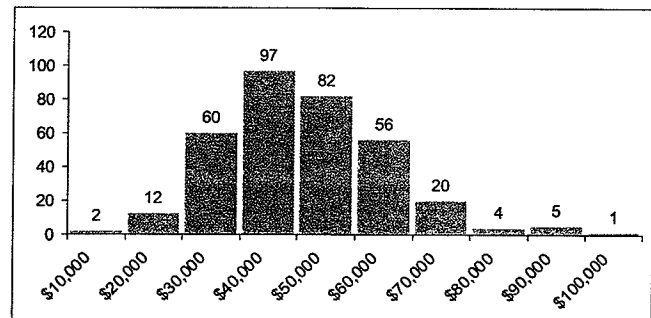
Number of Positions per Office	Offices	Total Number of Positions
1	6	6
2	5	10
3	14	42
4	16	64
5	11	55
6	6	36
7	9	63
8	8	64
Total	75	340

Do the primary duties accurately describe the responsibilities of this position in your office?



2 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
339	\$19,000	\$50,742	\$104,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
339	\$41,000	\$49,100	\$60,000

This question was not completed for 1 of the 340 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

Field Representative

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	225	213	59
1 year or less	80	29	25	26
1 to 3 years	114	30	33	72
3 to 6 years	80	25	33	61
6 to 9 years	30	16	14	34
9 to 12 years	16	6	10	19
12 years or more	20	8	10	67
Total	340	339	338	338

These questions were not completed for 1 to 2 of the 340 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	6	1.8
Some college	31	9.1
Associate's degree	10	2.9
Bachelor's degree	231	68.2
Master's degree	45	13.3
Professional degree	16	4.7
Total	339	100.0

This question was not completed for 1 of the 340 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	3	0.9
State Office	336	99.1
Total	339	100.0

This question was not completed for 1 of the 340 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	285	84.3
No	53	15.7
Total	338	100.0

This question was not completed for 2 of the 340 positions.

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$10,000-\$19,999	2	0	0	0	0	0	2
\$20,000-\$29,999	3	9	0	0	0	0	12
\$30,000-\$39,999	30	21	8	1	0	0	60
\$40,000-\$49,999	26	36	23	5	2	5	97
\$50,000-\$59,999	9	28	24	10	5	6	82
\$60,000-\$69,999	6	12	18	10	6	4	56
\$70,000-\$79,999	2	6	6	3	1	2	20
\$80,000-\$89,999	0	1	1	0	1	1	4
\$90,000-\$99,999	2	1	0	1	0	1	5
\$100,000-\$109,999	0	0	0	0	1	0	1
Total	80	114	80	30	16	19	339

These questions were not completed for 1 of the 340 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

State Office Manager Summary of Primary Duties

- Manages the administrative functions of the office;
- Customarily and regularly directs the administrative support staff of the office; and
- Monitors all personnel matters and ensures that office policies and procedures comply with the law and Senate rules.

Alternate Titles

- Scheduler (3)
- Administrative Manager for State Offices
- Assistant State Director
- Assistant to State Director
- Deputy State Director
- Manager of State Operations
- Office Administrator
- Office Director
- Special Assistant
- Special Projects Coordinator
- State Administrative Director and Senior Advisor
- Training and Technology Manager

Position Summary

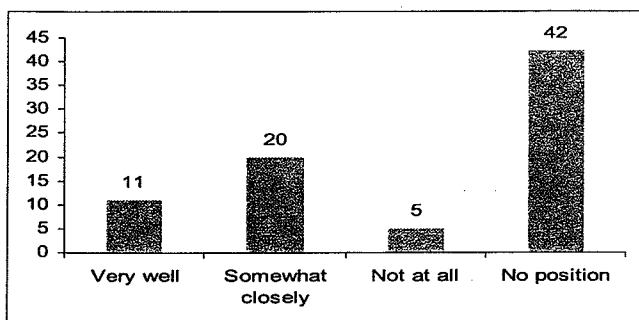
36 out of 81 offices surveyed indicated they have a State Office Manager. Across the 36 offices, 42 incumbents were reported. On the average, a State Office Manager:

- Earns \$48,639 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (50%)
- Works in the state office

Number of Positions per Office

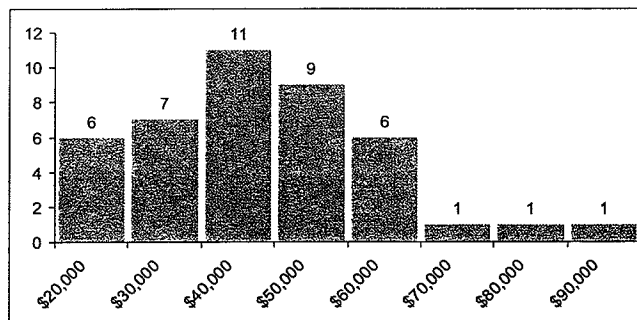
Number of Positions per Office	Offices	Total Number of Positions
1	33	33
2	1	2
3	1	3
4	1	4
Total	36	42

Do the primary duties accurately describe the responsibilities of this position in your office?



3 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
42	\$21,000	\$48,639	\$90,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
42	\$37,900	\$48,526	\$58,200

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

State Office Manager

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	27	29	7
1 year or less	11	6	3	6
1 to 3 years	10	2	4	7
3 to 6 years	6	2	1	5
6 to 9 years	5	3	2	2
9 to 12 years	2	0	2	4
12 years or more	8	2	1	11
Total	42	42	42	42

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	3	7.1
Some college	11	26.2
Associate's degree	3	7.1
Bachelor's degree	21	50.0
Master's degree	2	4.8
Professional degree	2	4.8
Total	42	100.0

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	0	0.0
State Office	41	100.0
Total	41	100.0

This question was not completed for 1 of the 42 positions.

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	37	88.1
No	5	11.9
Total	42	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	3	2	1	0	0	0	6
\$30,000-\$39,999	1	4	0	1	0	1	7
\$40,000-\$49,999	4	1	1	1	0	4	11
\$50,000-\$59,999	2	3	2	0	1	1	9
\$60,000-\$69,999	1	0	1	1	1	2	6
\$70,000-\$79,999	0	0	0	1	0	0	1
\$80,000-\$89,999	0	0	0	1	0	0	1
\$90,000-\$99,999	0	0	1	0	0	0	1
Total	11	10	6	5	2	8	42

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

State Scheduler

Summary of Primary Duties

- Manages the Senator's daily, weekly, and monthly schedules in the state.

Alternate Titles

- Assistant to the State Director (2)
- Constituent Services Representative/State Scheduler
- Deputy State Director
- Personal Assistant
- Scheduler/Press Assistant
- Scheduling Assistant
- Staff Assistant

Position Summary

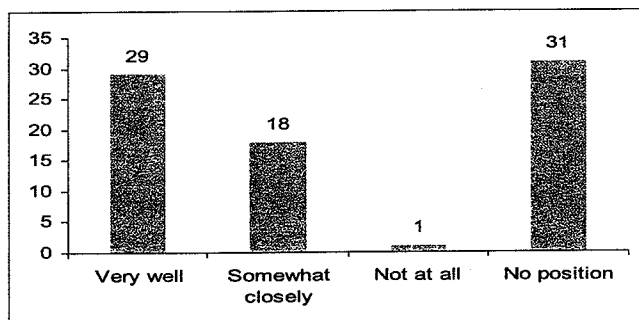
48 out of 81 offices surveyed indicated they have a State Scheduler. Across the 48 offices, 48 incumbents were reported. On the average, a State Scheduler:

- Earns \$49,886 annually
- Has been in the current position for 3 to 6 years
- Has 1 to 3 years of previous Senate experience
- Has 1 to 3 years of previous Federal experience
- Has 3 to 6 years of previous non-Federal experience
- Holds a bachelor's degree (67.3%)
- Works in the state office

Number of Positions per Office

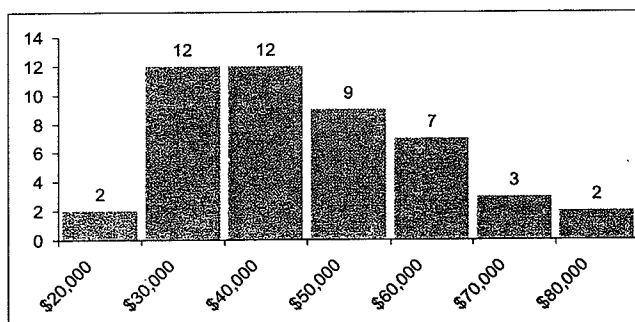
Number of Positions per Office	Offices	Total Number of Positions
1	48	48
Total	48	48

Do the primary duties accurately describe the responsibilities of this position in your office?



2 of the 81 offices did not complete this question.

Current Salary



Current Salary

Number of Responses	Minimum	Average	Maximum
47	\$28,500	\$49,886	\$89,000
Number of Responses	25 th Percentile	50 th Percentile (Median)	75 th Percentile
47	\$38,000	\$46,500	\$61,217

This question was not completed for 1 of the 48 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

State Scheduler

Previous Experience

Years of Experience	Current Position	Other Senate	Federal	Non-Federal
None	N/A	27	33	10
1 year or less	16	4	4	5
1 to 3 years	16	6	3	12
3 to 6 years	7	7	3	9
6 to 9 years	1	2	3	2
9 to 12 years	4	0	1	3
12 years or more	3	1	0	5
Total	47	47	47	46

These questions were not completed for 1 to 2 of the 48 positions.

Educational Attainment

Education	Frequency	Percent
Less than high school	0	0.0
High school	4	8.7
Some college	5	10.9
Associate's degree	1	2.2
Bachelor's degree	31	67.3
Master's degree	5	10.9
Professional degree	0	0.0
Total	46	100.0

This question was not completed for 2 of the 48 positions.

What is the employee's primary duty station?

Response	Frequency	Percent
Washington, D.C. Office	6	12.5
State Office	42	87.5
Total	48	100.0

Is the position exempt from the Fair Labor Standards Act?

Response	Frequency	Percent
Yes	33	68.8
No	15	31.2
Total	48	100.0

Annual Salary as a Function of Years in Position

Salary	Years in Position						Total
	1 year or less	1 to 3 years	3 to 6 years	6 to 9 years	9 to 12 years	12 years or more	
\$20,000-\$29,999	2	0	0	0	0	0	2
\$30,000-\$39,999	7	4	1	0	0	0	12
\$40,000-\$49,999	3	5	3	1	0	0	12
\$50,000-\$59,999	3	3	1	0	2	0	9
\$60,000-\$69,999	0	2	2	0	1	2	7
\$70,000-\$79,999	1	1	0	0	0	1	3
\$80,000-\$89,999	0	1	0	0	1	0	2
Total	16	16	7	1	4	3	47

These questions were not completed for 1 of the 48 positions.

Numerical differences between the number of positions reported and the total number of responses are due to variations in the response rate to individual survey questions.

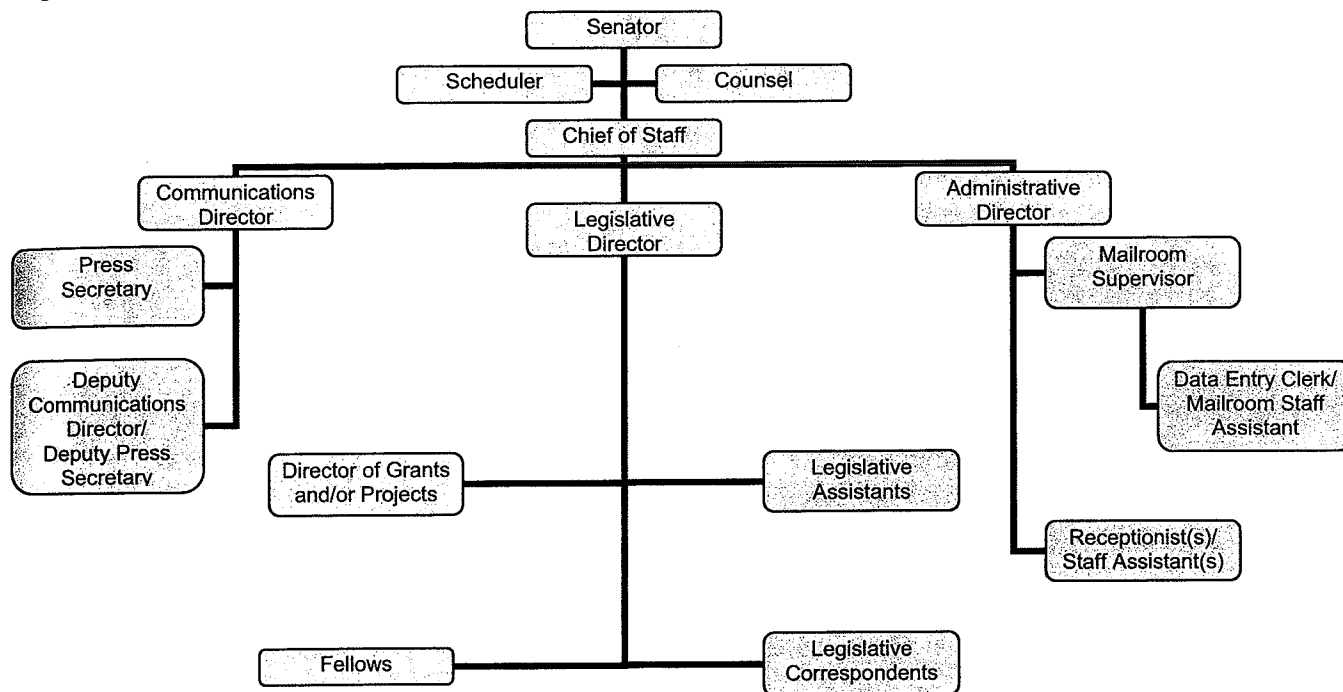
CHAPTER II – ORGANIZATIONAL CHARTS

Organizational Charts

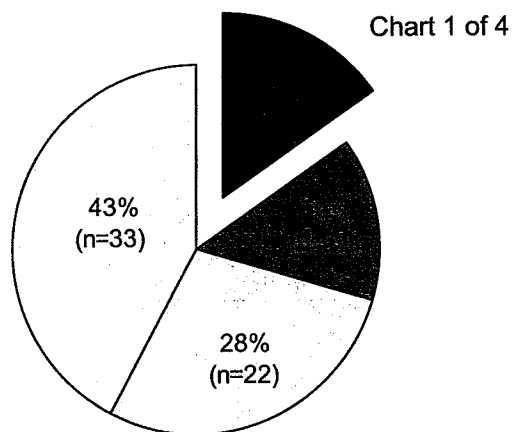
The survey offered four organizational charts representing Washington, D.C. office structure. 78 out of 81 offices selected the chart that most closely resembled their Washington, D.C. office's structure.

Washington, D.C. Office

Chart 1 of 4

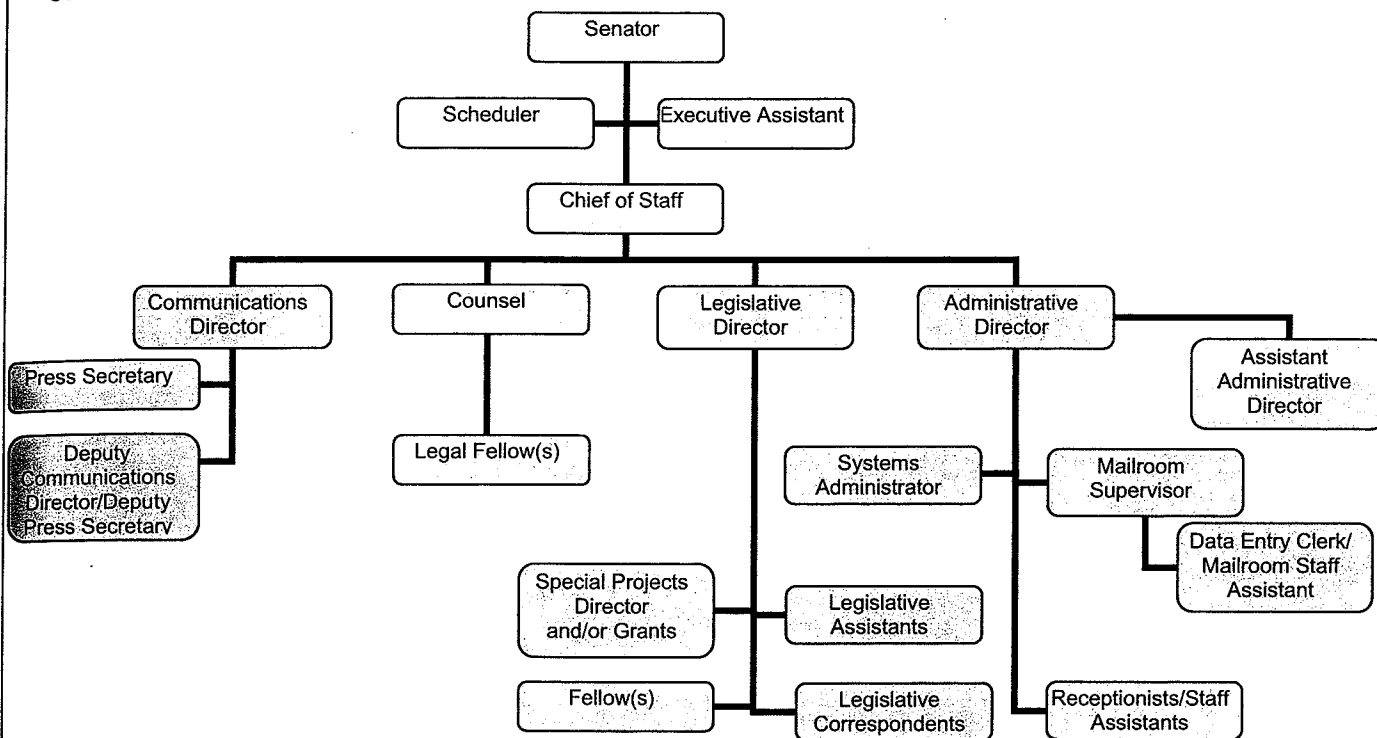


12 out of 78 respondents (15%) indicated that Organizational Chart 1 most closely resembled their Washington, D.C. office's structure.



Washington, D.C. Office

Chart 2 of 4



11 out of 78 respondents (14%) indicated that Organizational Chart 2 most closely resembled their Washington, D.C. office's structure.

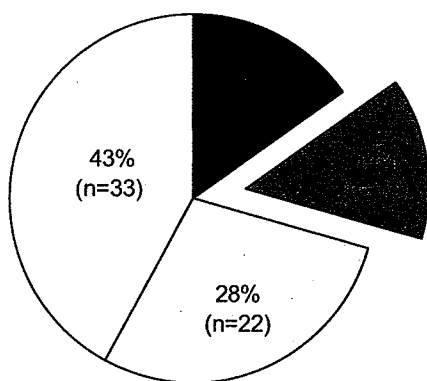
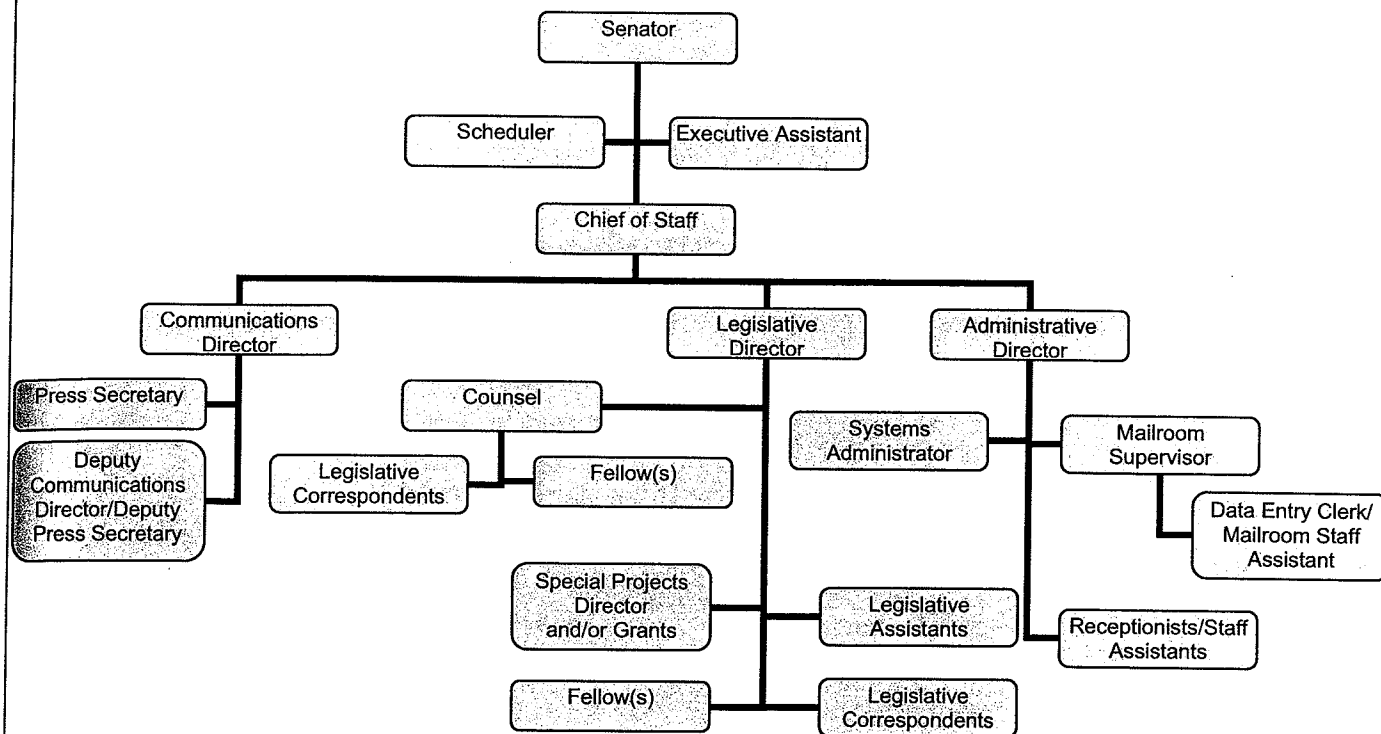


Chart 2 of 4

Washington, D.C. Office

Chart 3 of 4



22 out of 78 respondents (28%) indicated that Organizational Chart 3 most closely resembled their Washington, D.C. office's structure.

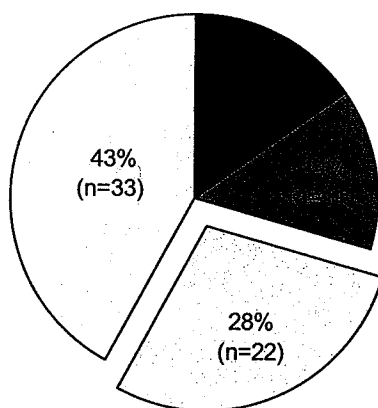
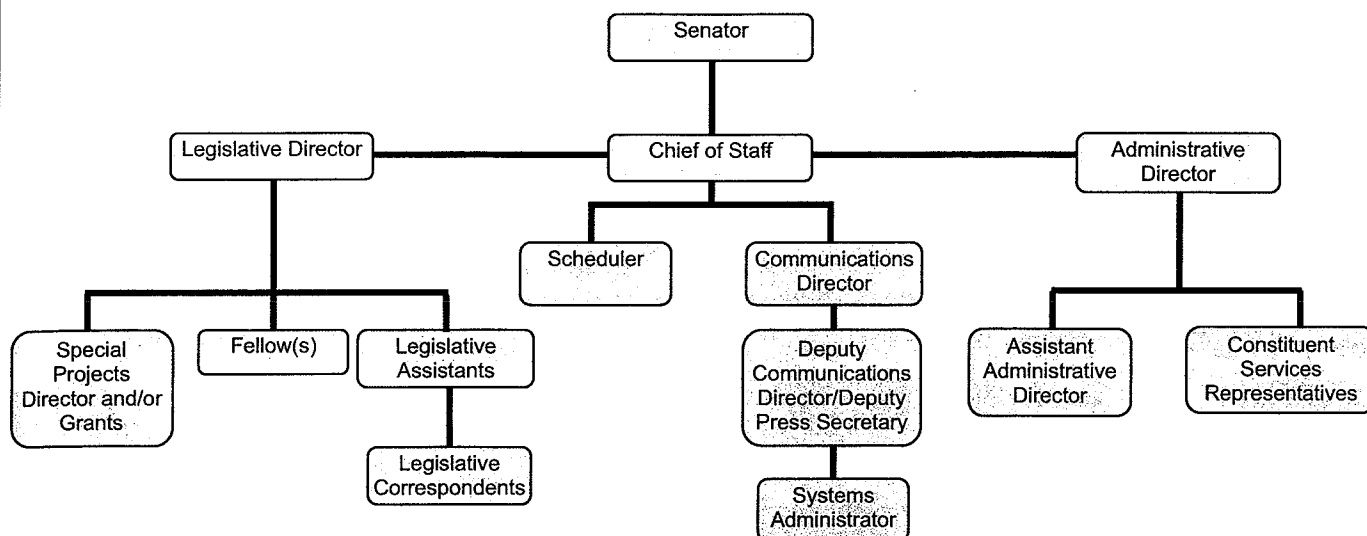
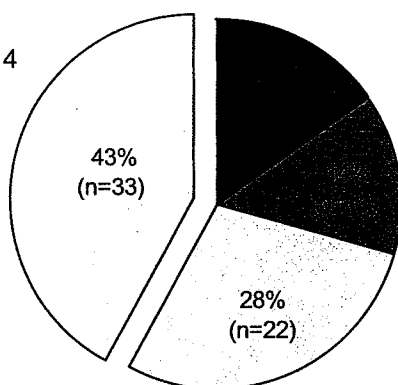


Chart 3 of 4

Washington, D.C. Office**Chart 4 of 4**

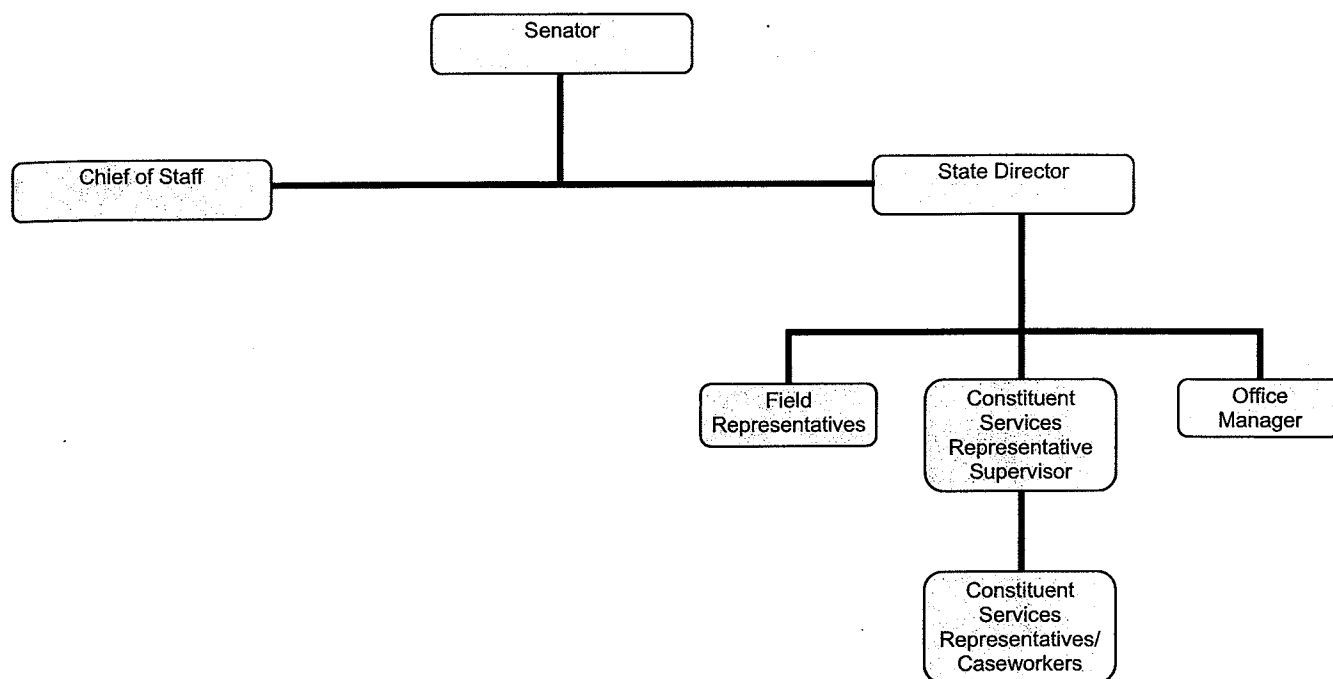
33 out of 78 respondents (43%) indicated that Organizational Chart 4 most closely resembled their Washington, D.C. office's structure.

Chart 4 of 4

State Office

The survey offered two organizational charts representing state office structure. 78 out of 81 offices selected the chart that most closely resembled their state office's structure.

Chart 1 of 2



34 out of 78 respondents (44%) indicated that Organizational Chart 1 most closely resembled their state office's structure.

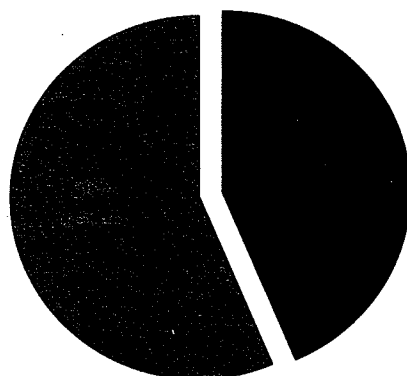
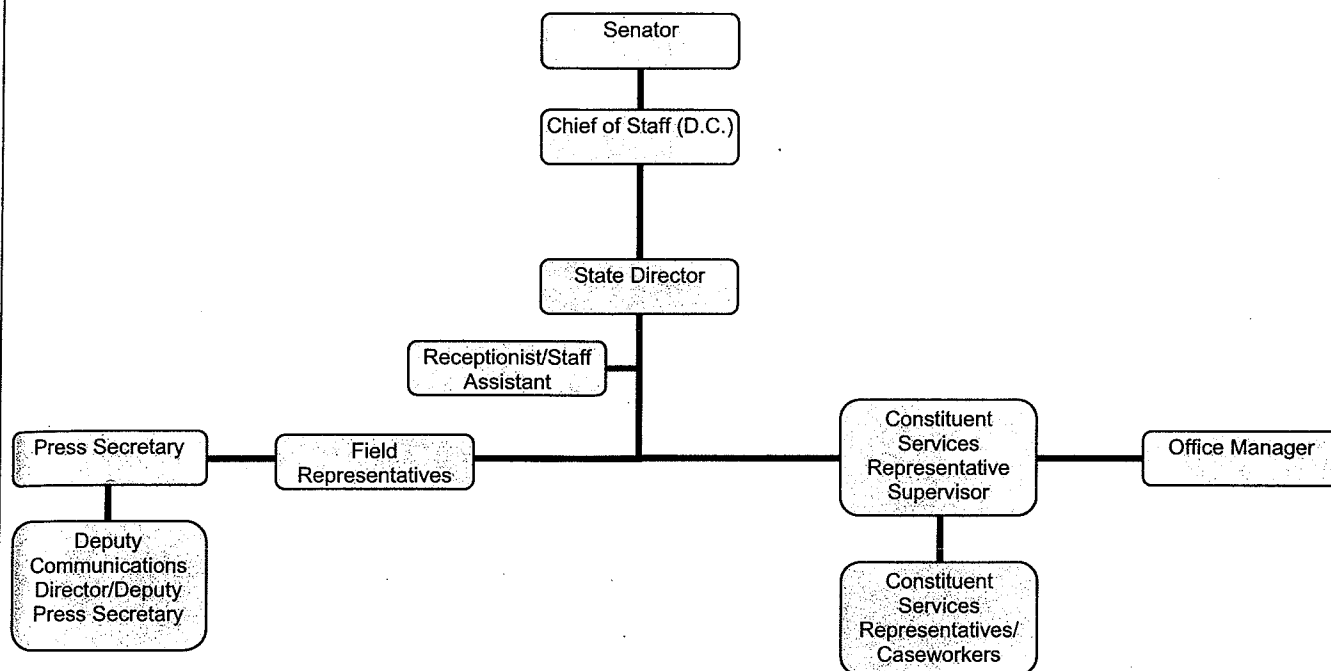


Chart 1 of 2

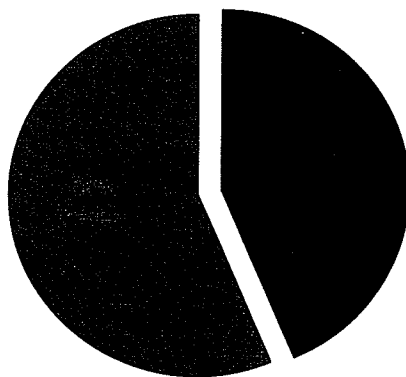
State Office

Chart 2 of 2



44 out of 78 respondents (56%) indicated that Organizational Chart 2 most closely resembled their state office's structure.

Chart 2 of 2



CHAPTER III - BENEFITS

PAY INCREASES

Pay increases are considered adjustments to an employee's current salary. The types of pay increases offered to Senate employees typically fall under the following categories: Cost of Living Adjustments (COLA); merit increases/raises; and pay adjustments/bonuses.

Cost of Living Adjustments

Does your office distribute the annual cost of living adjustment (COLA)?

Response	Frequency	Percent
Yes	56	70.9
Yes, and the percentage increase is the same for all employees	31	39.3
Yes, and the percentage increase is based on merit	5	6.3
Yes, and the percentage increase is based on multiple factors	20	25.3
No*	23	29.1
Total	79	100.0

Note: 2 respondents did not complete this question.

**Respondents who answered "no" skipped all subsequent questions in this section.*

What criteria are used to determine who receives the COLA and/or the amount of the COLA?

Response	Frequency	Percent
Job type	15	28.8
Tenure	18	34.6
Merit	19	36.5

Note: Respondents answered this question only if they indicated in their response to the previous question that the percentage increase is based on multiple factors. 20 respondents answered this question and could select multiple criteria.

PAY INCREASES

Merit Increases/Raises

Does your office provide annual merit increases/raises?

Response	Frequency	Percent
Yes	76	95.0
Yes, and the percentage increase is based on merit	19	23.7
Yes, and the percentage increase is based on multiple factors	57	71.3
No*	4	5.0
Total	80	100.0

Note: 1 respondent did not complete this question.

**Respondents who answered "no" skipped all subsequent questions in this section.*

What criteria are used to determine who receives a merit increase and/or the amount/percentage of the increase?

Response	Frequency	Percent
Job type	46	30.5
Tenure	51	33.8
Merit	54	35.8

Note: 2 respondents did not complete this question.

Respondents answered this question only if they indicated in their response to the previous question that the percentage increase is based on multiple factors. 55 respondents answered this question and could select multiple criteria.

At what time of year do you generally give merit increases/raises to your employees?

Response	Frequency	Percent
End of calendar year	28	37.8
End of fiscal year	18	24.3
Employment date anniversary	4	5.4
Throughout the year	24	32.4
Total	74	100.0

Note: 2 respondents did not complete this question.

PAY INCREASES

Pay Adjustments/Bonuses

Does your office provide bonuses?

Response	Frequency	Percent
Yes	68	85.0
Yes, and the percentage increase is the same for all employees	7	8.7
Yes, and the percentage increase is based on merit	14	17.5
Yes, and the percentage increase is based on tenure	1	1.3
Yes, and the percentage increase is based on multiple factors	46	57.5
No*	12	15.0
Total	80	100.0

Note: 1 respondent did not complete this question.

**Respondents who answered "no" skipped all subsequent questions in this section.*

What criteria are used to determine who is eligible to receive bonuses and/or the amount of the bonus?

Response	Frequency	Percent
Job type	34	29.6
Tenure	38	33.0
Merit	43	37.4

Note: 2 respondents did not complete this question.

Respondents answered this question only if they indicated in their response to the previous question that the percentage increase is based on multiple factors. 44 respondents answered this question and could select multiple criteria.

For those who received bonuses for the past calendar year, what was the average given?

Response	Frequency	Percent
\$1,000 or less	2	3.1
Between \$1,001 and \$2,000	13	20.0
Between \$2,001 and \$3,000	26	40.0
Between \$3,001 and \$4,000	15	23.1
Between \$4,001 and \$5,000	6	9.2
More than \$5,000	3	4.6
Total	65	100.0

Note: 3 respondents did not complete this question.

The average annual bonus is \$2,792.

LEAVE

This section considers benefits offered related to medical, sick, annual, and bereavement leave.

Family and Medical Leave (FMLA) is considered leave under the Family Medical Leave Act and is used for four life qualifying events:

- Type A: Birth Parent Bonding/ Caring for Newborn
- Type B: Adoption of a Child or Foster Care
- Type C: Care for Ill Immediate Family Member
- Type D: Employee's Serious Health Condition

Family and Medical Leave (FMLA)

Does your office offer paid FMLA leave?

Response	Frequency	Percent
Yes	76	96.2
No*	3	3.8
Total	79	100.0

Note: 2 respondents did not complete this question.

**Respondents who answered "no" skipped the next question.*

What is the maximum number of paid weeks of FMLA leave your office offers for each of the following qualifying events?

Weeks of Paid FMLA Leave	Type of Qualifying Event			
	A	B	C	D
0	1	1	2	0
1	2	2	1	1
2	11	12	13	6
3	3	3	7	2
4	16	16	15	11
5	1	1	0	1
6	14	14	10	20
8	8	7	8	11
10	1	1	1	2
12	15	13	13	15
Average Number of Weeks	6.1	5.9	5.7	6.9

Note:

For Type A, 4 respondents did not complete this question.

For Type B, 6 respondents did not complete this question.

For Type C, 6 respondents did not complete this question.

For Type D, 7 respondents did not complete this question.

The maximum number of respondents is 76.

LEAVE

Sick Leave

Does your office offer paid sick leave?

Response	Frequency	Percent
Yes	76	96.2
No*	3	3.8
Total	79	100.0

Note: 2 respondents did not complete this question.

**Respondents who answered "no" skipped all subsequent questions in this section.*

Does your office allow employees to roll over unused paid sick leave from one year to the next?

Response	Frequency	Percent
Yes	17	22.4
Yes, and the amount is unlimited	12	15.8
Yes, but the amount is limited	5	6.6
No	59	77.6
Total	76	100.0

What is the maximum number of unused paid sick days an employee can roll over from one year to the next?

Response	Frequency	Percent
5 days	3	60.0
7 days	1	20.0
10 days	1	20.0
Total	5	100.0

Note: Respondents were asked this question only if they (1) allow employees to roll over unused paid sick days and (2) limit the number of days that can be rolled over.

LEAVE

Sick Leave, cont'd

Does your office allow employees to roll over unused paid sick leave to an FMLA reserve account?

Response	Frequency	Percent
Yes	23	31.5
Yes, and the amount is unlimited	14	19.2
Yes, but the amount is limited	9	12.3
No*	50	68.5
Total	73	100.0

Note: 3 respondents did not complete this question.

*Respondents who answered "no" skipped the next question.

What is the maximum number of unused paid sick days an employee can roll over to an FMLA reserve account?

Response	Frequency	Percent
5 days	2	22.2
10 days	5	55.6
20 days	1	11.1
60 days	1	11.1
Total	9	100

Note: Respondents answered this question only if they indicated in their response to the previous question that the amount of unpaid sick leave roll-over is limited.

Does your office allow employees to donate unused paid sick leave to an office-wide leave bank?

Response	Frequency	Percent
Yes	1	1.3
No	74	98.7
Total	75	100.0

Note: 1 respondent did not complete this question.

If an employee leaves your office, does he or she get paid for unused paid sick leave?

Response	Frequency	Percent
Yes	3	3.9
No	73	96.1
Total	76	100.0

LEAVE

Annual Leave

Does your office offer paid annual leave?

Response	Frequency	Percent
Yes	80	100.0
Yes, and the amount is the same for all employees	16	20.0
Yes, but the amount varies by tenure in the Senate	25	31.3
Yes, but the amount varies by tenure in the federal government, including the Senate	39	48.7
No	0	0.0
Total	80	100.0

Note: 1 respondent did not complete this question.

How much annual leave do employees in your office receive yearly?

Response	Frequency	Percent
Less than 1 week	0	0.0
1 week	0	0.0
2 weeks	0	0.0
3 weeks	2	13.3
4 weeks	9	60.0
5 weeks or more	4	26.7
Total	15	100.0

Note: 1 respondent did not complete this question. Respondents were asked this question only if they indicated that they offered all employees the same amount of annual leave. Therefore, the maximum number of responses is 16.

What is the amount of annual leave given for each level of tenure attained by employees in your office?

Years of Tenure	Weeks of Annual Leave					
	0	1	2	3	4	5
< 1	1	8	27	22	2	0
1	0	1	31	27	3	0
2	0	0	23	31	8	0
3	0	0	9	38	13	1
4	0	0	6	34	18	3
5	0	0	3	27	27	4
6	0	0	1	19	36	5
7	0	0	0	16	38	7
8	0	0	0	14	38	9
9	0	0	0	12	40	9
10	0	0	0	9	39	13
11	0	0	0	8	38	14
12	0	0	0	8	35	17
13	0	0	0	8	33	17
14	0	0	0	8	33	18
15+	0	0	0	8	30	22

Note: Respondents were asked this question only if they indicated that the amount of annual leave they offered varied by tenure in the Senate and/or the federal government. Therefore, the maximum number of responses is 64.

LEAVE

Annual Leave, cont'd

Does your office allow employees to roll over paid annual leave from one year to the next?

Response	Frequency	Percent
Yes	59	74.7
Yes, and the amount is unlimited	5	6.3
Yes, but the amount is limited	54	68.4
No	20	25.3
Total	79	100.0

Note: 2 respondents did not complete this question.

What is the maximum number of annual leave days that can be rolled over from one year to the next?

Response	Frequency	Percent
2 days	2	3.7
5 days	30	55.6
5.5 days	1	1.9
6 days	1	1.9
8 days	1	1.9
10 days	9	16.7
15 days	5	9.3
20 days	2	3.7
30 days	2	3.7
60 days	1	1.9
Total	54	100.0

Note: Respondents were asked this question only if they indicated that the amount of annual leave roll-over is limited.

LEAVE

Annual Leave, cont'd

Does your office allow employees to roll over unused annual leave to an FMLA reserve account?

Response	Frequency	Percent
Yes	14	17.7
Yes, and the amount is unlimited	7	8.9
Yes, but the amount is limited	7	8.9
No	65	82.3
Total	79	100.0

Note: 2 respondents did not complete this question.

What is the maximum number of annual leave days that can be rolled over to an FMLA reserve account?

Response	Frequency	Percent
5 days	3	50.0
10 days	3	50.0
Total	6	100.0

Note: 1 respondent did not complete this question.

Respondents were asked this question only if they indicated that the amount of annual leave that can be rolled over to an FMLA reserve account is limited.

If an employee leaves your office, does he or she get paid for unused annual leave?

Response	Frequency	Percent
Yes	56	78.9
No	15	21.1
Total	71	100.0

Note: 8 respondents did not complete this question.

LEAVE

Bereavement Leave

Does your office offer paid bereavement leave?

Response	Frequency	Percent
Yes	76	93.8
No*	5	6.2
Total	81	100.0

**Respondents who answered "no" skipped all subsequent questions in this section.*

What is the maximum number of paid bereavement leave days that your office offers?

Response	Frequency	Percent
2 days	2	3.2
3 days	28	44.4
4 days	4	6.3
5 days	26	41.3
7 days	1	1.6
8 days	1	1.6
15 days	1	1.6
Total	63	100.0

The average amount of paid bereavement leave is 4.2 days.

Note: 13 respondents did not complete this question.

For which of the following groups of people can bereavement leave be used?

Response	Frequency	Percent
Immediate family	76	100.0
Extended family	44	57.9
In-laws	56	73.7
Friends	19	25.0

Note: 76 respondents answered this question and could select multiple criteria.

STUDENT LOAN REPAYMENT

The student loan repayment program may be used by Senate offices as a recruitment and/or retention tool. Student loan repayments are allocated monthly.

How does your office administer the student loan repayment program?

Response	Frequency	Percent
All employees are eligible for same amount	51	63.8
All employees are eligible; amount varies by tenure	7	8.8
All employees are eligible; amount varies by position	3	3.8
All employees are eligible; amount varies by tenure and position	13	16.3
Only some employees are eligible based on position	4	5.0
Only some employees are eligible based on tenure	1	1.3
Do not offer student loan repayment*	1	1.3
Total	80	100.0

Note: 1 respondent did not complete this question.

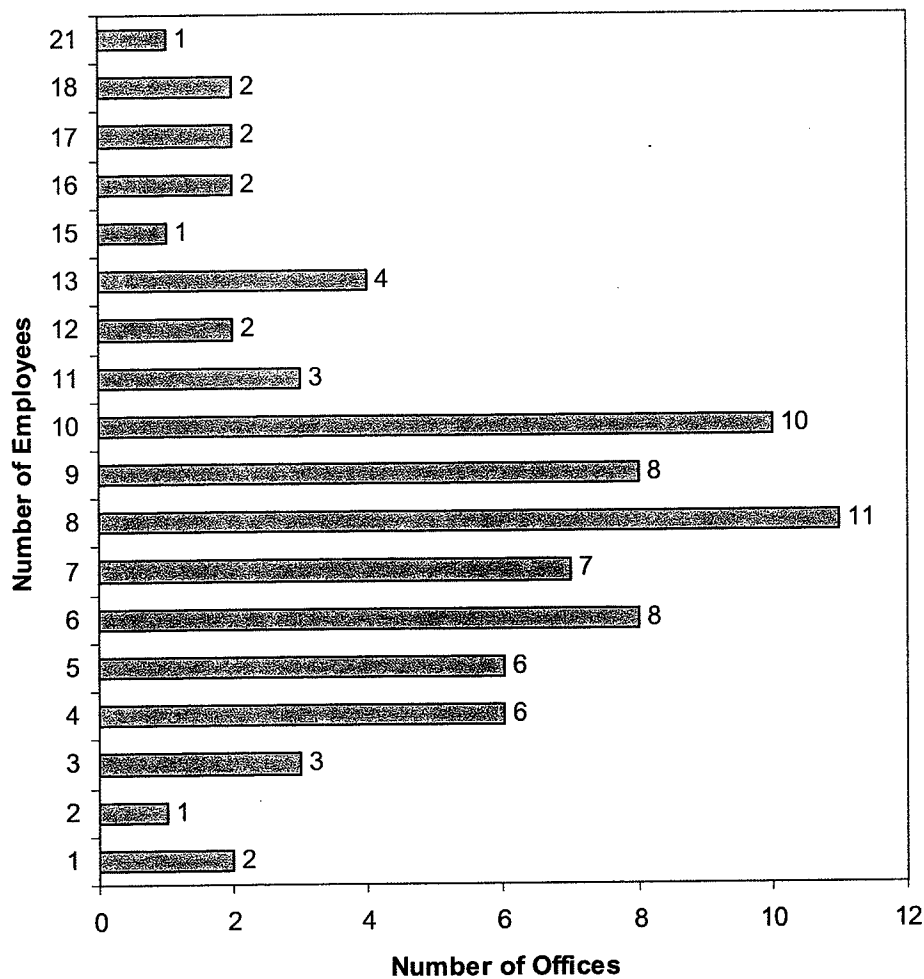
**Respondents who selected this option skipped all subsequent questions in this section.*

To date, how has your office used the student loan repayment program?

Response	Frequency	Percent
For both retention and recruitment purposes	61	77.2
Mostly for recruitment	6	7.6
Mostly for retention	12	15.2
Total	79	100.0

STUDENT LOAN REPAYMENT

How many employees in your office currently receive a student loan repayment?



On average, 8.5 employees per office receive student loan repayments.

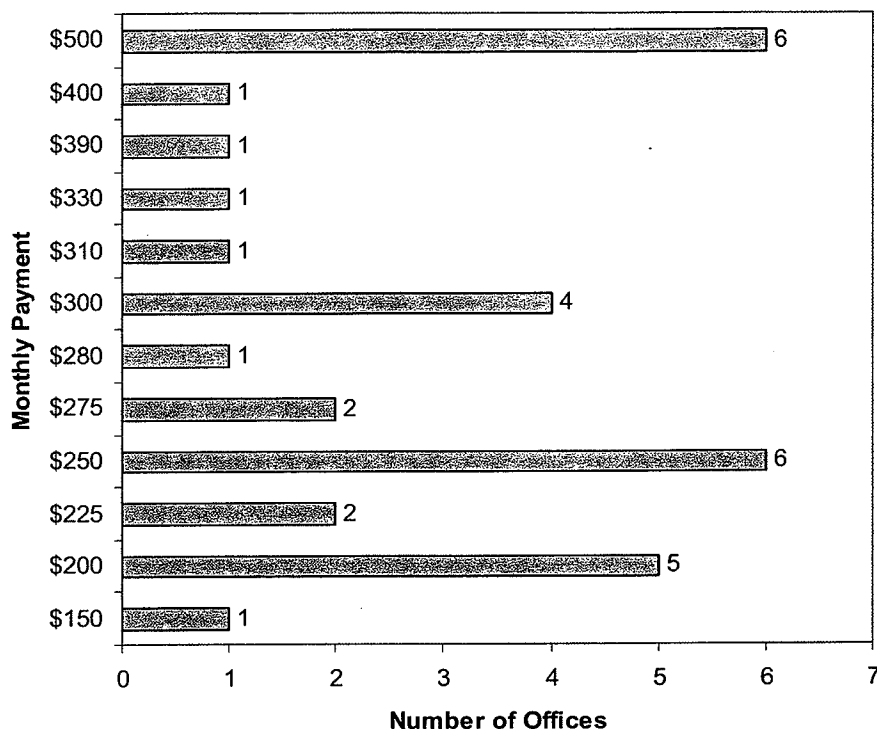
Does every employee receive the same amount of monthly student loan repayment or does it vary?

Response	Frequency	Percent
Everyone receives the same amount	34	43.0
The amount varies	45	57.0
Total	79	100.0

Note: 2 respondents did not complete this question.

STUDENT LOAN REPAYMENT

How much student loan repayment do employees receive monthly?



The average monthly amount of student loan repayment is \$308.

Note: 3 respondents did not complete this question. Respondents answered this question only if they indicated in their response to the previous question that everyone receives the same amount of student loan repayment.

What is the range of monthly student loan repayment?

Monthly Student Loan Repayment Range	Number of Offices	Percent
\$101-\$150	1	2.2
\$151-\$200	4	8.9
\$201-\$250	9	20.0
\$251-\$300	10	22.2
\$301-\$350	17	37.8
\$351-\$400	2	4.4
\$401-\$450	2	4.4
Total	45	100.0

Note: Respondents answered this question only if they indicated in their response to the question on the previous page that the amount of monthly student loan repayment varies.

OTHER BENEFITS

The benefits covered in this section are flexible work arrangements such as part-time work, flextime, telecommuting, job sharing and office hours during recess periods. Additional benefits covered in this section include mass transit subsidies and mileage reimbursement.

Flexible Work Arrangements

Which of the following flexible work arrangements does your office offer?

Response	Frequency
Flextime	17
Telecommuting	19
Other*	12
No flexible work arrangements**	43

Note: 75 respondents answered this question and could select multiple options.

**Offices that selected "other" indicated part-time and/or job sharing arrangements.*

***Respondents who selected this option skipped all subsequent questions in this section.*

Which locations are eligible for flexible work arrangements?

Response	Frequency
Washington, D.C. Office	31
State Office	32

Note: 32 respondents answered this question and could select multiple locations.

OTHER BENEFITS

Flexible Work Arrangements, cont'd

17 out of 81 offices reported the following flexible work arrangements.

Title	Number of Offices		
	Part Time	Job Sharing	
		Within Office	With Another Office
Assistant to Chief of Staff	0	4	0
Legislative Director	1	0	1
Counsel	2	0	2
Director of Special Projects and/or Grants	3	3	0
Legislative Assistant	1	1	3
Legislative Correspondent	2	5	0
Communications Director	2	0	2
Deputy Communications Director/Deputy Press Secretary	1	0	0
Executive Assistant	2	3	0
Scheduler (Washington, D.C.)	1	2	0
Systems Administrator	2	3	6
Administrative Director/Office Manager	5	3	0
Assistant Administrative Director/Assistant Office Manager	1	0	0
Mailroom Supervisor	0	1	0
Data Entry Clerk/Mail Room Staff Assistant	10	3	3
Receptionist/Staff Assistant	17	6	0
Constituent Services Representative Supervisor/Casework Supervisor	6	2	2
Constituent Services Representative/Caseworker	17	8	2
State Director	1	0	0
Field Representative	13	5	0
State Office Manager	3	0	1
State Scheduler	1	0	0

OTHER BENEFITS

Recess Hours

Does your D.C. office reduce hours during recess periods when the Senate is not in session?

Response	Frequency	Percent
Yes	61	75.3
No	20	24.7
Total	81	100.0

During recess periods, what hours is your D.C. office staffed?

Response	Frequency	Percent
8:00 AM - 5:00 PM	3	4.9
8:30 AM - 5:00 PM	1	1.6
8:30 AM - 5:30 PM	2	3.3
8:30 AM - 6:00 PM	1	1.6
9:00 AM - 5:00 PM	43	70.5
9:00 AM - 5:30 PM	4	6.6
9:00 AM - 6:00 PM	6	9.8
9:30 AM - 5:30 PM	1	1.6
Total	61	100.0

Note: Respondents answered this question only if they indicated reduced hours during recess periods.

OTHER BENEFITS

Mass Transit Subsidy

Does your office participate in the mass transit subsidy program?

Response	Frequency	Percent
Yes	78	96.3
No*	3	3.8
Total	81	100.0

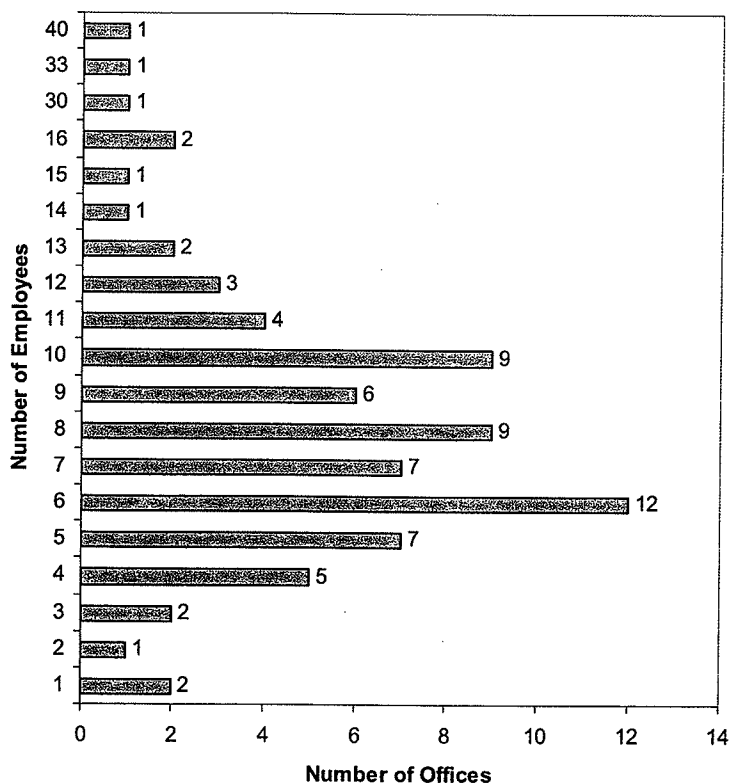
**Respondents who answered "no" skipped all subsequent questions in this section.*

Do you offer a mass transit subsidy for your state employees?

Response	Frequency	Percent
Yes	11	14.7
No	64	85.3
Total	75	100.0

Note: 3 respondents did not complete this question.

How many employees in your D.C. and state offices receive the mass transit subsidy?



On average, 8.7 employees per office receive the mass transit subsidy.

Note: 2 respondent did not complete this question.

OTHER BENEFITS

Mass Transit Subsidy

What is the maximum value of the mass transit subsidy your office provides each month?
(Senate maximum is \$105)

Amount	Frequency	Percent
\$25	1	1.3
\$40	2	2.6
\$50	1	1.3
\$60	6	7.7
\$65	2	2.6
\$80	5	6.4
\$85	2	2.6
\$90	1	1.3
\$100	16	20.5
\$105	42	53.8
Total	78	100.0

Note: 3 respondents did not complete this question.

Mileage Reimbursement

At what rate do you reimburse employees for mileage for the official use of their personal vehicles?
(current Federal rate is 44.5 cents per mile)

Amount (in cents)	Frequency	Percent
32	1	1.3
32.5	1	1.3
33	1	1.3
35	3	3.8
36	1	1.3
37	1	1.3
37.5	3	3.8
38	1	1.3
39	1	1.3
40	7	8.8
40.5	2	2.5
41	1	1.3
42	1	1.3
42.5	3	3.8
43	1	1.3
44	4	5.0
44.5	48	60.0
Total	80	100.0

Note: 1 respondent did not complete this question.

CHAPTER IV – THE SURVEY

Senate Employment, Hiring, Compensation, and Benefits Survey

On behalf of the United States Senate, the Secretary of the Senate is conducting a survey to identify and report a summary of the employment, hiring, compensation, and benefits practices of Members' personal offices. You will be asked to respond to a series of questions regarding:

- Hiring practices and salary levels for each position in your office
- Pay increases
- Leave allowances
- Student loan repayments
- Other benefits

Please complete the survey at your office. The survey format may not work properly off-site due to system-related issues. **Please note, you cannot save your responses. You must complete the survey in one session or your survey responses will be lost.**

- The survey cannot be saved in another format.
- We recommend printing the survey in hard copy and completing it on paper before entering the data and submitting the online version.
- A worksheet that can be distributed to staff is attached to the e-mail message.

Please print your completed survey for your records before clicking "submit".

Confidentiality Notice

All data collected as part of this study are for the Senate's use only and will not be used to evaluate individuals or offices. Your responses to this survey will be combined with data from other Member personal offices to produce a report describing the range of salaries and office practices. Individual office data will be kept strictly confidential.

Thank you for your participation in this survey. If you have any questions regarding this survey, please contact:

Gregory Harness

Senate Librarian

(202) 224-3313

Greg_harness@sec.senate.gov

I. Hiring and Compensation Practices

Instructions: In this section you will be asked to provide information on the hiring and compensation practices of 25 typical jobs in Member personal offices. For some jobs, your office may have multiple staff (e.g., Legislative Assistants). Please provide the requested information for each individual in that position.

Job descriptions may differ across Senate offices. Please complete the survey for the positions in your office that are most analogous to those described in the survey. If a position is currently vacant, please complete the survey for the employee that most recently held the position. Additional detail concerning job descriptions is available on Webster at the Administrative Manager's Web site, which is accessible by [clicking here](#).

A. Questions Asked for All Positions

Does the summary of primary duties listed above accurately describe the responsibilities of the incumbent in your office?

- Describes responsibilities very well
- Describes responsibilities somewhat closely
- Does not describe the responsibilities
- We do not have this position in our office

If your office uses other titles for this position, other than those listed above, please indicate those alternate titles in the space provided.

What is this employee's primary duty station?

- D.C.
- State

Is this position exempt from the Fair Labor Standards Act (FLSA)?

- Exempt
- Non-Exempt

What is the current salary of the incumbent in this position?

\$ _____

How many years has the incumbent been in this position?

How much Senate experience did the incumbent have before starting in this position?

- No experience
- 1 year or less
- More than 1 year, up to 3 years
- More than 3 years, up to 6 years
- More than 6 years, up to 9 years
- More than 9 years, up to 12 years
- More than 12 years

How much federal government experience, other than Senate experience, did the incumbent have before starting in this position?

- No experience
- 1 year or less
- More than 1 year, up to 3 years
- More than 3 years, up to 6 years
- More than 6 years, up to 9 years
- More than 9 years, up to 12 years
- More than 12 years

How much relevant non-Federal government experience did the incumbent have before starting in this position?

- No experience
- 1 year or less
- More than 1 year, up to 3 years
- More than 3 years, up to 6 years
- More than 6 years, up to 9 years
- More than 9 years, up to 12 years
- More than 12 years

What is the highest level of education of the incumbent in this position?

- Less than high school diploma
- High school diploma or equivalent
- Some college-level education, but no degree
- Associate's degree
- Bachelor's degree
- Master's degree
- Professional degree (e.g., JD, PhD)

B. Additional Questions Unique to Specific Positions

1. Chief of Staff

Does the employee in this position commute between the home state and D.C. on a regular basis?

- Yes
- No

2. Systems Administrator

Does this employee have any job-related certifications or licenses?

- Yes
- No

List (up to three) the most significant certifications or licenses held by the incumbent in this position.

Is the employee in this position also your Administrative Director/Office Manager?

- Yes
- No

II. Organizational Charts

Recognizing that each office has its own unique structure, please review the four organizational charts for D.C. offices and select the organizational chart that most closely resembles your D.C. office's structure.

To view the D.C. Organizational Charts, [click here](#)

- Chart 1
- Chart 2
- Chart 3
- Chart 4

Recognizing that each office has its own unique structure, please review the two organizational charts for State offices and select the organizational chart that most closely resembles your State office's structure.

To view the State Organizational Charts, [click here](#)

- Chart 1
- Chart 2

III. Benefits

Instructions: In this section you will be asked to provide information on the benefits offered by your office. Unless otherwise indicated, please answer the questions as they apply to all of the positions within your office.

A. Pay Increases

Cost of Living Adjustments (COLA): *This section asks about your office policies regarding cost of living pay adjustments (which are typically allocated at the beginning of the calendar year).*

Does your office distribute the annual cost of living adjustment (COLA)?

- No, we do not offer COLAs.
- All employees are eligible to receive a COLA increase, and the percentage increase is the same for all employees.
- All employees are eligible to receive a COLA increase, but the percentage increase is determined solely by each employee's merit.
- All employees are eligible to receive a COLA increase, but the percentage increase is determined solely by each employee's tenure.
- All employees are eligible to receive a COLA increase, but the percentage increase is determined solely by each employee's job type.
- All employees are eligible to receive a COLA increase, but the percentage increase is determined by multiple factors, such as tenure, job type, or merit.

What are the criteria used to determine who receives the COLA and/or the amount of the COLA? (Mark all that apply.)

- Job Type
- Tenure
- Merit

Merit Increases/Raises: *This section asks about your office policies regarding merit increases/ raises that are provided to employees. To avoid referring to the same pay increase more than once, please note that these questions refer to merit increases offered apart from cost of living pay adjustments.*

Does your office provide annual merit increases/ raises?

- No, we do not offer merit increases/ raises.
- All employees are eligible to receive a merit increase/ raise, and the amount/percentage is the same for all employees.
- All employees are eligible to receive a merit increase/ raise, and the amount/percentage is determined solely by each employee's merit.
- All employees are eligible to receive a merit increase/ raise, but the amount/percentage is determined solely by each employee's tenure.
- All employees are eligible to receive a merit increase/ raise, but the amount/percentage is determined solely by each employee's job type.
- All employees are eligible to receive a merit increase/ raise, but the amount/percentage is determined by multiple factors, such as tenure, job type, or merit.

What are the criteria used to determine who receives a merit increase/raise and/or the amount/percentage of the increase? (Mark all that apply.)

- Job Type
- Tenure
- Merit

At what time of the year do you generally give merit increases/ raises to your employees?

- End of the calendar year
- End of the fiscal year
- Employment date anniversary
- Throughout the year

Pay Adjustments/Bonuses: *This section asks about your office policies regarding pay adjustments/ bonuses that are provided to employees. To avoid referring to the same pay increase more than once, please note that these questions refer to pay adjustments/ bonuses offered apart from cost of living pay adjustments and merit increases/ raises.*

Does your office provide bonuses?

- No, we do not offer bonuses.
- All employees are eligible to receive bonuses and the amount is the same for all employees.
- All employees are eligible to receive bonuses and the amount is determined solely by each employee's merit.
- All employees are eligible to receive bonuses, but the amount is determined solely by each employee's tenure.
- All employees are eligible to receive bonuses, but the amount is determined solely by each employee's job type.
- All employees are eligible to receive bonuses, but the amount is determined by multiple factors, such as tenure, job type, or merit.

What are the criteria used to determine who is eligible to receive bonuses and/or the amount of the bonus? (Mark all that apply.)

- Job Type
- Tenure
- Merit

For those who received bonuses for the past calendar year, what was the average given?

- \$1,000 or less
- Between \$1,001 and \$2,000
- Between \$2,001 and \$3,000
- Between \$3,001 and \$4,000
- Between \$4,001 and \$5,000
- More than \$5,000

B. Leave

This section asks about benefits offered related to medical, sick, annual, and bereavement leave.

Family and Medical Leave (FMLA): Leave under the Family and Medical Leave Act (FMLA) is used for life qualifying events, which include the following: Type A: Birth Parent Bonding with/Caring for Newborn; Type B: Adoption of a Child or Foster Care; Type C: Care for Ill Immediate Family Member; Type D: Employee's Serious (debilitating) Health Condition. FMLA mandates a maximum of 12 weeks of leave, but does not require the leave to be paid. Sick leave is used for short term medical needs (e.g., doctor's appointment).

Does your office offer paid FMLA leave?

- Yes
- No

What is the maximum number of paid weeks of FMLA leave your office offers for each of the following qualifying events?

Type A: Birth Parent Bonding with/Caring for Newborn	<input type="text"/>
Type B: Adoption of a Child or Foster Care	<input type="text"/>
Type C: Care for Ill Immediate Family Member	<input type="text"/>
Type D: Employee's Serious Health Condition	<input type="text"/>

Sick Leave

Does your office offer paid sick leave?

- No, we do not offer paid sick leave.
- All employees receive the same amount of paid sick leave.
- All employees receive paid sick leave, but the amount of paid sick leave an employee receives varies by tenure.

What is the maximum amount of sick leave allowed for each level of tenure attained by employees in your office?

	No leave	1 week/ year	2 weeks/ year	3 weeks/ year	4 weeks/ year	5 weeks or more/year
Less than 1 year						
1 year						
2 years						
3 years						
4 years						
5 years						
6 years						
More than 6 years						

Does your office allow employees to roll over unused sick leave from one year to the next?

- Yes, employees can roll over an unlimited number of days
- Yes, but only a limited number of days
- No

What is the maximum number of unused sick days an employee can roll over from one year to the next?

┌

Does your office allow employees to roll over unused paid sick leave to an FMLA reserve account?

- Yes, employees can transfer an unlimited number of days
- Yes, but only a limited number of days
- No

What is the maximum number of unused paid sick leave days an employee can roll over to an FMLA reserve account?

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Does your office allow an employee to donate unused sick leave to an office-wide leave bank?

- Yes
- No

If an employee leaves your office, do they get paid for unused sick leave?

- Yes
- No

Annual Leave

Does your office offer paid annual leave?

- No, we do not offer annual leave
- All employees receive the same amount of annual leave.
- All employees receive annual leave, but the amount of annual leave an employee receives varies by tenure in the Senate only.
- All employees receive annual leave, but the amount of annual leave an employee receives varies by tenure in the federal government, including the Senate.

How much annual leave time do employees in your office receive yearly?

- less than 1 week/year
- 1 week/year
- 2 weeks/year
- 3 weeks/year
- 4 weeks/year
- 5 weeks or more/year

What is the amount of annual leave given for each level of tenure attained by employees in your office?

	No leave	Up to 1 week/ year	Up to 2 weeks/ year	Up to 3 weeks/ year	Up to 4 weeks/ year	Up to 5 weeks or more/year
Less than 1 year						
1 year						
2 years						
3 years						
4 years						
5 years						
6 years						
7 years						
8 years						
9 years						
10 years						
11 years						
12 years						
13 years						
14 years						
15 years or more						

Does your office allow employees to roll over paid annual leave from one year to the next?

- Yes, employees can roll over an unlimited number of days
- Yes, but only a limited number of days
- No

What is the maximum number of annual leave days that can be rolled over from year to the next?

┌

Does your office allow employees to roll over unused annual leave to an FMLA reserve account?

- Yes, an unlimited number of days
- Yes, but only a limited number of days
- No

What is the maximum number of unused paid annual leave days an employee can roll over to an FMLA reserve account?

└──

If an employee leaves your office, do they get paid for unused annual leave?

- Yes
- No

Bereavement Leave

Does your office offer paid bereavement leave?

- Yes
- No

What is the maximum number of paid bereavement leave days that your office offers?

└──

For which of the following groups of people can bereavement leave be used? (Mark all that apply.)

- Immediate family
- Extended family
- In-laws
- Friends

C. Student Loan Repayment

This section asks about policies related to student loan repayment.

How does your office administer the student loan repayment program?

- We do not offer student loan repayment.
- All employees are eligible for the same amount of student loan repayment (subject to available funds).
- All employees are eligible for student loan repayment, but the amount varies solely by the employee's tenure.
- All employees are eligible for student loan repayment, but the amount varies solely by the employee's position.
- All employees are eligible for student loan repayment, but the amount varies by the employee's tenure and position.
- Only some employees are eligible for student loan repayment, depending on the employee's position.
- Only some employees are eligible for student loan repayment, depending on the employee's tenure.

The goal of the student loan repayment program is to recruit and retain employees. To date, how has your office used the program?

- For both retention and recruitment purposes
- Mostly for recruitment purposes
- Mostly for retention purposes

How many employees in your office currently receive a student loan repayment?

Does every employee receive the same amount of monthly student loan repayment, or does it vary?

- Everyone receives the same amount
- It varies

How much is the monthly student loan repayment that employees receive?

\$ _____

What is the range of monthly student loan repayments?

from \$ _____ to \$ _____

D. Other Benefits

This section asks about additional policies related to benefits.

Which of the following flexible work arrangements does your office offer? (Mark all that apply.)

- We do not offer flexible work arrangements.
- Flex time
- Telecommuting
- Other

If you selected "Other" in question D1, please specify:

Which locations are eligible for flexible work arrangements? (Mark all that apply.)

- DC offices
- State offices

Indicate the position(s), if any, in your office that are part time. (Mark all that apply.)

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Deputy Chief of Staff ▪ Assistant to the Chief of Staff ▪ Legislative Director ▪ Counsel ▪ Director of Special Projects and / or Grants ▪ Legislative Assistant ▪ Legislative Correspondent ▪ Communications Director ▪ Press Secretary ▪ Deputy Communications Director / Deputy Press Secretary ▪ Executive Assistant ▪ Scheduler ▪ Systems Administrator | <ul style="list-style-type: none"> ▪ Administrative Director / Office Manager ▪ Assistant Administrative Director / Assistant Office Manager ▪ Mailroom Supervisor ▪ Data Entry Clerk / Mail Room Staff Assistant ▪ Receptionist / Staff Assistant ▪ Constituent Services Representative Supervisor (Casework Supervisor) ▪ Constituent Services Representative / Caseworker ▪ State Director ▪ Field Representative ▪ State Office Manager ▪ State Scheduler |
|---|--|

Indicate the position(s), if any, for which your office permits job sharing between two of your employees. (Mark all that apply.)

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Deputy Chief of Staff ▪ Assistant to the Chief of Staff ▪ Legislative Director ▪ Counsel ▪ Director of Special Projects and / or Grants ▪ Legislative Assistant ▪ Legislative Correspondent ▪ Communications Director ▪ Press Secretary ▪ Deputy Communications Director / Deputy Press Secretary ▪ Executive Assistant ▪ Scheduler ▪ Systems Administrator | <ul style="list-style-type: none"> ▪ Administrative Director / Office Manager ▪ Assistant Administrative Director / Assistant Office Manager ▪ Mailroom Supervisor ▪ Data Entry Clerk / Mail Room Staff Assistant ▪ Receptionist / Staff Assistant ▪ Constituent Services Representative Supervisor (Casework Supervisor) ▪ Constituent Services Representative / Caseworker ▪ State Director ▪ Field Representative ▪ State Office Manager ▪ State Scheduler |
|---|--|

Indicate the position(s), if any, in your office that are shared between one of your employees and an employee of another office. (Mark all that apply.)

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Deputy Chief of Staff ▪ Assistant to the Chief of Staff ▪ Legislative Director ▪ Counsel ▪ Director of Special Projects and / or Grants ▪ Legislative Assistant ▪ Legislative Correspondent ▪ Communications Director ▪ Press Secretary ▪ Deputy Communications Director / Deputy Press Secretary ▪ Executive Assistant ▪ Scheduler ▪ Systems Administrator | <ul style="list-style-type: none"> ▪ Administrative Director / Office Manager ▪ Assistant Administrative Director / Assistant Office Manager ▪ Mailroom Supervisor ▪ Data Entry Clerk / Mail Room Staff Assistant ▪ Receptionist / Staff Assistant ▪ Constituent Services Representative Supervisor (Casework Supervisor) ▪ Constituent Services Representative / Caseworker ▪ State Director ▪ Field Representative ▪ State Office Manager ▪ State Scheduler |
|---|--|

Does your D.C. office reduce hours during recess periods when the Senate is not in session?

- Yes
- No

During recess periods, what hours is your D.C. office staffed? (e.g., 9:00 a.m. to 5:00 p.m.)

_____ to _____

Does your office participate in the mass transit subsidy program?

- Yes
- No

What is the maximum value of the mass transit subsidy your office provides each month? (Senate maximum is \$105)

\$ _____

Do you offer a mass transit subsidy to your state employees?

- Yes
- No

How many employees in your D.C. and state offices receive the mass transit subsidy?

At what rate do you reimburse employees for mileage for the official use of their personal vehicles?
(current Federal rate is 44.5 cents per mile)

Cents per mile: _____

