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EB/CAM/86/56

September 26, 1986

To: Members of the Committee on Executive  
Board Administrative Matters

From: The Committee Secretary

Subject: Grading of Secretarial and Clerical Assistants  
and Assistants to Executive Directors

Attached is a draft of the Committee's report and recommendations on the grading of Secretarial and Clerical Assistants and the distribution of set-aside amounts.

In the absence of an objection by a Committee member by close of business on Monday, October 6, 1986 the draft report and recommendations will be submitted to the Executive Board for approval on a lapse of time basis.

Att: (1)

Other Distribution:  
Members of the Executive Board



To: Members of the Executive Board September 26, 1986

From: Pedro Perez

Subject: Grading of Secretarial and Clerical Assistants  
and Assistants to Executive Directors

The Committee on Executive Board Administrative Matters at its meeting on September 18, 1986, discussed the proposals set out in EB/CAM/86/53, Cor. 1 (8/28/86) for grading Secretarial and Clerical Assistants to Executive Directors. In addition, during the meeting a number of other proposals were put forward by Committee members for consideration. The Committee concluded that, before it can reach a decision on the career progression of secretarial staff in Executive Directors' offices, it must undertake a further review of the various proposals which have been formulated and, in particular, study the specific implications of each proposal. In the meantime, however, the Committee agreed that the Secretarial and Clerical Assistants should be provisionally graded to provide a basis for distribution of the set-aside amounts as calculated for staff, as well as the 1986 merit increase.

Accordingly, the Committee recommends that the Executive Board approve the following decision:

1. Secretarial and Clerical Assistants shall be provisionally graded as follows:

(a) Those Secretarial and Clerical Assistants who are currently at Ranges B, C, D, and E shall be graded at the corresponding grades in the new salary scale, Grades A4, A5, A6, and A7, respectively. Those Secretarial Assistants who are currently at Range F and have served less than five years at this range shall be graded at Grade A9 while those who have served for more than five years at this range shall be graded at A10.

(b) Clerical Assistants who are at Range A shall be graded at Grade A3 if they have less than two years of service, or at Grade A4 if they have two or more years of service. Secretaries who are at Range B shall be graded at Grade A4.

(c) In determining the provisional grades for Secretarial and Clerical Assistants, length of service shall be calculated from September 1, 1986 and the effective date of the provisional grades shall be deemed to have been January 1, 1986.

(d) The provisional grades, while providing a basis for the distribution of the set-aside amounts and the 1986 merit increase, shall be subject to review and possible adjustment following decisions to be taken concerning the overall system for grading and salary pro-

gression for these positions which is currently under review. Any necessary adjustments shall be made at the time the new system is implemented and shall be retroactive to January 1, 1986.

(e) Secretarial and Clerical Assistants shall receive distribution from the amounts set aside on the occasions of the 1984 and 1985 compensation reviews, in accordance with the provisions set forth in the Executive Board Decision taken on January 30, 1986 (EBAP/85/312, Supp. 2, 2/4/86).

2. Assistants to Executive Directors shall receive distribution from the amounts set aside on the occasions of the 1984 and 1985 compensation reviews, in accordance with the provisions set forth in the Executive Board decision taken on January 30, 1986 (EBAP/85/312, Supp. 2, 2/4/86) for staff members who "held grade."

3. Advisors to Executive Directors who immediately prior to their appointments served as Assistants to the Executive Directors or as staff members shall receive distribution of set-aside amounts in respect of the period of that service to which such distributions are applicable.