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**IMMEDIATE
ATTENTION**

EBAP/90/113

April 25, 1990

To: Members of the Executive Board

From: The Secretary

Subject: Secretarial and Clerical Assistants -
Promotion Guidelines

The attached report and recommendation from the Committee on Executive Board Administrative Matters relates to the promotion guidelines for the grading and career progression of Secretarial and Clerical Assistants.

In the absence of objection by noon on Friday, April 27, 1990, the recommendation of the Committee will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Att: (1)

Other Distribution:
Department Heads



Office Memorandum

April 25, 1990

To: Members of the Executive Board

From: M. Finaish, Chairman,
Committee on Executive Board Administrative Matters

Subject: Secretarial and Clerical Assistants -
Promotion Guidelines

At the meeting on April 19, 1990, the Committee on Executive Board Administrative Matters considered the proposals set out in EB/CAM/90/16 (3/29/90) for amendment of the promotion guidelines for Secretarial Assistants. The Committee agreed that, subject to one additional provision, the proposals should be recommended to the Executive Board for approval. The additional amendment would provide an alternative to one of the criteria for promotion of a Secretarial Assistant to Grade A8, namely, two years in Grade A7 and at least ten years' service in the Fund as an alternative to the proposed requirement of four years in Grade A7 and at least five years' service in the Fund. For reference, the recommended amendments are shown in the Attachment; deletions are crossed through and additions are underscored.

The Committee noted that the current guidelines for Clerical Assistants are already based on time-in-grade criteria. No change is recommended.

The decision below sets forth the complete rules for grading and career progression of Secretarial and Clerical Assistants in order to incorporate several previous decisions into one. As recommended, the decision would supersede EBAP/87/137 (6/15/87) and EBAP/88/32 (2/8/88). The amended guidelines would be incorporated as part of the Appendix of Part III-B of the Handbook on Executive Board Administrative Matters.

Accordingly, the Committee recommends that the Executive Board approve the following decision, effective May 1, 1990:

Grading and Career Progression Guidelines for Secretarial and Clerical Assistants

1. Secretarial Assistants

(a) The entry level for a Secretarial Assistant shall be Grade A6 (equivalent to former Range D). Grade A5 may be used at the discretion of the Executive Director concerned.

(b) A combined grade budget ceiling of 23 shall be established for the usual office consisting of three Secretarial Assistants. Offices having two Secretarial Assistants shall have a grade budget

ceiling of 17. The grade ceiling for the third Secretarial Assistant shall be Grade A7. In the event an office has more than three Secretarial Assistants, the grade ceiling for Secretarial Assistants below the third position shall be Grade A6.

(c) One Secretarial Assistant in each office may be promoted to Grade A7 provided that (i) the Executive Director recommends such promotion, and (ii) the Secretarial Assistant has at least one year of service at Grade A6.

(d) A second or third Secretarial Assistant in each office may be promoted from Grade A6 to Grade A7 provided that (i) the Executive Director recommends such promotion, and (ii) the Secretarial Assistant has been in Grade A6 for a minimum of five years and has completed a total of at least 15 years of service in the Fund, or in institutions such as ministries of finance, central banks, financial agencies, foreign offices including embassies of member countries, and international organizations, or other outside service as a secretary, with any service outside the Fund to be reviewed for comparability by the Committee on Executive Board Administrative Matters on an individual basis. If one or two Secretarial Assistants serving in an office have already been promoted to Grade A7 after fulfilling the above length-of-service requirements, a second or third Secretarial Assistant, respectively, in the same office may be promoted to Grade A7 in accordance with the provisions in paragraph (c).

(e) Up to two Secretarial Assistants in each office may be promoted from Grade A7 to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the Secretarial Assistant has been in Grade A7 for at least four years and has at least five years of service in the Fund, or has been in Grade A7 for at least two years and has at least ten years of service in the Fund, and (iii) has completed a total of at least 15 years of service in the Fund, or in a comparable institution as defined in (d) above.

(f) One senior Secretarial Assistant in each office who has reached Grade A8 may be promoted to Grade A9 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been in Grade A8 for at least three years, and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

(g) One senior Secretarial Assistant in each office who has reached Grade A9 may be promoted to Grade A10 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been in Grade A9 for at least three years, and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

2. Clerical Assistants

(a) The entry level for a Clerical Assistant in an Executive Director's office shall be Grade A3.

(b) A Clerical Assistant may be assigned to Grade A4 provided that (i) the Executive Director recommends such promotion, and (ii) the individual has demonstrated the ability to perform a variety of clerical and administrative tasks of a nonroutine nature and either has a minimum of two years of satisfactory service at Grade A3 or has passed the Fund's shorthand test. A Clerical Assistant who has passed the Fund's shorthand test will, upon promotion to Grade A4, have the title of Secretary.

(c) A Clerical Assistant (or Secretary) at Grade A4 may be promoted to Grade A5 provided that (i) the Executive Director recommends such promotion, and (ii) the individual has completed two years of satisfactory service at Grade A4 and the position involves the performance of administrative tasks of a more complex and responsible nature.

Attachment

Recommended Amendments to Promotion Guidelines for Secretarial Assistants

(e) Up to two One senior Secretarial Assistants in each office may be promoted from Grade A7 to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the Secretarial Assistant has been ~~at the ceiling of Grade A7~~ in Grade A7 for at least one four years, and (iii) has at least five years of service in the Fund, or has been in Grade A7 for at least two years and has at least ten years of service in the Fund and (iii) has completed a total of at least 15 years of service in the Fund, or in a comparable institution as defined in (d) above.

~~[f. -- A second Secretarial Assistant in each office may be promoted to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been at the ceiling of in Grade A7 for at least one four years, and (iii) the individual meets the same grade and length of service criteria as in paragraph (e).] 1/~~

g (f) One senior Secretarial Assistant in each office who has reached Grade A8 may be promoted to Grade A9 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been ~~at the ceiling of~~ in Grade A8 for at least one three years and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

h (g) One senior Secretarial Assistant in each office who has reached Grade A9 may be promoted to Grade A10 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been ~~at the maximum of~~ in Grade A9 for at least one three years and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

1/ Incorporated into paragraph e.