

2010 House Compensation Study

Guide for the 112th Congress



Produced for the
Chief Administrative Office
U.S. House of Representatives

By
ICF International

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CHAPTER I – INTRODUCTION

FINAL REPORT

This report summarizes the results of a survey administered from October 5, 2010 to October 15, 2010 for the Chief Administrative Officer of the U.S. House of Representatives on compensation, employment, organizational structure, benefits, and other office practices of House Member personal offices. The Web-based survey was sent to 440 Representatives' offices; the remaining office was not contacted because the Chief of Staff position was vacant at the time of survey administration. A total of 133 (30.2%) offices provided responses to the survey.

The next seven chapters are as follows:

- **Chapter II: Hiring and Compensation Practices** — summarizes the education, compensation, and experience qualifications of office staff in 15 core positions. Of the 15 positions, two were added to the 2010 survey and thus we do not have 2009 or 2006 data available on these. These include Financial Administrator and Systems Administrator.
- **Chapter III: Organizational Structure** — describes the typical organizational structures used in Washington, D.C. and District offices as well as the positions that perform specialized functions (i.e., Emergency Coordinator, Green Office Coordinator, Financial Administrator, Systems Administrator).
- **Chapter IV: Benefits** — summarizes Members' office policies related to pay increases, leave, student loan repayments, flexible work arrangements, and district work periods.
- **Chapter V: Performance Appraisal/Evaluations** — summarizes the most commonly-used appraisal/evaluation practices and the frequency with which they are performed.
- **Chapter VI: Other Office Practices** — discusses office practices including providing a procedure manual, developmental opportunities, dress code, wellness activities, new employee orientation, foreign languages, constituent demographics, cultural, ethnic, or religious events/holidays, diversity recruitment, and office hours.
- **Chapter VII: Recruitment and Retention** — lists the most common recruitment sources for each core position, information on turnover for each position, and the most common reasons cited for leaving the organization.
- **Chapter VIII: The Impact of Employment Practices** — shows the results of analyses relating various office practices and outcomes. The relationships between benefits, office size, and turnover are displayed. Additionally, differences in the extent of turnover problems between offices that offer and do not offer certain flexible work arrangements and developmental opportunities are depicted.

How to Use the Report

The purpose of this report is to provide Member offices with information on the typical compensation and benefits policies employed by other Member offices. Where possible, 2010 responses are compared to 2009 and 2006 responses. For response options that changed in the 2010 survey, “N/A” is indicated for the 2009 and 2006 data.

The response rate for this survey was 30.2%, which is considered a strong response rate for a Web survey.¹ To achieve this response rate, the project team placed heavy emphasis on an outreach campaign to contact and assist offices and encourage participation during survey administration. The results are representative of practices across the House, but they may not represent the full spectrum of practices in Member offices. In addition, the response rate for specific questions may be lower than the overall 2010 response rate of 30.2% because not all offices answered every question.

¹ Keeter, S., Kennedy, C., Dimock, M., Best, J., & Craighill, P. (2006). Gauging the impact of growing nonresponse on estimates from a national RDD telephone survey. *Public Opinion Quarterly*, 70(5), 759-779.

CHAPTER II – HIRING AND COMPENSATION PRACTICES

Chief of Staff

Position Summary

A typical Chief of Staff:

- On average, earns \$136,588 annually
- Works in the Washington, D.C. office
- May also perform Legislative Director duties
- Has been in the position for 6.7 years
- Has a bachelor's degree
- May have previous experience in the House, Federal and state/local government, campaign, community organization, and miscellaneous private organizations

Summary of Primary Duties

- Acts as the Member's chief policy advisor
- Develops and implements all policy objectives, strategies, and operating plans for the Member's office
- Manages and directs all activities and staff of the Member's Washington, D.C. and District offices
- Coordinates the activities of the Member with the leadership and committee office(s)
- Oversees the office budget

Alternate Titles

- Administrative Assistant
- Deputy Chief of Staff
- District Chief of Staff
- Washington, D.C. Chief of Staff

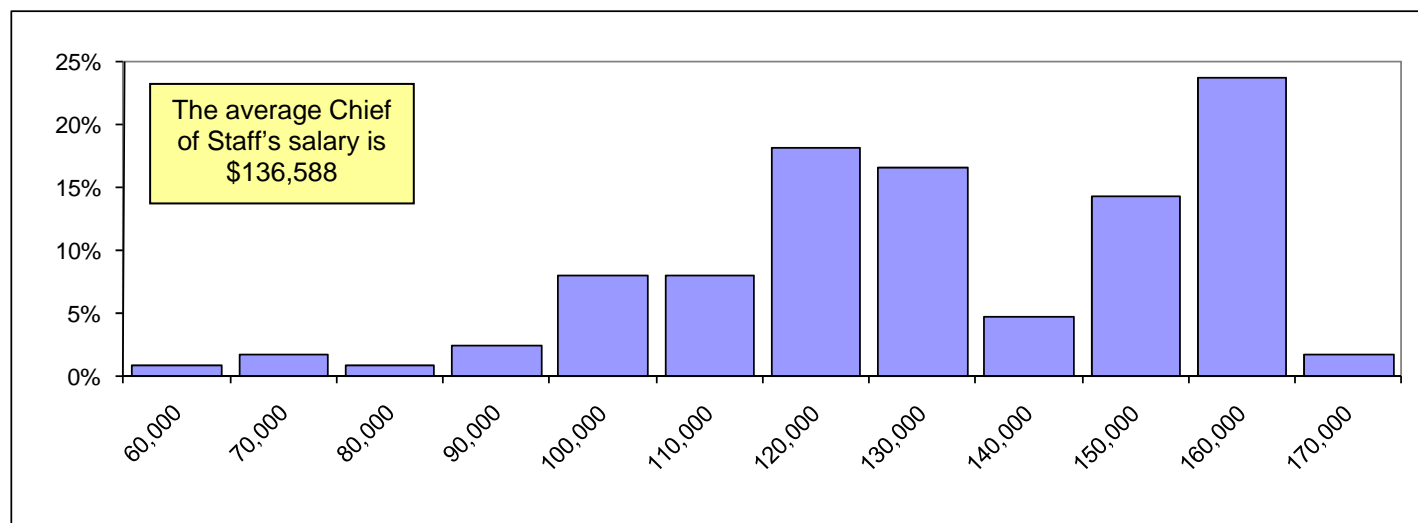
Salary Summary

Percentile	2010	2009	2006
Minimum	\$65,000	\$72,000	\$87,000
25%	\$120,000	\$120,000	\$116,000
50% (median)	\$134,000	\$130,000	\$130,000
Average	\$136,588	\$134,307	\$129,736
75%	\$160,000	\$157,250	\$148,500
Maximum	\$174,000	\$172,000	\$160,000

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	100.0%
75-99%	0.0%
50-74%	0.0%
25-49%	0.0%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



Chief of Staff**Annual Salary as a Function of Years in Position**

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$60,000-\$79,999	2	1	0	0	0	3
\$80,000-\$99,999	3	1	0	0	0	4
\$100,000-\$109,999	9	1	0	0	0	10
\$110,000-\$119,999	6	4	0	0	0	10
\$120,000-\$129,999	14	5	1	2	1	23
\$130,000-\$139,999	10	4	3	3	1	21
\$140,000-\$149,999	0	1	4	1	0	6
\$150,000-\$159,999	2	4	4	4	4	18
\$160,000-\$169,999	2	5	10	7	6	30
\$170,000-\$179,999	0	0	0	0	2	2
Total	48	26	22	17	14	127

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$60,000-\$79,999	0	1	1	0	1	3
\$80,000-\$99,999	3	0	0	0	1	4
\$100,000-\$109,999	3	1	1	2	3	10
\$110,000-\$119,999	6	1	1	1	1	10
\$120,000-\$129,999	5	3	1	5	9	23
\$130,000-\$139,999	5	8	3	1	4	21
\$140,000-\$149,999	0	0	1	2	3	6
\$150,000-\$159,999	1	5	2	3	7	18
\$160,000-\$169,999	2	4	6	5	13	30
\$170,000-\$179,999	0	0	0	0	2	2
Total	25	23	16	19	43	127

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	71.4%	65.5%	73.0%
Somewhat closely	25.6%	27.3%	27.0%
Not very well	1.5%	2.1%	0.0%
Other	1.5%	5.2%	N/A
Total	100.0%	100.0%	100.0%

*Other includes the described responsibilities in addition to working as a liaison with district officials and that the described responsibilities are accurate except for the strong emphasis on policy.

Number of Positions per Office

Positions per Office	2010	2009	2006
1	92.3%	94.2%	95.3%
2	7.7%	5.8%	4.7%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	91.3%	89.4%	94.5%
Non-exempt	8.7%	10.6%	5.5%
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	32.6%	35.0%	42.5%
Legislative Director	14.8%	11.0%	6.3%
Office Manager/Executive Assistant	8.9%	10.0%	12.6%
Press Secretary/Communications Director	8.1%	9.0%	8.7%
District Director	8.1%	8.5%	7.1%
Financial Administrator	6.7%	N/A	N/A
Senior Legislative Aide	5.9%	4.0%	3.1%
Legislative Aide	3.0%	2.5%	2.4%
Systems Administrator	2.2%	N/A	N/A
Scheduler	1.5%	1.0%	0.8%
Field Representative	1.5%	0.0%	0.0%
Legislative Correspondent	0.7%	0.5%	0.0%
Staff Assistant (Washington, D.C.)	0.7%	0.0%	0.0%
Constituent Services Representative/ Caseworker	0.0%	0.5%	0.0%
Staff Assistant (District)	0.0%	0.0%	0.0%

Chief of Staff

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	86.4%	87.1%	89.1%
District office	13.6%	12.9%	10.9%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	71.2%	67.0%	58.6%
No	28.8%	33.0%	41.4%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	6.7	5.2	5.2
Previous positions:			
House	7.1	6.2	6.5
Federal government	2.7	2.8	2.7
State/local government	2.2	5.1	2.2
Private sector	N/A	5.1	3.7
Campaign	2.7	N/A	N/A
Military	0.7	N/A	N/A
Teaching	0.3	N/A	N/A
Law	0.6	N/A	N/A
Lobby Firm	0.9	N/A	N/A
Journalism	0.9	N/A	N/A
Community Organization	1.1	N/A	N/A
Capitol Hill Internship	0.3	N/A	N/A
Other	1.9	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High School Diploma	0.0%	0.0%	0.0%
Some college	3.9%	4.7%	4.7%
Associate's degree	0.0%	0.5%	0.8%
Bachelor's degree	49.6%	53.9%	46.5%
Master of Business Administration (MBA)*	5.5%	22.5%	26.0%
Master of Public Policy (MPP)*	5.5%		
Other Master's degree*	19.7%		
Law degree	15.7%	17.3%	20.5%
Ph.D. in Public Policy**	0.0%	1.0%	0.8%
Other Ph.D.**	0.0%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	68.5%	58.7%
Female	31.5%	41.3%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	4.9%	3.8%
30-39 years	41.5%	48.9%
40-49 years	23.6%	24.2%
50-59 years	24.4%	19.9%
60 years or older	5.7%	3.2%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.8%	1.1%
Asian	3.9%	1.6%
Pacific Islander	0.8%	0.0%
Black, not of Hispanic or Latino origin	7.0%	7.5%
Hispanic or Latino	1.6%	2.7%
White, not of Hispanic or Latino origin	82.0%	87.1%
Unsure	0.0%	0.0%
Other**	1.6%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

**Other includes Portuguese.

Legislative Director

Position Summary

A typical Legislative Director:

- On average, earns \$89,674 annually
- Works in the Washington, D.C. office
- May also perform Senior Legislative Aide duties
- Has been in the position for 4.5 years
- Has a bachelor's degree
- May have previous experience in the House, Federal government, and miscellaneous private organizations

Summary of Primary Duties

- Advises the Member on all legislative areas
- Assists in the development of policy positions and legislative initiatives
- Manages and supervises the Member's legislative staff
- Monitors and reports on floor action to the Member and the Chief of Staff

Alternate Titles

- Chief Counsel
- Chief Counsel Staff Director
- Deputy Chief of Staff
- Policy Director
- Subcommittee Chief of Staff
- Washington Director

Salary Summary

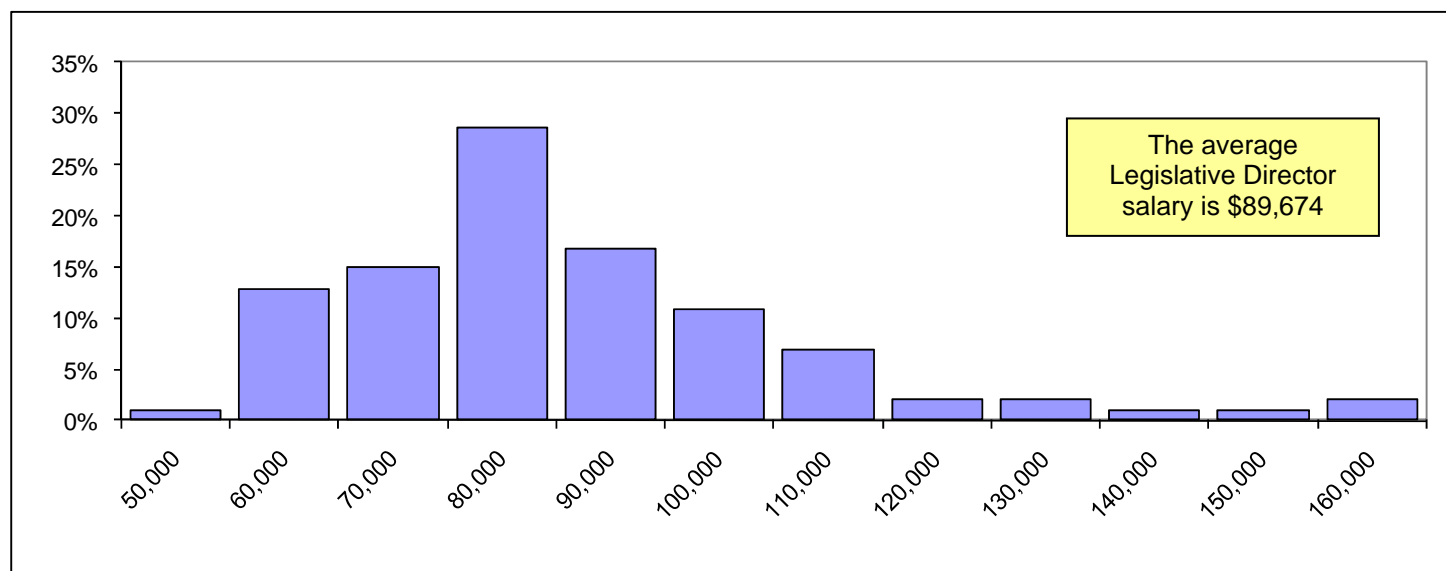
Percentile	2010	2009	2006
Minimum	\$58,000	\$50,000	\$42,000
25%	\$76,300	\$75,000	\$67,000
50% (median)	\$85,000	\$81,000	\$77,750
Average	\$89,674	\$84,273	\$76,490
75%	\$100,000	\$90,000	\$85,000
Maximum	\$168,411	\$152,500	\$120,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	96.1%
75-99%	2.9%
50-74%	0.0%
25-49%	1.0%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



Legislative Director

Annual Salary as a Function of
Years in Position

Annual Salary	Years in Position				Total
	0-3	4-6	7-9	10+	
\$50,000-\$69,999	10	3	1	0	14
\$70,000-\$79,999	9	6	0	0	15
\$80,000-\$89,999	17	9	2	1	29
\$90,000-\$99,999	10	2	4	1	17
\$100,000-\$109,999	2	5	2	2	11
\$110,000-\$119,999	4	2	1	0	7
\$120,000-\$129,999	0	2	0	0	2
\$130,000-\$149,999	0	0	3	0	3
\$150,000-\$169,999	1	0	0	2	3
Total	53	29	13	6	101

Annual Salary as a Function of Member's
Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$50,000-\$69,999	2	4	2	1	5	14
\$70,000-\$79,999	4	5	3	1	2	15
\$80,000-\$89,999	6	6	0	7	10	29
\$90,000-\$99,999	4	1	3	3	6	17
\$100,000-\$109,999	1	0	4	0	6	11
\$110,000-\$119,999	1	2	1	1	2	7
\$120,000-\$129,999	0	0	0	2	0	2
\$130,000-\$149,999	1	0	0	0	2	3
\$150,000-\$169,999	0	0	0	0	3	3
Total	19	18	13	15	36	101

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	74.5%	82.1%	73.0%
Somewhat closely	20.6%	13.9%	27.0%
Not very well	2.0%	1.3%	0.0%
Other*	2.9%	2.6%	N/A
Total	100.0%	100.0%	100.0%

*Other includes the addition of responsibilities including coordinating DC office operations, strategic planning, supervising press, and administrative functions.

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	56.3%	49.4%	59.4%
Senior Legislative Aide	12.6%	15.6%	12.9%
Legislative Aide	5.8%	4.5%	9.9%
Chief of Staff	3.9%	0.6%	2.0%
Legislative Correspondent	2.9%	3.9%	3.0%
Staff Assistant (Washington, D.C.)	1.9%	0.0%	0.0%
Systems Administrator	1.0%	N/A	N/A
Office Manager/Executive Assistant	1.0%	0.6%	4.0%
Scheduler	1.0%	0.0%	0.0%
Financial Administrator	0.0%	N/A	N/A
Constituent Services Representative/Caseworker	0.0%	0.6%	1.0%
Press Secretary/Communications Director	0.0%	0.6%	0.0%
Field Representative	0.0%	0.6%	0.0%
Staff Assistant (District)	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	98.0%	98.0%	97.0%
2	1.0%	2.0%	2.0%
3	1.0%	0.0%	1.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	89.8%	92.6%	92.1%
Non-exempt	10.2%	7.4%	7.9%
Total	100.0%	100.0%	100.0%

Legislative Director

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	100.0%	99.3%	100.0%
District office	0.0%	0.7%	0.0%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	22.5%	16.3%	18.8%
No	77.5%	83.7%	81.2%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	4.5	3.3	3.1
Previous positions:			
House	5.3	5.9	4.1
Federal government	1.3	1.5	2.7
State/local government	0.8	2.0	2.2
Private sector	N/A	1.8	3.2
Campaign	0.4	N/A	N/A
Military	0.2	N/A	N/A
Teaching	0.5	N/A	N/A
Law	0.6	N/A	N/A
Lobby Firm	0.3	N/A	N/A
Journalism	0.1	N/A	N/A
Community Organization	0.1	N/A	N/A
Capitol Hill Internship	0.3	N/A	N/A
Other	1.0	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High School Diploma	0.0%	0.0%	0.0%
Some college	0.0%	1.4%	4.7%
Associate's degree	0.0%	0.7%	0.8%
Bachelor's degree	52.0%	54.7%	46.5%
Master of Business Administration (MBA)*	6.0%	26.4%	26.0%
Master of Public Policy (MPP)*	5.0%		
Other Master's degree*	19.0%		
Law degree	14.0%	15.5%	20.5%
Ph.D. in Public Policy**	0.0%	1.4%	0.8%
Other Ph.D.**	3.0%		
Other advanced degree**	1.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	62.0%	63.5%
Female	38.0%	36.5%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	20.9%	26.8%
30-39 years	59.3%	59.4%
40-49 years	9.9%	8.7%
50-59 years	9.9%	5.1%
60 years or older	0.0%	0.0%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	1.0%	0.7%
Asian	2.0%	2.1%
Pacific Islander	0.0%	0.0%
Black, not of Hispanic or Latino origin	6.1%	7.0%
Hispanic or Latino	2.0%	2.1%
White, not of Hispanic or Latino origin	85.9%	86.6%
Unsure	0.0%	1.4%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Senior Legislative Aide

Position Summary

A typical Senior Legislative Aide:

- On average, earns \$63,508 annually
 - Works in the Washington, D.C. office
 - May also perform Legislative Aide duties
- Has been in the position for 3.8 years
 - Has a bachelor's degree
 - May have previous experience in the House and the Federal government

Summary of Primary Duties

- Develops and plans legislative initiatives
- Monitors legislative developments within Committees and on the House floor
- Writes floor speeches for the Member
- Meets with constituents and special interest groups on behalf of the Member

Alternate Titles

- Appropriations Associate
 - Counsel
 - Defense Advisor
 - Deputy Legislative Director
 - Executive Director
 - Legislative Assistant
 - Legislative Counsel
- Payroll and Financial Counselor
 - Professional Staff
 - Senior Legislative Assistant
 - Senior Legislative Counsel
 - Senior Policy Advisor/Counselor
 - Social Policy Advisor

Salary Summary

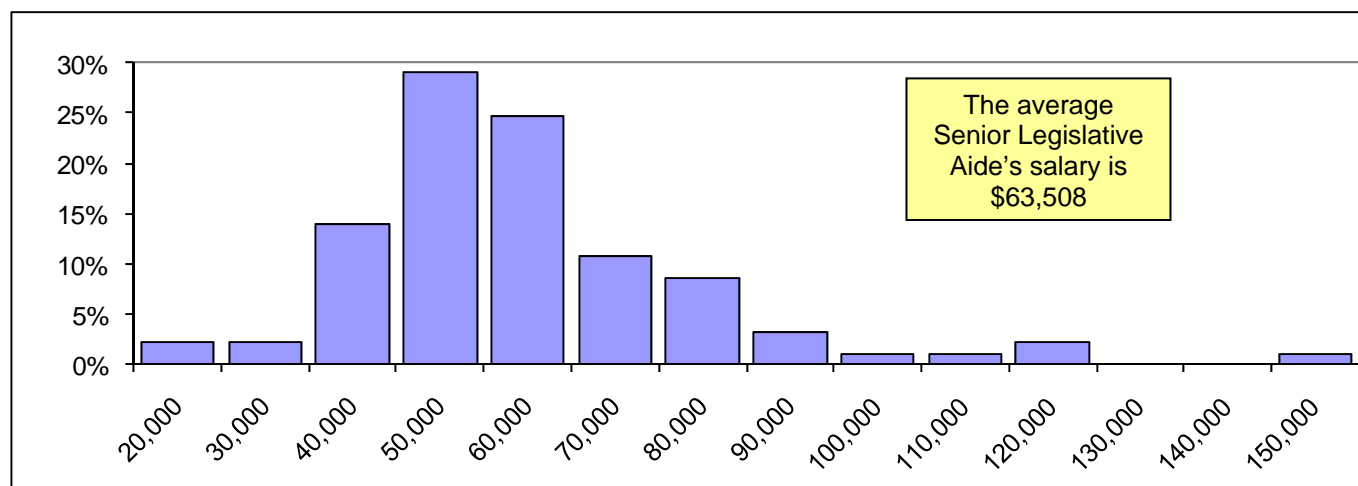
Percentile	2010	2009	2006
Minimum	\$22,000	\$21,000	\$34,500
25%	\$50,000	\$50,000	\$45,000
50% (median)	\$60,000	\$60,000	\$52,000
Average	\$63,508	\$61,622	\$55,405
75%	\$72,000	\$68,681	\$65,000
Maximum	\$150,000	\$146,000	\$92,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	95.7%
75-99%	2.2%
50-74%	0.0%
25-49%	2.2%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



Senior Legislative Aide

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position				Total
	0-3	4-6	7-9	10+	
\$20,000-\$29,999	1	1	0	0	2
\$30,000-\$39,999	1	1	0	0	2
\$40,000-\$49,999	8	5	0	0	13
\$50,000-\$59,999	17	9	1	0	27
\$60,000-\$69,999	12	8	2	1	23
\$70,000-\$79,999	5	5	0	0	10
\$80,000-\$89,999	5	2	1	0	8
\$90,000-\$99,999	0	1	1	1	3
\$100,000-\$119,999	1	0	0	1	2
\$120,000-\$159,999	3	0	0	0	3
Total	53	32	5	3	93

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$20,000-\$29,999	0	0	0	0	2	2
\$30,000-\$39,999	0	1	0	0	1	2
\$40,000-\$49,999	4	0	1	2	6	13
\$50,000-\$59,999	2	8	3	2	12	27
\$60,000-\$69,999	4	3	1	5	10	23
\$70,000-\$79,999	2	1	1	2	4	10
\$80,000-\$89,999	2	1	1	2	2	8
\$90,000-\$99,999	0	0	0	0	3	3
\$100,000-\$119,999	0	0	0	0	2	2
\$120,000-\$159,999	0	0	1	0	2	3
Total	14	14	8	13	44	93

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	62.0%	63.0%	78.8%
Somewhat closely	32.6%	28.3%	21.2%
Not very well	3.2%	1.4%	0.0%
Other*	2.2%	7.2%	N/A
Total	100.0%	100.0%	100.0%

*Other includes additional roles such as addressing counsel issues, researching legal and constitutional questions, helping craft legislative language, and troubleshooting law issues.

Number of Positions per Office

Positions per Office	2010	2009	2006
1	76.4%	79.5%	69.5%
2	18.1%	17.0%	23.7%
3	5.6%	3.6%	6.8%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	89.9%	91.6%	89.0%
Non-exempt	10.1%	8.4%	11.0%
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	62.4%	52.5%	56.9%
Legislative Aide	14.0%	8.6%	25.0%
Legislative Correspondent	5.4%	3.6%	11.1%
Legislative Director	3.2%	2.2%	2.8%
Financial Administrator	2.2%	N/A	N/A
Systems Administrator	2.2%	N/A	N/A
Press Secretary/Communications Director	2.2%	0.7%	0.0%
Office Manager/Executive Assistant	1.1%	1.4%	0.0%
Constituent Services Representative/Caseworker	0.0%	1.4%	0.0%
Staff Assistant (District)	0.0%	0.7%	0.0%
District Director	0.0%	0.7%	0.0%
Chief of Staff	0.0%	0.0%	0.0%
Staff Assistant (Washington, D.C.)	0.0%	0.0%	0.0%
Scheduler	0.0%	0.0%	0.0%
Field Representative	0.0%	0.0%	0.0%

Senior Legislative Aide

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	98.9%	96.4%	100.0%
District office	1.1%	3.6%	0.0%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	14.0%	20.9%	26.0%
No	86.0%	79.1%	74.0%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	3.8	3.4	2.5
Previous positions:			
House	4.1	4.3	2.3
Federal government	1.0	1.2	2.1
State/local government	0.3	0.7	1.6
Private sector	N/A	2.4	2.4
Campaign	0.4	N/A	N/A
Military	0.2	N/A	N/A
Teaching	0.4	N/A	N/A
Law	0.5	N/A	N/A
Lobby Firm	0.3	N/A	N/A
Journalism	0.1	N/A	N/A
Community Organization	0.1	N/A	N/A
Capitol Hill Internship	0.3	N/A	N/A
Other	1.0	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High School Diploma	0.0%	0.0%	0.0%
Some college	0.0%	2.2%	2.7%
Associate's degree	0.0%	1.4%	0.0%
Bachelor's degree	56.5%	58.3%	63.0%
Master of Business Administration (MBA)*	0.0%	15.1%	19.2%
Master of Public Policy (MPP)*	2.2%		
Other Master's degree*	14.1%		
Law degree	20.7%	20.1%	12.3%
Ph.D. in Public Policy**	0.0%	2.9%	2.7%
Other Ph.D.**	5.4%		
Other advanced degree**	1.1%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	55.8%	51.2%
Female	44.2%	48.8%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	42.5%	43.3%
30-39 years	44.8%	41.8%
40-49 years	6.9%	10.4%
50-59 years	5.7%	4.5%
60 years or older	0.0%	0.0%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	0.7%
Asian	5.4%	6.0%
Pacific Islander	0.0%	0.0%
Black, not of Hispanic or Latino origin	5.4%	6.0%
Hispanic or Latino	5.4%	6.7%
White, not of Hispanic or Latino origin	79.3%	78.4%
Unsure	0.0%	2.2%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Legislative Aide

Position Summary

A typical Legislative Aide:

- On average, earns \$48,762 annually
- Works in the Washington, D.C. office
- May also perform Legislative Correspondent duties
- Has been in the position for 3.1 years
- Has a bachelor's degree
- May have previous experience in the House

Summary of Primary Duties

- Tracks legislation and other developments in an assigned issue areas
- Drafts constituent correspondence for the Member
- Prepares for Committee meetings and hearings related to specific issues
- Answers constituent letters and helps constituents with federal matters

Alternate Titles

- Chief Writer
- Counsel
- Deputy Communications Director
- Deputy Press Secretary
- Fellow
- Junior Legislative Assistant
- Legislative Assistant
- Legislative Counsel
- Military Legislative Assistant
- Press Assistant
- Receptionist/Tour Coordinator
- Press/Research Assistant
- Senior Legislative Assistant

Salary Summary

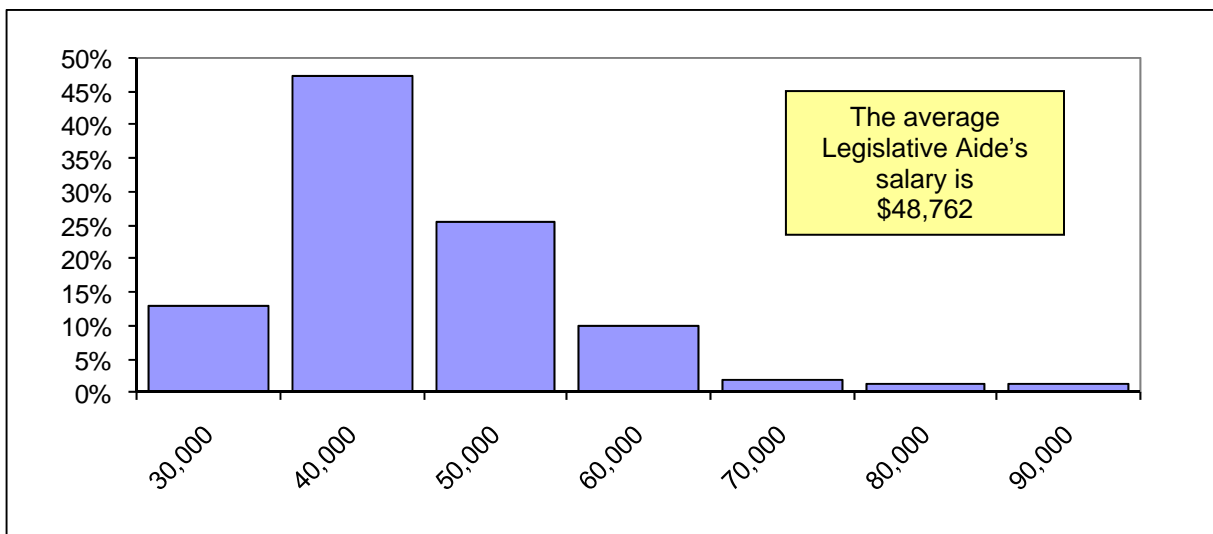
Percentile	2010	2009	2006
Minimum	\$30,000	\$24,000	\$28,000
25%	\$42,000	\$38,520	\$36,000
50% (median)	\$47,000	\$43,500	\$41,000
Average	\$48,762	\$45,105	\$43,433
75%	\$52,000	\$50,000	\$50,000
Maximum	\$98,000	\$96,000	\$76,500

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	99.4%
75-99%	0.0%
50-74%	0.0%
25-49%	0.6%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



Legislative Aide

Annual Salary as a Function of
Years in Position

Annual Salary	Years in Position				Total
	0-3	4-6	7-9	10+	
\$30,000-\$39,999	15	6	0	1	22
\$40,000-\$49,999	64	15	1	0	80
\$50,000-\$59,999	30	13	0	0	43
\$60,000-\$69,999	8	6	2	1	17
\$70,000-\$79,999	3	0	0	0	3
\$80,000-\$89,999	2	0	0	0	2
\$90,000-\$99,999	0	0	1	1	2
Total	122	40	4	3	169

Annual Salary as a Function of Member's
Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$30,000-\$39,999	1	8	3	5	5	22
\$40,000-\$49,999	21	17	5	11	26	80
\$50,000-\$59,999	4	10	1	16	12	43
\$60,000-\$69,999	3	2	0	2	10	17
\$70,000-\$79,999	0	1	0	0	2	3
\$80,000-\$89,999	0	0	1	0	1	2
\$90,000-\$99,999	0	0	0	0	2	2
Total	29	38	10	34	58	169

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	68.4%	70.7%	73.0%
Somewhat closely	29.2%	25.2%	27.0%
Not very well	1.8%	1.7%	0.0%
Other	0.6%	2.5%	N/A
Total	100.0%	100.0%	100.0%

*Other includes additional roles such as responding to mail, and overseeing all constituent correspondence and e-mail communication.

Number of Positions per Office

Positions per Office	2010	2009	2006
1	44.6%	43.3%	38.1%
2	35.9%	38.1%	40.7%
3	13.0%	13.4%	15.3%
4	3.3%	4.5%	5.1%
5	2.2%	0.0%	0.8%
6	1.1%	0.7%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	87.2%	88.4%	91.6%
Non-exempt	12.8%	11.6%	8.4%
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	54.7%	56.6%	65.9%
Legislative Correspondent	15.9%	9.8%	12.2%
Senior Legislative Aide	8.2%	6.6%	9.1%
Systems Administrator	3.5%	N/A	N/A
Staff Assistant (Washington, D.C.)	2.4%	1.2%	0.0%
Press Secretary/Communications Director	1.8%	1.6%	0.6%
Constituent Services Representative/Caseworker	1.8%	0.8%	0.0%
Office Manager/Executive Assistant	1.2%	0.0%	0.0%
Financial Administrator	0.6%	N/A	N/A
Scheduler	0.6%	0.4%	0.6%
Legislative Director	0.6%	0.0%	0.0%
Staff Assistant (District)	0.6%	0.0%	0.0%
Chief of Staff	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%
Field Representative	0.0%	0.0%	0.0%

Legislative Aide

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	100.0%	99.6%	99.4%
District office	0.0%	0.4%	0.6%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	15.9%	12.7%	12.7%
No	84.1%	87.3%	87.3%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	3.1	2.5	1.8
Previous positions:			
House	1.9	2.3	1.4
Federal government	0.3	0.7	0.5
State/local government	0.1	0.3	1.6
Private sector	N/A	1.6	2.8
Campaign	0.3	N/A	N/A
Military	0.0	N/A	N/A
Teaching	0.2	N/A	N/A
Law	0.2	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.0	N/A	N/A
Community Organization	0.3	N/A	N/A
Capitol Hill Internship	0.4	N/A	N/A
Other	0.6	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school diploma	0.6%	0.0%	0.0%
Some college	0.6%	1.2%	0.0%
Associate's degree	0.0%	0.4%	0.0%
Bachelor's degree	68.9%	73.4%	70.5%
Master of Business Administration (MBA)*	0.6%	13.9%	16.3%
Master of Public Policy (MPP)*	7.8%		
Other Master's degree*	7.8%	0.0%	0.0%
Law degree	11.4%		
Ph.D. in Public Policy**	0.0%		
Other Ph.D.**	1.8%	0.0%	0.0%
Other advanced degree**	0.6%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	54.4%	51.5%
Female	45.6%	48.5%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	79.6%	82.4%
30-39 years	17.2%	15.5%
40-49 years	1.9%	1.3%
50-59 years	1.3%	0.4%
60 years or older	0.0%	0.4%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	1.8%	0.8%
Asian	6.5%	7.2%
Pacific Islander	1.2%	0.4%
Black, not of Hispanic or Latino origin	5.9%	5.9%
Hispanic or Latino	3.6%	6.8%
White, not of Hispanic or Latino origin	76.3%	78.4%
Unsure	0.0%	0.4%
Other**	1.2%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

**In 2010, "Other" delineated Jewish and Palestinian ethnicities for some of the respondents.

Legislative Correspondent

Position Summary

A typical Legislative Correspondent:

- On average, earns \$36,171 annually
- Works in the Washington, D.C. office
- May also perform Legislative Aide and Staff Assistant (Washington, D.C.) duties
- Has been in the position for 2.5 years
- Has a bachelor's degree
- May have previous experience in the House

Summary of Primary Duties

- Tracks legislation and other developments in an assigned issue areas
- Drafts constituent correspondence for the Member
- Prepares for Committee meetings and hearings related to specific issues
- Answers constituent letters and helps constituents with federal matters

Alternate Titles

- Chief Writer
- Communications Assistant/Specialist
- Counsel
- Deputy Press Secretary
- Director of Constituent Correspondence
- Fellow
- Legislative Aide/Press Assistant
- Legislative Assistant
- Legislative Associate
- Legislative Counsel
- Press/Research Assistant

Salary Summary

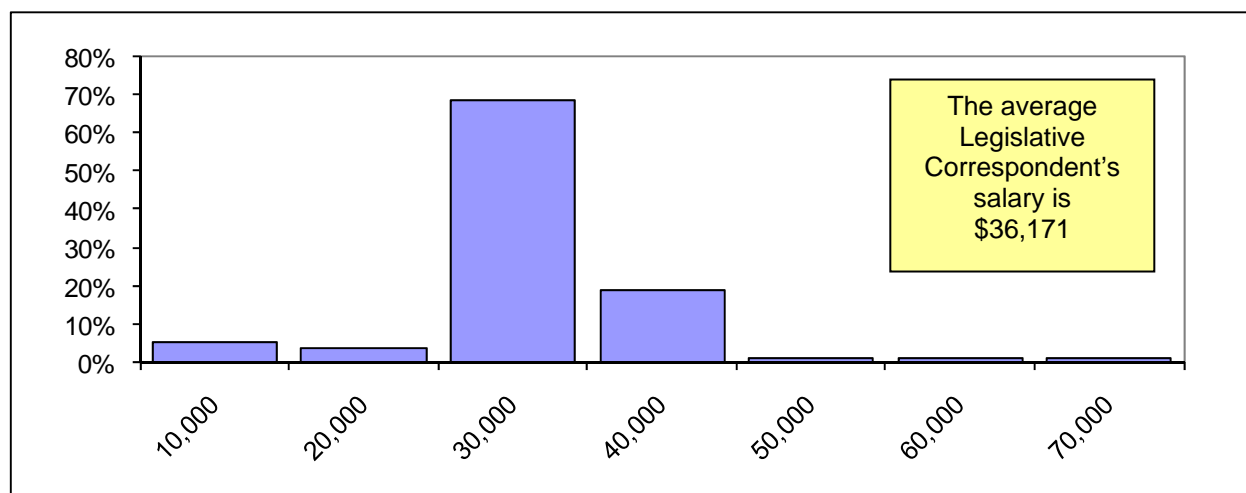
Percentile	2010	2009	2006
Minimum	\$18,000	\$27,000	\$25,000
25%	\$32,500	\$32,000	\$29,000
50% (median)	\$35,000	\$35,000	\$31,000
Average	\$36,171	\$35,177	\$31,807
75%	\$38,600	\$37,000	\$34,000
Maximum	\$75,726	\$53,000	\$43,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	98.7%
75-99%	0.0%
50-74%	1.3%
25-49%	0.0%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



Legislative Correspondent

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position			Total
	0-3	4-6	7+	
\$10,000-\$19,999	4	0	0	4
\$20,000-\$29,999	3	0	0	3
\$30,000-\$39,999	51	3	0	54
\$40,000-\$59,999	10	3	3	16
\$60,000-\$79,999	1	0	2	2
Total	69	6	4	79

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$19,999	1	1	0	0	2	4
\$20,000-\$29,999	0	2	0	0	1	3
\$30,000-\$39,999	10	10	2	14	18	54
\$40,000-\$59,999	1	4	1	2	8	16
\$60,000-\$79,999	0	0	1	0	1	2
Total	12	17	4	16	30	79

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	69.6%	59.3%	75.0%
Somewhat closely	24.1%	34.3%	23.6%
Not very well	2.5%	0.7%	1.4%
Other*	3.8%	5.7%	N/A
Total	100.0%	100.0%	100.0%

*Other includes additional roles such as legislative work, outreach, and duties of Coalition Managers and Media Directors.

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	48.1%	43.0%	56.3%
Legislative Aide	15.2%	19.7%	12.7%
Systems Administrator	12.7%	N/A	N/A
Staff Assistant (Washington DC)	11.4%	9.2%	2.8%
Press Secretary/ Communications Director	2.5%	3.5%	0.0%
Senior Legislative Aide	1.3%	1.4%	1.4%
Staff Assistant (District)	1.3%	0.7%	0.0%
Legislative Director	1.3%	0.0%	0.0%
Field Representative	1.3%	0.0%	0.0%
Financial Administrator	0.0%	N/A	N/A
Scheduler	0.0%	2.1%	1.4%
Office Manager/ Executive Assistant	0.0%	1.4%	1.4%
Constituent Services Representative/ Caseworker	0.0%	0.8%	0.0%
Chief of Staff	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	91.5%	43.3%	38.1%
2	5.6%	38.1%	40.7%
3	2.8%	13.4%	15.3%
4	0.0%	4.5%	5.1%
5	0.0%	0.0%	0.8%
6	0.0%	0.7%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	78.1%	77.3%	71.2%
Non-exempt	21.9%	22.7%	28.8%
Total	100.0%	100.0%	100.0%

Legislative Correspondent

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	93.7%	97.2%	98.6%
District office	6.3%	2.8%	1.4%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	6.3%	5.6%	4.1%
No	93.7%	94.4%	95.9%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	2.5	2.2	1.2
Previous positions:			
House	1.0	1.7	0.7
Federal government	0.2	0.4	0.0
State/local government	0.2	0.3	0.0
Private sector	N/A	1.3	1.8
Campaign	0.3	N/A	N/A
Military	0.0	N/A	N/A
Teaching	0.1	N/A	N/A
Law	0.1	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.1	N/A	N/A
Community Organization	0.2	N/A	N/A
Capitol Hill Internship	0.5	N/A	N/A
Other	0.4	N/A	N/A

Education

Educational Attainment	2010	2009	2006
Some college	0.0%	3.5%	0.0%
Associate's degree	2.6%	0.7%	0.0%
Bachelor's degree	88.3%	88.6%	84.9%
Master of Business Administration (MBA)*	0.0%	7.7%	9.6%
Master of Public Policy (MPP)*	1.3%		
Other Master's degree*	5.2%	0.0%	0.0%
Law degree	2.6%		
Ph.D. in Public Policy**	0.0%		
Other Ph.D.**	0.0%	0.0%	0.0%
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	46.8%	52.3%
Female	53.2%	47.7%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	93.2%	91.2%
30-39 years	4.1%	7.3%
40-49 years	0.0%	0.7%
50-59 years	1.4%	0.7%
60 years or older	1.4%	0.0%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	0.0%
Asian	6.3%	3.7%
Pacific Islander	0.0%	0.0%
Black, not of Hispanic or Latino origin	6.3%	4.4%
Hispanic or Latino	3.8%	3.7%
White, not of Hispanic or Latino origin	79.7%	85.2%
Unsure	0.0%	3.0%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Office Manager/Executive Assistant

Position Summary

A typical Office Manager/Executive Assistant:

- On average, earns \$62,165 annually
- Works in the Washington, D.C. office
- May also perform Scheduler, Financial Administrator, and Systems Administrator duties
- Has been in the position for 7.1 years
- Has a bachelor's degree
- May have previous experience in the House and state/local government

Summary of Primary Duties

- Supervises Washington, D.C. office staff, including monitoring personnel matters and ensuring that office policies and procedures are followed
- Maintains office accounts and payroll accounts in accordance with the regulations of Committee on House Administration governing the Member's Representational Allowance
- Acts as a liaison for the Member with the staff, the public, Committee staff, and other members
- Maintains the Member's files, including notes, correspondence, and all information related to travel
- Procures and maintains equipment for the Washington, D.C. office
- Ensures that the Member is provided with briefing materials for each event

Alternate Titles

- Administrative Assistant
- Communications Advisor
- Deputy Chief of Staff
- Deputy Director of Administration and Operations
- Deputy Press Secretary
- Director of Intergovernmental Affairs
- Web Manager/Deputy Press Secretary

Salary Summary

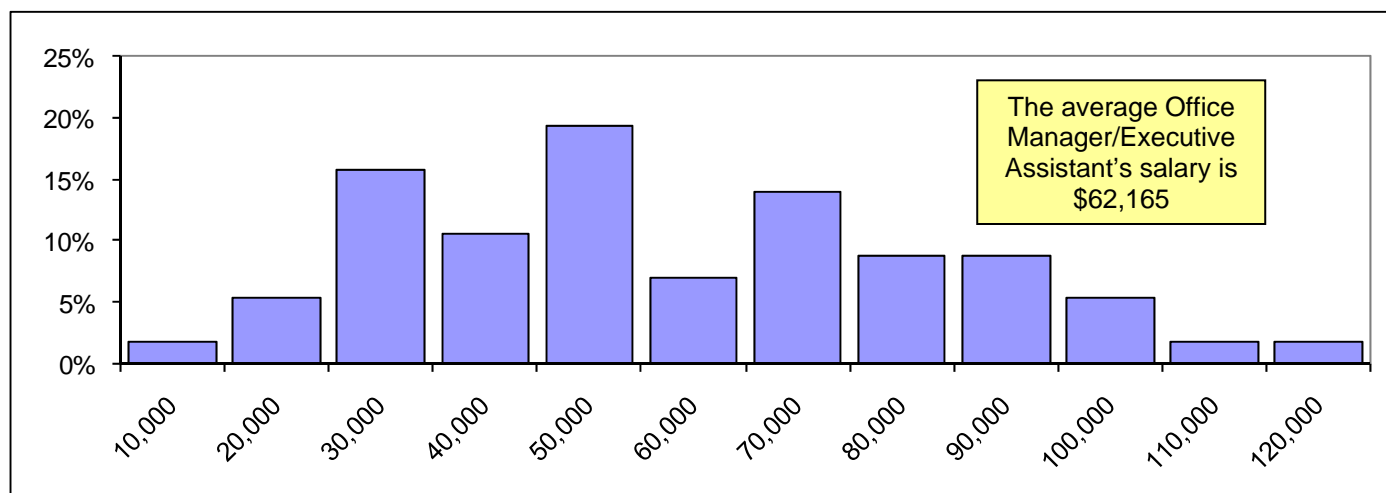
Percentile	2010	2009	2006
Minimum	\$12,000	\$14,550	\$21,000
25%	\$40,500	\$42,500	\$36,000
50% (median)	\$58,000	\$54,000	\$50,000
Average	\$62,165	\$59,618	\$52,922
75%	\$81,200	\$73,000	\$64,000
Maximum	\$126,000	\$135,000	\$107,200

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	93.0%
75-99%	0.0%
50-74%	1.8%
25-49%	1.8%
Less than 25%	3.5%
Total	100.0%

Salary Distribution



Office Manager/Executive Assistant

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$29,999	3	0	0	0	1	4
\$30,000-\$39,999	7	1	0	0	1	9
\$40,000-\$49,999	5	1	0	0	0	6
\$50,000-\$59,999	6	2	0	1	2	11
\$60,000-\$69,999	2	1	0	1	0	4
\$70,000-\$79,999	2	1	2	1	2	8
\$80,000-\$89,999	0	0	2	1	2	5
\$90,000-\$99,999	0	1	2	2	0	5
\$100,000-\$109,999	1	1	0	0	1	3
\$110,000-\$129,999	0	0	1	0	1	2
Total	26	8	7	6	10	57

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$29,999	2	0	0	1	1	4
\$30,000-\$39,999	3	2	0	3	1	9
\$40,000-\$49,999	1	2	0	1	2	6
\$50,000-\$59,999	1	3	0	3	4	11
\$60,000-\$69,999	1	0	0	1	2	4
\$70,000-\$79,999	0	2	2	1	3	8
\$80,000-\$89,999	0	0	1	0	4	5
\$90,000-\$99,999	1	0	1	2	1	5
\$100,000-\$109,999	0	1	0	1	1	3
\$110,000-\$129,999	0	1	0	0	1	2
Total	9	11	4	13	20	57

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	45.6%	33.3%	34.1%
Somewhat closely	47.4%	44.8%	61.0%
Not very well	5.3%	8.3%	4.9%
Other*	1.8%	13.5%	N/A
Total	100.0%	100.0%	100.0%

*Other includes a position that was not well described by any of the positions included in the survey.

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	14.0%	24.5%	33.3%
Scheduler	45.6%	49.0%	42.8%
Financial Administrator	24.6%	N/A	N/A
Systems Administrator	10.5%	N/A	N/A
Constituent Services Representative/ Caseworker	5.3%	1.0%	2.4%
Legislative Correspondent	5.3%	1.0%	0.0%
Staff Assistant (Washington, D.C.)	3.5%	2.0%	11.9%
Legislative Aide	3.5%	2.0%	2.4%
Field Representative	1.8%	3.1%	2.4%
Chief of Staff	1.8%	2.0%	0.0%
Senior Legislative Aide	1.8%	2.0%	0.0%
Press Secretary/ Communications Director	1.8%	2.0%	0.0%
Staff Assistant (District)	1.8%	1.0%	0.0%
District Director	0.0%	1.0%	0.0%
Legislative Director	0.0%	0.0%	0.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	94.4%	92.2%	97.6%
2	3.6%	6.7%	2.4%
3	0.0%	1.1%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	90.7%	91.3%	78.6%
Non-exempt	9.3%	8.7%	21.4%
Total	100.0%	100.0%	100.0%

Office Manager/Executive Assistant

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	94.6%	89.8%	85.7%
District office	5.4%	10.2%	14.3%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	17.5%	6.1%	16.7%
No	82.5%	93.9%	83.3%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	7.1	5.5	5.1
Previous positions:			
House	4.7	5.4	4.5
Federal government	0.2	1.1	1.7
State/local government	1.3	1.6	1.9
Private sector	N/A	4.1	2.8
Campaign	0.4	N/A	N/A
Military	0.3	N/A	N/A
Teaching	0.1	N/A	N/A
Law	0.1	N/A	N/A
Lobby Firm	0.2	N/A	N/A
Journalism	0.3	N/A	N/A
Community Organization	0.1	N/A	N/A
Capitol Hill Internship	0.2	N/A	N/A
Other	1.9	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	0.0%	1.0%	0.0%
Some college	7.1%	8.3%	11.9%
Associate's degree	8.9%	2.1%	9.5%
Bachelor's degree	67.9%	77.1%	66.7%
Master of Business Administration (MBA)*	1.8%	10.4%	9.5%
Master of Public Policy (MPP)*	3.6%		
Other Master's degree*	8.9%		
Law degree	1.8%	1.0%	0.0%
Ph.D. in Public Policy**	0.0%	0.0%	2.4%
Other Ph.D.**	0.0%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	20.4%	15.6%
Female	79.6%	84.4%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	35.8%	37.6%
30-39 years	20.8%	22.6%
40-49 years	22.6%	22.6%
50-59 years	15.1%	10.8%
60 years or older	5.7%	6.5%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	1.1%
Asian	7.0%	4.3%
Pacific Islander	1.8%	0.0%
Black, not of Hispanic or Latino origin	10.5%	12.0%
Hispanic or Latino	8.8%	4.3%
White, not of Hispanic or Latino origin	63.2%	76.1%
Unsure	0.0%	2.2%
Other**	1.8%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

**Other includes biracial.

Press Secretary/Communications Director

Position Summary

A typical Press Secretary/Communications Director:

- On average, earns \$64,003 annually
- Works in the Washington, D.C. office
- Performs no other duties
- Has been in the position for 3.7 years
- Has a bachelor's degree
- May have previous experience in the House, state/local government, and miscellaneous private organizations

Summary of Primary Duties

- Manages and coordinates all communication activities, including media contacts, for the Member and the office
- Develops and implements media and communications strategy for the Member
- Acts as the formal spokesperson and media liaison for the Member
- Writes speeches for the Member

Alternate Titles

- Communications Advisor
- Communications Assistant
- Deputy Chief of Staff
- Deputy Communications Director
- Deputy Press Secretary
- District Communications Director

Salary Summary

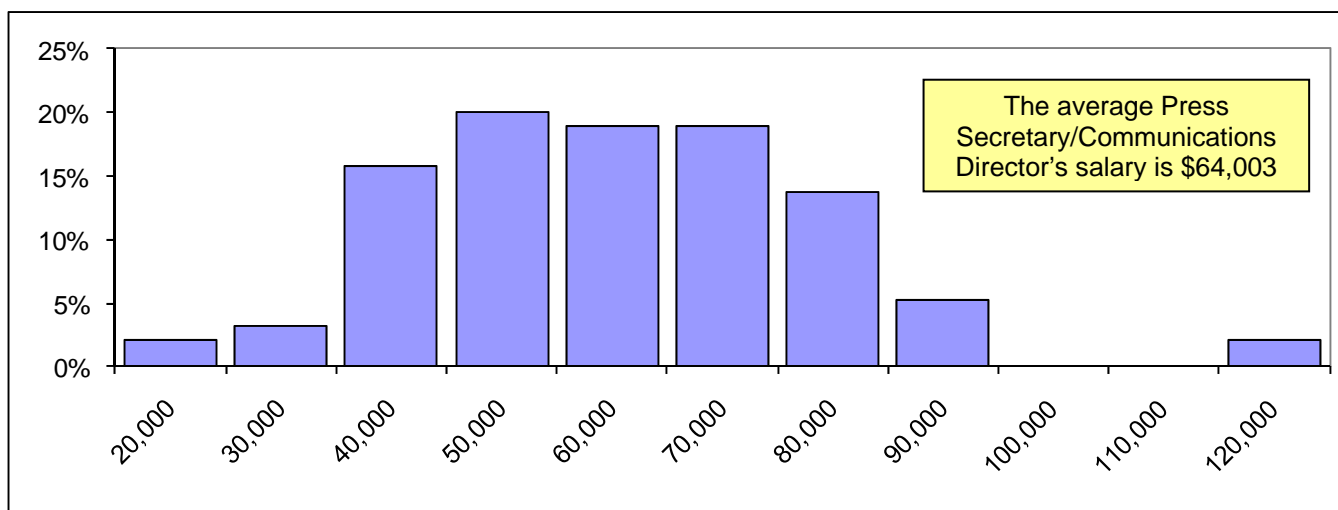
Percentile	2010	2009	2006
Minimum	\$20,000	\$28,250	\$32,000
25%	\$52,000	\$47,000	\$45,000
50% (median)	\$63,000	\$60,000	\$55,000
Average	\$64,003	\$60,452	\$58,756
75%	\$76,500	\$71,523	\$68,250
Maximum	\$120,000	\$120,000	\$125,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	97.9%
75-99%	0.0%
50-74%	0.0%
25-49%	1.0%
Less than 25%	1.0%
Total	100.0%

Salary Distribution



Press Secretary/Communications Director

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$20,000-\$29,999	2	0	0	0	0	2
\$30,000-\$39,999	3	0	0	0	0	3
\$40,000-\$49,999	12	1	1	0	1	15
\$50,000-\$59,999	12	4	2	0	1	19
\$60,000-\$69,999	14	4	0	0	0	18
\$70,000-\$79,999	10	6	0	2	0	18
\$80,000-\$89,999	7	4	1	1	0	13
\$90,000-\$99,999	1	2	1	0	1	5
\$100,000-\$129,999	1	0	0	0	1	2
Total	62	21	5	3	4	95

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$20,000-\$29,999	0	1	0	0	1	2
\$30,000-\$39,999	1	0	1	1	0	3
\$40,000-\$49,999	1	3	3	2	6	15
\$50,000-\$59,999	5	6	1	1	6	19
\$60,000-\$69,999	3	6	1	4	4	18
\$70,000-\$79,999	4	3	1	5	5	18
\$80,000-\$89,999	0	1	2	4	6	13
\$90,000-\$99,999	1	0	0	1	3	5
\$100,000-\$129,999	0	0	0	1	1	2
Total	15	20	9	19	32	95

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	71.1%	67.4%	73.0%
Somewhat closely	20.6%	27.8%	27.0%
Not very well	2.1%	0.7%	0.0%
Other*	6.2%	4.2%	N/A
Total	100.0%	100.0%	100.0%

*Other includes additional roles such as reporting to the Communication Director, overseeing web content and social media communications, focusing on investigative research, and performing duties of the Media Director.

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	61.9%	61.0%	72.4%
Legislative Aide	8.2%	5.5%	5.7%
Field Representative	4.1%	1.4%	2.3%
Scheduler	3.1%	1.4%	3.4%
Constituent Services Representative/ Caseworker	1.0%	1.4%	0.0%
Financial Administrator	0.0%	N/A	N/A
Systems Administrator	0.0%	N/A	N/A
Legislative Correspondent	0.0%	2.1%	0.0%
Senior Legislative Aide	0.0%	1.4%	1.1%
Office Manager/ Executive Assistant	0.0%	0.7%	1.1%
Legislative Director	0.0%	0.7%	0.0%
Chief of Staff	0.0%	0.7%	0.0%
Staff Assistant (Washington, D.C.)	0.0%	0.7%	0.0%
Staff Assistant (District)	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	87.1%	88.5%	94.0%
2	11.8%	10.8%	6.0%
3	1.2%	0.7%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	88.2%	93.3%	89.8%
Non-exempt	11.8%	6.7%	10.2%
Total	100.0%	100.0%	100.0%

Press Secretary/Communications Director

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	75.0%	73.1%	79.5%
District office	25.0%	26.9%	20.5%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	36.8%	27.8%	30.7%
No	63.2%	72.2%	69.3%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	3.7	3.2	3.0
Previous positions:			
House	2.1	2.6	1.6
Federal government	0.4	1.0	1.7
State/local government	1.0	1.0	1.9
Private sector	N/A	4.0	4.0
Campaign	0.8	N/A	N/A
Military	0.0	N/A	N/A
Teaching	0.3	N/A	N/A
Law	0.1	N/A	N/A
Lobby Firm	0.2	N/A	N/A
Journalism	3.3	N/A	N/A
Community Organization	0.6	N/A	N/A
Capitol Hill Internship	0.2	N/A	N/A
Other	1.2	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	1.1%	1.4%	0.0%
Some college	1.1%	1.4%	2.3%
Associate's degree	1.1%	1.4%	0.0%
Bachelor's degree	77.9%	76.9%	85.2%
Master of Business Administration (MBA)*	0.0%	16.1%	10.2%
Master of Public Policy (MPP)*	3.2%		
Other Master's degree*	14.7%		
Law degree	0.0%	2.1%	2.3%
Ph.D. in Public Policy**	0.0%	0.7%	0.0%
Other Ph.D.**	1.1%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	59.3%	53.0%
Female	40.7%	47.0%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	41.1%	52.9%
30-39 years	32.2%	32.6%
40-49 years	11.1%	7.2%
50-59 years	11.1%	7.2%
60 years or older	4.4%	0.0%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	1.1%	0.0%
Asian	2.1%	1.4%
Pacific Islander	3.1%	0.0%
Black, not of Hispanic or Latino origin	7.3%	5.0%
Hispanic or Latino	5.2%	7.1%
White, not of Hispanic or Latino origin	77.1%	83.7%
Unsure	0.0%	2.8%
Other**	1.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

**Other includes Portuguese.

Scheduler

Position Summary

A typical Scheduler:

- On average, earns \$51,869 annually
- Works in the Washington, D.C. office
- May also perform Office Manager/Executive Assistant, and Financial Administrator duties
- Has been in the position for 5.5 years
- Has a bachelor's degree
- May have previous experience in the House and miscellaneous private organizations

Summary of Primary Duties

- Maintains Member's official schedule, travel plans, and related records
- Briefs the Member on all scheduling activities of the Washington, D.C. office and makes recommendations on proposed future meetings
- Schedules all staff meetings and briefings
- Coordinates scheduling of press, interview, radio, and television time with the Press Secretary

Alternate Titles

- Administrative Assistant
- Administrative Director
- Deputy Chief of Staff
- Deputy District Director
- Director of Administration and Operations
- Director of Scheduling
- District Scheduler
- Executive Assistant
- Grants Coordinator
- Legislative Assistant
- Office Manager
- Special Advisor
- Special Assistant

Salary Summary

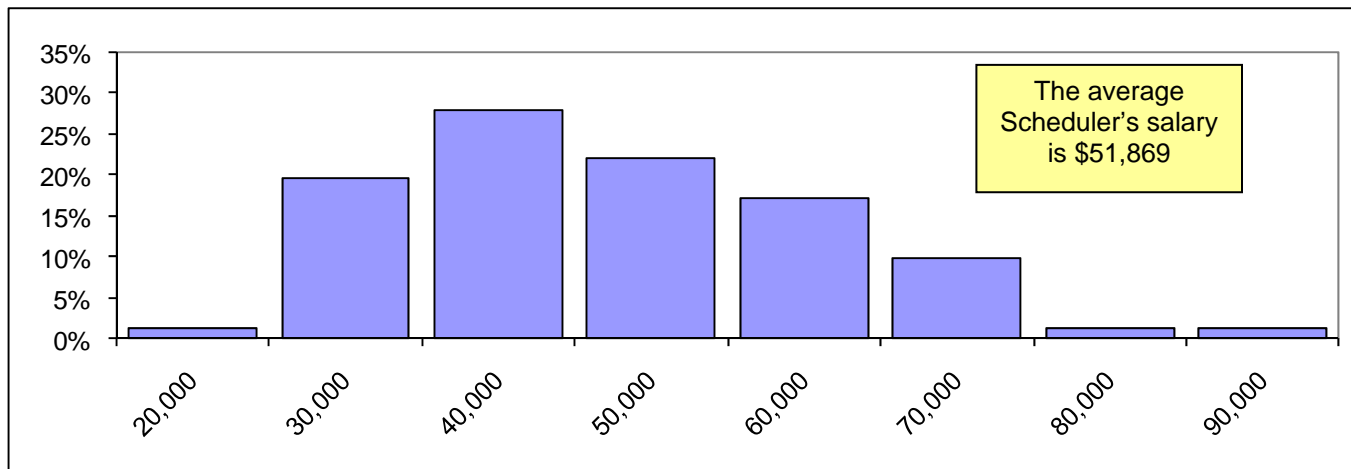
Percentile	2010	2009	2006
Minimum	\$28,000	\$24,000	\$24,000
25%	\$40,750	\$37,500	\$37,875
50% (median)	\$50,303	\$45,000	\$46,350
Average	\$51,869	\$48,110	\$48,394
75%	\$61,875	\$55,000	\$55,625
Maximum	\$90,000	\$113,988	\$99,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	96.4%
75-99%	2.4%
50-74%	0.0%
25-49%	0.0%
Less than 25%	1.2%
Total	100.0%

Salary Distribution



Scheduler

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$20,000-\$39,999	14	2	0	0	1	17
\$40,000-\$49,999	10	10	3	0	0	23
\$50,000-\$59,999	7	7	2	1	1	18
\$60,000-\$69,999	3	6	3	2	0	14
\$70,000-\$79,999	0	1	4	1	2	8
\$80,000-\$99,999	0	1	0	0	1	2
Total	34	27	12	4	5	82

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$20,000-\$39,999	4	4	1	3	5	17
\$40,000-\$49,999	3	6	3	4	7	23
\$50,000-\$59,999	5	2	2	2	7	18
\$60,000-\$69,999	1	2	1	2	8	14
\$70,000-\$79,999	2	1	1	2	2	8
\$80,000-\$99,999	1	0	0	0	1	2
Total	16	15	8	13	30	82

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	56.1%	42.2%	58.7%
Somewhat closely	39.0%	43.1%	39.1%
Not very well	2.4%	2.6%	2.2%
Other*	2.4%	12.1%	N/A
Total	100.0%	100.0%	100.0%

*Other includes managing the schedules for the district operation only.

Number of Positions per Office

Positions per Office	2010	2009	2006
1	84.7%	80.4%	100.0%
2	15.3%	18.6%	0.0%
3	0.0%	1.0%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	78.8%	85.2%	80.4%
Non-exempt	21.2%	14.8%	19.6%
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	39.8%	27.6%	17.8%
Office Manager/ Executive Assistant	24.1%	40.5%	24.4%
Financial Administrator	10.8%	N/A	N/A
Staff Assistant (Washington, D.C.)	6.0%	5.2%	4.4%
Constituent Services Representative/ Caseworker	6.0%	5.2%	0.0%
Legislative Aide	3.6%	4.3%	6.7%
Field Representative	3.6%	2.6%	0.0%
Staff Assistant (District)	3.6%	1.7%	0.0%
Systems Administrator	2.4%	N/A	N/A
Press Secretary/ Communications Director	2.4%	2.6%	0.0%
Chief of Staff	2.4%	0.0%	0.0%
Legislative Correspondent	1.2%	3.4%	2.2%
District Director	0.0%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.0%	0.0%
Legislative Director	0.0%	0.0%	0.0%

Scheduler

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	65.1%	68.7%	97.8%
District office	34.9%	31.3%	2.2%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	9.6%	5.3%	2.2%
No	90.4%	94.7%	97.8%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	5.5	3.4	3.6
Previous positions:			
House	2.9	2.4	1.4
Federal government	0.8	1.0	1.1
State/local government	0.7	1.1	0.7
Private sector	N/A	3.3	2.0
Campaign	0.6	N/A	N/A
Military	0.3	N/A	N/A
Teaching	0.2	N/A	N/A
Law	0.0	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.1	N/A	N/A
Community Organization	0.7	N/A	N/A
Capitol Hill Internship	0.2	N/A	N/A
Other	1.8	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	6.0%	5.3%	0.0%
Some college	7.2%	8.8%	6.5%
Associate's degree	2.4%	0.0%	4.3%
Bachelor's degree	78.3%	78.1%	87.0%
Master of Business Administration (MBA)*	0.0%	7.0%	2.2%
Master of Public Policy (MPP)*	2.4%		
Other Master's degree*	3.6%		
Law degree	0.0%	0.9%	0.0%
Ph.D. in Public Policy**	0.0%	0.0%	0.0%
Other Ph.D.**	0.0%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	17.9%	17.8%
Female	82.1%	82.2%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	48.8%	61.5%
30-39 years	21.3%	23.9%
40-49 years	13.8%	6.4%
50-59 years	11.3%	5.5%
60 years or older	5.0%	2.8%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	0.0%
Asian	1.2%	2.7%
Pacific Islander	3.6%	0.0%
Black, not of Hispanic or Latino origin	13.3%	5.4%
Hispanic or Latino	7.2%	9.0%
White, not of Hispanic or Latino origin	69.9%	79.3%
Unsure	0.0%	3.6%
Other**	1.2%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

**Other includes Persian.

Staff Assistant (Washington, D.C.)

Position Summary

A typical Staff Assistant (Washington, D.C.):

- On average, earns \$31,593 annually
- Works in the Washington, D.C. office
- May also perform Legislative Correspondent duties
- Has been in the position for 1.8 years
- Has a bachelor's degree
- May have no previous experience

Summary of Primary Duties

- Greets and screens visitors
- Responds to constituent requests for information
- Performs general administrative duties

Alternate Titles

- Communications Assistant
- Deputy Scheduler
- Executive Assistant
- Office Liaison
- Office Manager
- Press Assistant
- Receptionist
- Tour Coordinator
- Special Assistant
- Special Project Coordinator

Salary Summary

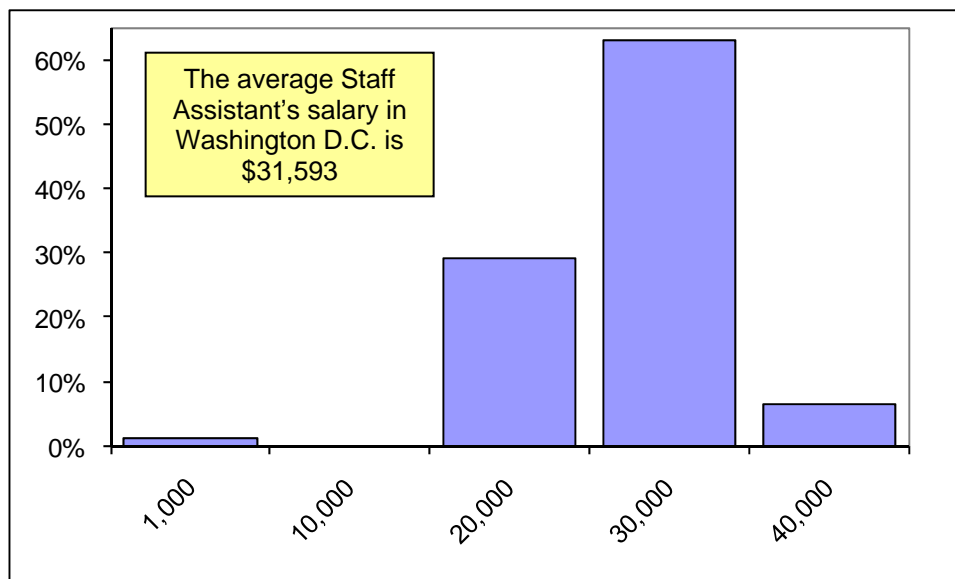
Percentile	2010	2009	2006
Minimum	\$9,150	\$16,000	\$18,000
25%	\$29,000	\$27,500	\$25,000
50% (median)	\$31,000	\$30,000	\$28,000
Average	\$31,593	\$30,521	\$29,872
75%	\$35,000	\$32,800	\$30,000
Maximum	\$45,000	\$54,000	\$71,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	95.7%
75-99%	0.0%
50-74%	3.3%
25-49%	0.0%
Less than 25%	1.1%
Total	100.0%

Salary Distribution



Staff Assistant (Washington, D.C.)**Annual Salary as a Function of Years in Position**

Annual Salary	Years in Position		Total
	0-3	4+	
\$1,000-\$29,999	27	1	28
\$30,000-\$39,999	55	3	58
\$40,000-\$49,999	5	1	6
Total	87	5	92

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$1,000-\$29,999	7	4	3	2	12	28
\$30,000-\$39,999	3	15	5	11	24	58
\$40,000-\$49,999	3	0	0	2	1	6
Total	13	19	8	15	37	92

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	59.8%	62.0%	71.6%
Somewhat closely	35.9%	21.5%	27.9%
Not very well	4.3%	3.3%	0.5%
Other	0.0%	13.2%	N/A
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	54.3%	49.6%	56.3%
Legislative Correspondent	17.4%	12.2%	10.3%
Systems Administrator	7.6%	N/A	N/A
Legislative Aide	5.4%	3.3%	2.3%
Press Secretary/ Communications Director	2.2%	0.8%	0.0%
Office Manager/ Executive Assistant	1.1%	3.3%	5.7%
Scheduler	1.1%	3.3%	4.6%
Staff Assistant (District)	1.1%	0.8%	0.0%
Financial Administrator	0.0%	N/A	N/A
Constituent Services Representative/ Caseworker	0.0%	1.6%	2.3%
Chief of Staff	0.0%	0.0%	0.0%
Legislative Director	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.0%	0.0%
Field Representative	0.0%	0.0%	0.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	91.7%	91.2%	87.3%
2	7.1%	8.8%	10.1%
3	1.2%	0.0%	1.3%
4	0.0%	0.0%	1.3%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	44.8%	58.8%	48.3%
Non-exempt	55.2%	41.2%	51.7%
Total	100.0%	100.0%	100.0%

Staff Assistant (Washington, D.C.)

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	97.8%	98.4%	98.8%
District office	2.2%	1.6%	1.2%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	4.3%	4.1%	2.3%
No	95.7%	95.9%	97.7%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	1.8	1.9	1.7
Previous positions:			
House	0.5	1.2	0.2
Federal government	0.2	0.6	0.4
State/local government	0.2	0.4	0.1
Private sector	N/A	1.5	1.8
Campaign	0.3	N/A	N/A
Military	0.1	N/A	N/A
Teaching	0.2	N/A	N/A
Law	0.1	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.0	N/A	N/A
Community Organization	0.1	N/A	N/A
Capitol Hill Internship	0.6	N/A	N/A
Other	0.7	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	1.1%	0.0%	0.0%
Some college	0.0%	4.1%	6.9%
Associate's degree	0.0%	0.0%	0.0%
Bachelor's degree	85.7%	88.6%	87.4%
Master of Business Administration (MBA)*	1.1%	7.3%	4.6%
Master of Public Policy (MPP)*	4.4%		
Other Master's degree*	5.5%		
Law degree	2.2%	0.0%	0.0%
Ph.D. in Public Policy**	0.0%	0.0%	0.0%
Other Ph.D.**	0.0%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	49.4%	39.4%
Female	50.6%	60.6%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	95.3%	93.3%
30-39 years	3.5%	1.7%
40-49 years	0.0%	0.8%
50-59 years	0.0%	3.3%
60 years or older	1.2%	0.8%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	0.8%
Asian	4.3%	3.4%
Pacific Islander	1.1%	0.0%
Black, not of Hispanic or Latino origin	4.3%	10.1%
Hispanic or Latino	7.6%	7.6%
White, not of Hispanic or Latino origin	77.2%	73.1%
Unsure	2.2%	5.0%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Staff Assistant (District)

Position Summary

A typical Staff Assistant (District):

- On average, earns \$31,013 annually
 - Works in the District office
 - May also perform Constituent Services Representative/Caseworker duties
- Has been in the position for 4.1 years
 - Has a bachelor's degree
 - May have previous experience in miscellaneous private organizations

Summary of Primary Duties

- Responds to constituent requests for information
- Maintains handout literature regarding the District and the House
- Performs general administrative duties

Alternate Titles

- Administrative Aide
 - Congressional Aide
 - District Aide
 - District Executive
 - District Executive Assistant
 - District Office Manager
- Executive Assistant
 - Grants Coordinator
 - Office Coordinator
 - Receptionist
 - Scheduler/Operations Coordinator

Salary Summary

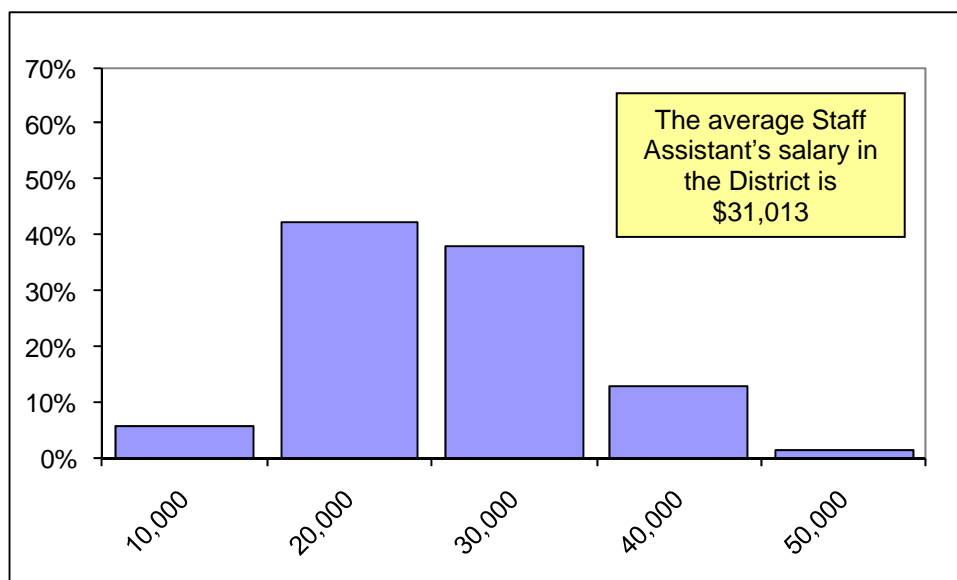
Percentile	2010	2009	2006
Minimum	\$14,000	\$12,000	\$16,006
25%	\$25,000	\$25,788	\$25,000
50% (median)	\$30,000	\$29,120	\$28,500
Average	\$31,013	\$30,633	\$30,883
75%	\$35,000	\$35,000	\$33,000
Maximum	\$57,500	\$55,000	\$79,966

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	83.1%
75-99%	4.2%
50-74%	12.7%
25-49%	0.0%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



Staff Assistant (District)**Annual Salary as a Function of
Years in Position**

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$19,999	3	1	0	0	0	4
\$20,000-\$29,999	22	4	1	1	2	30
\$30,000-\$39,999	15	9	2	1	0	27
\$40,000-\$59,999	1	2	4	1	2	10
Total	41	16	7	3	4	71

**Annual Salary as a Function of Member's
Time in Office**

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$19,999	0	1	0	1	2	4
\$20,000-\$29,999	7	5	1	6	11	30
\$30,000-\$39,999	1	7	0	10	9	27
\$40,000-\$59,999	1	2	0	3	4	10
Total	9	15	1	20	26	71

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	54.9%	57.1%	58.7%
Somewhat closely	39.4%	30.4%	39.1%
Not very well	5.6%	8.0%	2.2%
Other	0.0%	4.5%	N/A
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	53.5%	45.1%	58.4%
Constituent Services Representative/ Caseworker	15.5%	16.8%	29.9%
Field Representative	7.0%	9.7%	6.5%
Scheduler	7.0%	4.4%	0.0%
Systems Administrator	5.6%	N/A	N/A
Financial Administrator	1.4%	N/A	N/A
Office Manager/Executive Assistant	1.4%	0.0%	0.0%
Legislative Correspondent	0.0%	0.9%	0.0%
Chief of Staff	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%
Press Secretary/ Communications Director	0.0%	0.0%	0.0%
Staff Assistant (Washington, D.C.)	0.0%	0.0%	0.0%
Legislative Director	0.0%	0.0%	0.0%
Legislative Aide	0.0%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.0%	0.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	82.5%	83.5%	67.2%
2	12.3%	11.0%	20.3%
3	3.5%	3.3%	9.4%
4	1.8%	2.2%	3.1%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	55.4%	54.3%	53.2%
Non-exempt	44.6%	45.7%	46.8%
Total	100.0%	100.0%	100.0%

Staff Assistant (District)

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	4.2%	0.9%	0.0%
District office	95.8%	99.1%	100.0%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	1.4%	0.9%	2.6%
No	98.6%	99.1%	97.4%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	4.1	3.6	3.3
Previous positions:			
House	0.6	1.5	0.4
Federal government	0.3	1.0	1.6
State/local government	0.2	0.9	4.5
Private sector	N/A	4.5	8.9
Campaign	0.6	N/A	N/A
Military	0.3	N/A	N/A
Teaching	0.2	N/A	N/A
Law	0.1	N/A	N/A
Lobby Firm	0.0	N/A	N/A
Journalism	0.2	N/A	N/A
Community Organization	0.5	N/A	N/A
Capitol Hill Internship	0.1	N/A	N/A
Other	2.6	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	5.8%	9.2%	11.7%
Some college	8.7%	13.8%	19.5%
Associate's degree	4.3%	8.3%	3.9%
Bachelor's degree	76.8%	67.0%	62.3%
Master of Business Administration (MBA)*	0.0%	1.8%	2.6%
Master of Public Policy (MPP)*	1.4%		
Other Master's degree*	1.4%		
Law degree	1.4%	0.0%	0.0%
Ph.D. in Public Policy**	0.0%	0.0%	0.0%
Other Ph.D.**	0.0%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	34.3%	22.1%
Female	65.7%	77.9%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	56.1%	50.9%
30-39 years	15.2%	14.2%
40-49 years	12.1%	11.3%
50-59 years	7.6%	15.1%
60 years or older	9.1%	8.5%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	1.4%	0.9%
Asian	5.6%	4.7%
Pacific Islander	1.4%	0.0%
Black, not of Hispanic or Latino origin	14.1%	11.3%
Hispanic or Latino	16.9%	15.1%
White, not of Hispanic or Latino origin	66.2%	62.3%
Unsure	0.0%	5.7%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Constituent Services Representative/Caseworker

Position Summary

A typical Constituent Services Representative/Caseworker:

- On average, earns \$47,543 annually
- Works in the District office
- May also perform Field Representative duties
- Has been in the position for 8.1 years
- Has a bachelor's degree
- May have previous experience in the House, state/local government, and miscellaneous private organizations

Summary of Primary Duties

- Acts as the community representative for the Member within his or her area of responsibility
- Monitors and updates the Member and District Director on District and local issues
- Answers casework correspondence and verbal communications with constituents

Alternate Titles

- Area Director
- Casework Director
- Casework Manager
- Chief Caseworker
- Community Liaison
- Community Outreach Specialist
- Community Representative
- Congressional Aide
- Constituent Advocate
- Constituent Liaison
- Constituent Outreach
- Constituent Services Director
- Dairy Specialist
- Deputy District Director
- Director of Casework
- Director of Community Affairs
- Director of Constituent Services
- District Program Coordinator
- District Representative
- District Scheduler
- Economic Recovery Coordinator
- Grants Coordinator
- Grants Manager
- Grants Specialist
- Homeland Security Assistant
- Lead Constituent Services Representative
- Outreach Representative
- Projects Director
- Regional Director
- Senior Caseworker
- Senior Community Representative
- Senior Economic Advisor
- Suburban Director

Salary Summary

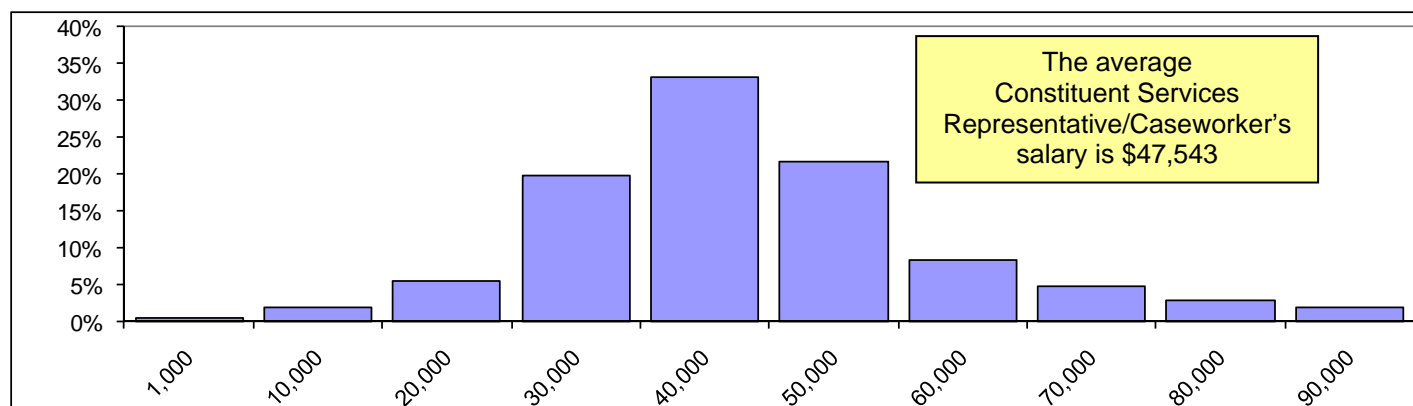
Percentile	2010	2009	2006
Minimum	\$9,000	\$15,810	\$13,500
25%	\$38,000	\$35,000	\$31,000
50% (median)	\$46,000	\$42,000	\$40,000
Average	\$47,543	\$44,850	\$40,814
75%	\$54,000	\$51,651	\$46,500
Maximum	\$97,000	\$97,000	\$115,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	88.6%
75-99%	1.6%
50-74%	7.9%
25-49%	.4%
Less than 25%	1.6%
Total	100.0%

Salary Distribution



Constituent Services Representative/Caseworker

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$1,000-\$19,999	3	0	1	1	1	6
\$20,000-\$29,999	2	1	5	2	4	14
\$30,000-\$39,999	29	15	3	2	1	50
\$40,000-\$49,999	27	26	11	8	12	84
\$50,000-\$59,999	6	16	10	10	13	55
\$60,000-\$69,999	1	5	3	4	8	21
\$70,000-\$79,999	0	1	5	3	3	12
\$80,000-\$89,999	0	0	2	2	3	7
\$90,000-\$99,999	1	0	0	0	4	5
Total	69	64	40	32	49	254

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$1,000-\$19,999	2	0	1	2	1	6
\$20,000-\$29,999	1	1	2	2	8	14
\$30,000-\$39,999	7	15	5	4	19	50
\$40,000-\$49,999	11	18	9	10	36	84
\$50,000-\$59,999	7	12	5	13	18	55
\$60,000-\$69,999	2	1	0	6	12	21
\$70,000-\$79,999	0	0	2	4	6	12
\$80,000-\$89,999	0	1	1	1	4	7
\$90,000-\$99,999	0	0	0	0	5	5
Total	30	48	25	42	109	254

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	67.1%	68.9%	71.6%
Somewhat closely	28.6%	24.9%	27.9%
Not very well	3.2%	2.3%	0.5%
Other*	1.2%	3.8%	N/A
Total	100.0%	100.0%	100.0%

*Other includes additional roles such as overseeing all constituent service, supervising other constituent liaisons, and managing all casework flow.

Number of Positions per Office

Positions per Office	2010	2009	2006
1	22.0%	21.0%	8.2%
2	22.0%	25.8%	38.2%
3	24.4%	25.8%	25.9%
4	7.3%	12.9%	16.5%
5	17.1%	8.9%	6.5%
6	2.4%	3.2%	3.5%
7	2.4%	2.4%	1.2%
8	0.0%	0.0%	0.0%
9	0.0%	0.0%	0.0%
10	2.4%	0.0%	0.0%
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	52.8%	52.9%	63.2%
Field Representative	24.8%	17.1%	19.5%
Staff Assistant (District)	8.3%	4.0%	4.3%
Office Manager/ Executive Assistant	3.1%	0.6%	5.2%
District Director	1.6%	1.1%	0.0%
System Administrator	0.8%	N/A	N/A
Scheduler	0.8%	0.9%	0.9%
Financial Administrator	0.4%	N/A	N/A
Staff Assistant (Washington D.C.)	0.4%	0.6%	0.9%
Legislative Correspondent	0.4%	0.6%	0.9%
Legislative Aide	0.4%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.6%	0.0%
Press Secretary/ Communications Director	0.0%	0.3%	0.0%
Chief of Staff	0.0%	0.0%	0.0%
Legislative Director	0.0%	0.0%	0.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	64.7%	73.8%	66.0%
Non-exempt	35.3%	26.2%	34.0%
Total	100.0%	100.0%	100.0%

Constituent Services Representative/Caseworker

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	1.2%	0.6%	2.1%
District office	98.8%	99.4%	97.9%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	3.9%	1.4%	0.4%
No	96.1%	98.6%	99.6%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	8.1	6.1	5.0
Previous positions:			
House	2.5	3.4	1.9
Federal government	0.6	2.0	1.8
State/local government	1.7	1.7	3.5
Private sector	N/A	5.9	10.8
Campaign	0.5	N/A	N/A
Military	0.4	N/A	N/A
Teaching	0.6	N/A	N/A
Law	0.2	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.3	N/A	N/A
Community Organization	0.9	N/A	N/A
Capitol Hill Internship	0.1	N/A	N/A
Other	3.9	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	4.9%	4.7%	5.1%
Some college	11.1%	11.0%	14.5%
Associate's degree	5.8%	7.6%	3.4%
Bachelor's degree	63.8%	63.4%	65.5%
Master of Business Administration (MBA)*	0.8%	8.4%	8.1%
Master of Public Policy (MPP)*	0.8%		
Other Master's degree*	7.8%		
Law degree	3.7%	3.8%	2.1%
Ph.D. in Public Policy**	0.0%	1.2%	1.3%
Other Ph.D.**	0.8%		
Other advanced degree**	0.4%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	28.3%	28.1%
Female	71.7%	71.9%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	20.0%	27.3%
30-39 years	22.4%	20.2%
40-49 years	18.0%	17.5%
50-59 years	21.2%	23.9%
60 years or older	18.4%	11.0%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	0.3%
Asian	4.7%	5.4%
Pacific Islander	0.8%	0.0%
Black, not of Hispanic or Latino origin	13.0%	11.9%
Hispanic or Latino	10.6%	16.1%
White, not of Hispanic or Latino origin	65.4%	63.9%
Unsure	0.4%	2.4%
Other**	0.4%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

**Other includes Portuguese.

District Director

Position Summary

A typical District Director:

- On average, earns \$92,650 annually
- Works in the District office
- May also perform Field Representative duties
- Has been in the position for 8.1 years
- Has a bachelor's degree.
- May have previous experience in the House, Federal and state/local government, campaign, community organizations and miscellaneous private organizations

Summary of Primary Duties

- Oversees all District office operations
- Represents the Member, or assigns appropriate staff to represent the Member in District
- Travels throughout the District at regular intervals to keep abreast of local concerns

Alternate Titles

- Community Outreach Coordinator
- Deputy Chief of Staff
- Deputy District Director
- Director of Government Business and Community Affairs
- District & Communications Director
- District Administrator
- District Chief of Staff
- Resource Director

Salary Summary

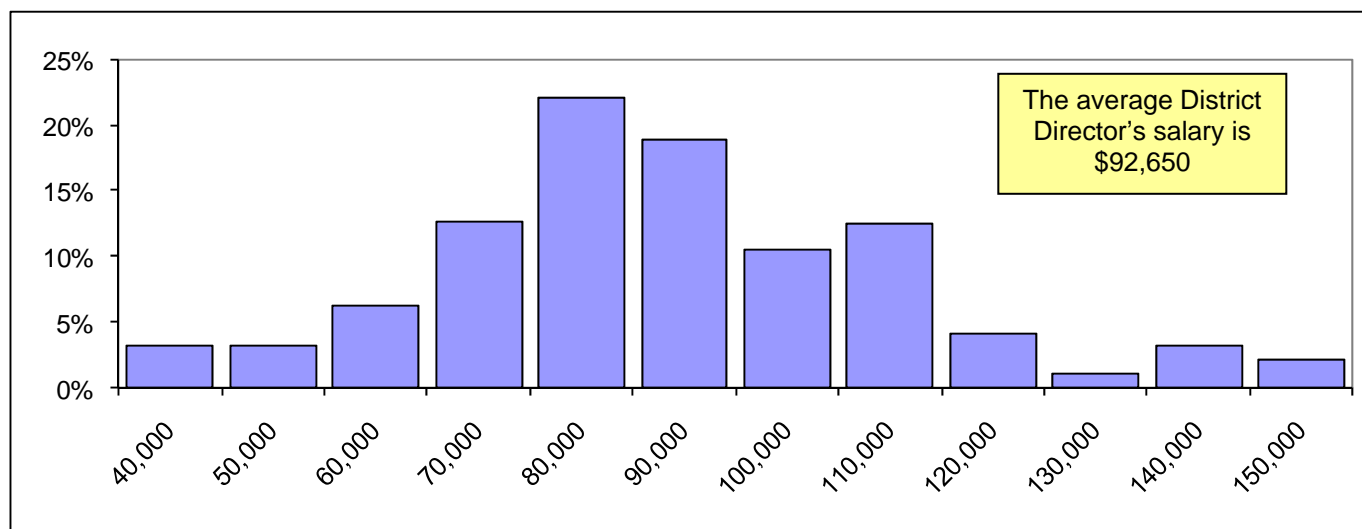
Percentile	2010	2009	2006
Minimum	\$42,500	\$40,000	\$39,200
25%	\$79,000	\$71,700	\$63,000
50% (median)	\$90,000	\$86,376	\$77,841
Average	\$92,650	\$85,779	\$78,526
75%	\$108,000	\$100,000	\$91,000
Maximum	\$152,500	\$151,000	\$150,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	96.9%
75-99%	1.0%
50-74%	2.1%
25-49%	0.0%
Less than 25%	0.0%
Total	100.0%

Salary Distribution



District Director**Annual Salary as a Function of Years in Position**

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$40,000-\$49,999	1	1	0	1	0	3
\$50,000-\$59,999	2	1	0	0	0	3
\$60,000-\$69,999	1	1	2	0	2	6
\$70,000-\$79,999	4	6	1	1	0	12
\$80,000-\$89,999	4	10	4	3	0	21
\$90,000-\$99,999	6	7	2	1	2	18
\$100,000-\$109,999	2	2	2	0	4	10
\$110,000-\$119,999	1	0	1	8	2	12
\$120,000-\$129,999	0	1	0	1	2	4
\$130,000-\$149,999	0	0	0	0	4	4
\$150,000-\$159,999	0	0	0	1	1	2
Total	21	29	12	16	17	95

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$40,000-\$49,999	0	2	1	0	0	3
\$50,000-\$59,999	1	1	0	0	1	3
\$60,000-\$69,999	1	1	1	0	3	6
\$70,000-\$79,999	3	6	0	1	2	12
\$80,000-\$89,999	2	8	2	5	4	21
\$90,000-\$99,999	3	3	1	4	7	18
\$100,000-\$109,999	1	1	2	1	5	10
\$110,000-\$119,999	1	0	1	4	6	12
\$120,000-\$129,999	0	0	0	1	3	4
\$140,000-\$149,999	1	0	0	0	3	4
\$150,000-\$159,999	0	0	0	1	1	2
Total	13	22	8	17	35	95

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	64.6%	69.4%	71.6%
Somewhat closely	34.4%	23.1%	27.9%
Not very well	1.0%	2.2%	0.5%
Other	0.0%	5.2%	N/A
Total	100.0%	100.0%	100.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	90.7%	85.2%	94.3%
2	7.0%	13.0%	5.7%
3	2.3%	1.7%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	91.3%	96.0%	8.1%
Non-exempt	8.7%	4.0%	91.6%
Total	100.0%	100.0%	100.0%

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	50.0%	50.7%	60.3%
Field Representative	19.8%	19.4%	15.1%
Scheduler	7.3%	4.5%	0.0%
Constituent Services Representative/ Caseworker	6.3%	11.9%	8.2%
Office Manager/Executive Assistant	3.1%	1.5%	0.0%
Press Secretary/ Communications Director	2.1%	0.7%	0.0%
Staff Assistant (District)	1.0%	1.5%	0.0%
Legislative Director	1.0%	0.7%	0.0%
System Administrator	0.0%	N/A	N/A
Financial Administrator	0.0%	N/A	N/A
Chief of Staff	0.0%	0.7%	1.4%
Legislative Aide	0.0%	0.7%	0.7%
Staff Assistant (Washington, D.C.)	0.0%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.0%	0.0%
Legislative Correspondent	0.0%	0.0%	0.0%

District Director

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	1.0%	0.8%	1.4%
District office	99.0%	99.2%	98.6%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	14.6%	13.5%	16.2%
No	85.4%	86.5%	83.8%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	8.1	6.0	5.4
Previous positions:			
House	3.5	3.5	2.5
Federal government	2.0	2.5	1.6
State/local government	2.6	4.0	5.4
Private sector	N/A	7.5	7.3
Campaign	1.1	N/A	N/A
Military	0.2	N/A	N/A
Teaching	1.4	N/A	N/A
Law	0.4	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.6	N/A	N/A
Community Organization	1.7	N/A	N/A
Capitol Hill Internship	0.1	N/A	N/A
Other	2.3	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	2.2%	0.0%	0.0%
Some college	5.6%	3.8%	4.1%
Associate's degree	2.2%	3.0%	2.7%
Bachelor's degree	61.1%	65.4%	64.9%
Master of Business Administration (MBA)*	0.0%	13.5%	16.2%
Master of Public Policy (MPP)*	5.6%		
Other Master's degree*	10.0%		
Law degree	12.2%	12.0%	9.5%
Ph.D. in Public Policy**	0.0%	1.5%	1.4%
Other Ph.D.**	0.0%		
Other advanced degree**	1.1%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	42.7%	52.0%
Female	57.3%	48.0%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	5.8%	8.9%
30-39 years	22.1%	28.2%
40-49 years	32.6%	29.8%
50-59 years	16.3%	18.5%
60 years or older	23.3%	14.5%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	1.1%	0.0%
Asian	4.3%	1.6%
Pacific Islander	1.1%	0.0%
Black, not of Hispanic or Latino origin	6.5%	8.6%
Hispanic or Latino	6.5%	8.6%
White, not of Hispanic or Latino origin	77.4%	79.7%
Unsure	0.0%	1.6%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Field Representative

Position Summary

A typical Field Representative:

- On average, earns \$47,184 annually
- Works in District office
- May also perform Constituent Services Representative/Caseworker duties
- Has been in the position for 6.0 years
- Has a bachelor's degree
- May have previous experience in the House, state/local government, military, and miscellaneous private organizations

Summary of Primary Duties

- Acts as liaison with federal, District, and local agencies for the Member and constituents
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff

Alternate Titles

- Boarder Liaison
- Community Liaison
- Director of Special Projects
- District Coordinator
- District Representative
- District Senior Policy Advisor
- Field Director
- Grants Coordinator
- Regional Representative
- Senior Field Representative

Salary Summary

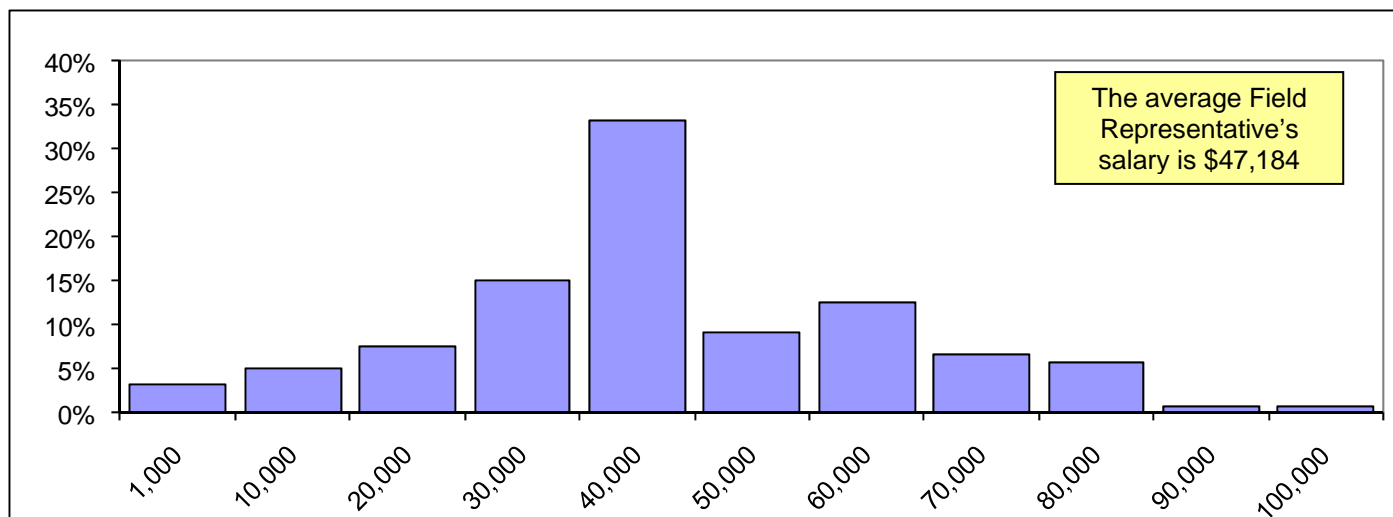
Percentile	2010	2009	2006
Minimum	\$5,000	\$14,000	\$25,000
25%	\$36,000	\$36,000	\$37,125
50% (median)	\$45,000	\$46,000	\$45,000
Average	\$47,184	\$47,713	\$46,508
75%	\$60,000	\$59,770	\$55,000
Maximum	\$103,000	\$92,000	\$75,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	83.3%
75-99%	1.7%
50-74%	4.2%
25-49%	5.8%
Less than 25%	5.0%
Total	100.0%

Salary Distribution



Field Representative

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$1,000-\$10,000	1	1	2	0	0	4
\$10,000-\$19,999	2	2	0	0	2	6
\$20,000-\$29,999	3	2	2	1	1	9
\$30,000-\$39,999	11	5	2	0	0	18
\$40,000-\$49,999	16	18	4	2	0	40
\$50,000-\$59,999	2	3	5	0	1	11
\$60,000-\$69,999	8	1	0	2	4	15
\$70,000-\$79,999	1	1	2	0	4	8
\$80,000-\$89,999	1	0	3	1	2	7
\$90,000-\$109,999	0	0	1	0	1	2
Total	45	33	21	6	15	120

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010	2009	2006
Very well	55.0%	57.6%	57.3%
Somewhat closely	39.2%	33.0%	39.8%
Not very well	5.8%	1.6%	1.9%
Other	0.0%	7.9%	N/A
Total	100.0%	100.0%	100.0%

Number of Positions per Office

Positions per Office	2010	2009	2006
1	44.4%	40.4%	33.8%
2	34.9%	33.0%	45.1%
3	11.1%	13.8%	14.1%
4	4.8%	8.5%	4.2%
5	3.2%	3.2%	2.8%
6	1.6%	0.0%	0.0%
7	0.0%	1.1%	0.0%
Total	100.0%	100.0%	100.0%

Fair Labor Standards Act Status

Response	2010	2009	2006
Exempt	80.7%	88.4%	84.5%
Non-exempt	19.3%	11.6%	15.5%
Total	100.0%	100.0%	100.0%

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$1,000-\$10,000	0	2	0	0	2	4
\$10,000-\$19,999	3	0	0	1	2	6
\$20,000-\$29,999	1	2	2	1	3	9
\$30,000-\$39,999	1	8	0	3	6	18
\$40,000-\$49,999	5	5	4	12	14	40
\$50,000-\$59,999	0	2	1	3	5	11
\$60,000-\$69,999	1	1	2	4	7	15
\$70,000-\$79,999	1	1	0	1	5	8
\$80,000-\$89,999	0	1	2	0	4	7
\$90,000-\$109,999	0	0	0	0	2	2
Total	12	22	11	25	50	120

Additional Roles Performed by Employees in this Job

Role	2010	2009	2006
None	48.8%	51.3%	44.7%
Constituent Services Representative/ Caseworker	28.9%	26.4%	37.9%
District Director	5.0%	1.6%	0.0%
Financial Administrator	1.7%	N/A	N/A
System Administrator	0.8%	N/A	N/A
Scheduler	0.8%	2.1%	0.0%
Staff Assistant (District)	0.8%	1.6%	3.9%
Chief of Staff	0.8%	0.0%	0.0%
Legislative Aide	0.8%	0.0%	0.0%
Staff Assistant (Washington, D.C.)	0.8%	0.0%	0.0%
Legislative Correspondent	0.0%	3.6%	0.0%
Press Secretary/ Communications Director	0.0%	0.5%	0.0%
Legislative Director	0.0%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.0%	0.0%
Office Manager/ Executive Assistant	0.0%	0.0%	0.0%

Field Representative

Primary Duty Station

Response	2010	2009	2006
Washington, D.C. office	1.7%	1.0%	0.0%
District office	98.3%	99.0%	100.0%
Total	100.0%	100.0%	100.0%

Commuting Between District and D.C. Office

Response	2010	2009	2006
Yes	4.1%	3.6%	4.9%
No	95.9%	96.4%	95.1%
Total	100.0%	100.0%	100.0%

Experience

Average Years in	2010	2009	2006
Current position	6.0	4.5	4.0
Previous positions:			
House	2.2	2.4	1.3
Federal government	0.8	2.0	1.4
State/local government	1.9	2.3	3.6
Private sector	N/A	6.2	5.7
Campaign	0.5	N/A	N/A
Military	1.4	N/A	N/A
Teaching	0.7	N/A	N/A
Law	0.1	N/A	N/A
Lobby Firm	0.1	N/A	N/A
Journalism	0.2	N/A	N/A
Community Organization	0.8	N/A	N/A
Capitol Hill Internship	0.1	N/A	N/A
Other	3.2	N/A	N/A

Education

Educational Attainment	2010	2009	2006
High school	2.7%	0.0%	0.0%
Some college	1.8%	8.4%	9.7%
Associate's degree	1.8%	0.0%	4.9%
Bachelor's degree	80.5%	81.1%	72.8%
Master of Business Administration (MBA)*	0.0%	7.9%	8.7%
Master of Public Policy (MPP)*	1.8%		
Other Master's degree*	9.7%		
Law degree	0.9%	2.1%	1.9%
Ph.D. in Public Policy**	0.0%	0.0%	0.0%
Other Ph.D.**	0.9%		
Other advanced degree**	0.0%		

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010	2009
Male	59.3%	54.5%
Female	40.7%	45.5%
Total	100.0%	100.0%

Age

Response	2010	2009
20-29 years	31.5%	32.6%
30-39 years	16.7%	22.5%
40-49 years	14.8%	18.0%
50-59 years	14.8%	15.2%
60 years or older	22.2%	11.8%
Total	100.0%	100.0%

Race/Ethnicity

Response	2010*	2009
American Indian or Alaska Native	0.0%	1.1%
Asian	5.0%	2.7%
Pacific Islander	1.7%	1.1%
Black, not of Hispanic or Latino origin	6.7%	5.4%
Hispanic or Latino	9.2%	9.1%
White, not of Hispanic or Latino origin	72.5%	74.7%
Unsure	0.8%	5.9%
Other	0.0%	0.0%

*In 2010, respondents were able to select all that apply, so responses may not total to 100 percent.

Financial Administrator

Position Summary

A typical Financial Administrator:

- On average, earns \$29,375 annually
- Works in Washington, D.C. office
- May also perform Officer Manager/ Executive Assistant, Scheduler, and Systems Administrator duties
- Has been in the position for 8.1 years
- Has a bachelor's degree
- May have previous experience in the House, and state/local government

Summary of Primary Duties

- Responsible for all office finances
- Includes, but is not limited to, the processing of vouchers for payment or reimbursement of official expenses and payroll processing

Alternate Titles

- Administrative Assistant
- Budget Manager
- Education Outreach

Salary Summary

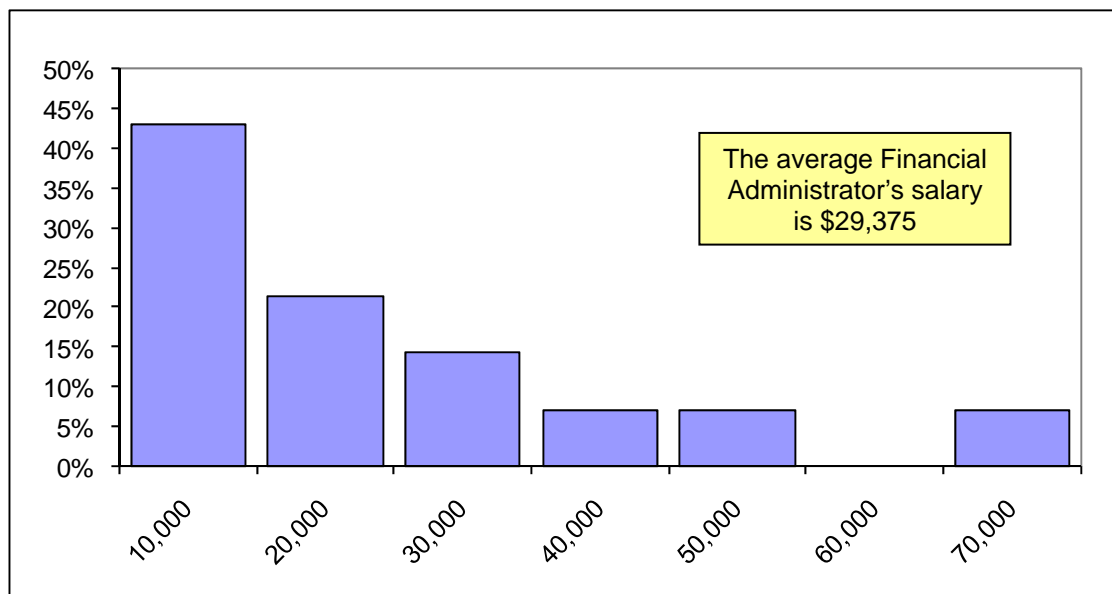
Percentile	2010
Minimum	\$14,550
25%	\$15,225
50% (median)	\$21,000
Average	\$29,375
75%	\$40,625
Maximum	\$79,000

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	14.3%
75-99%	7.1%
50-74%	14.3%
25-49%	0.0%
Less than 25%	64.3%
Total	100.0%

Salary Distribution



Financial Administrator

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$19,999	1	4	0	1	0	6
\$20,000-\$29,999	0	0	0	1	2	3
\$30,000-\$79,999	1	1	0	0	1	3
\$50,000-\$79,999	0	0	2	0	0	2
Total	2	5	2	2	3	14

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office			Total
	0-9	10-12	13+	
\$10,000-\$19,999	1	2	3	6
\$20,000-\$29,999	1	1	1	3
\$30,000-\$49,999	0	2	1	3
\$50,000-\$79,999	0	1	1	2
Total	2	6	6	14

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010
Very well	71.4%
Somewhat closely	28.6%
Not very well	0.0%
Other	0.0%
Total	100.0%

Additional Roles Performed by Employees in this Job

Role	2010
None	57.1%
Office Manager/Executive Assistant	14.3%
Scheduler	14.3%
Systems Administrator	14.3%
Field Representative	7.1%
Chief of Staff	0.0%
Constituent Services Representative/Caseworker	0.0%
Legislative Director	0.0%
Senior Legislative Aide	0.0%
Legislative Aide	0.0%
Legislative Correspondent	0.0%
Staff Assistant (Washington, D.C.)	0.0%
Staff Assistant (District)	0.0%
District Director	0.0%
Press Secretary/Communications Director	0.0%

Number of Positions per Office

Positions per Office	2010
1	100.0%
Total	100.0%

Fair Labor Standards Act Status

Response	2010
Exempt	64.3%
Non-exempt	35.7%
Total	100.0%

Financial Administrator

Primary Duty Station

Response	2010
Washington, D.C. office	85.7%
District office	14.3%
Total	100.0%

Commuting Between District and D.C. Office

Response	2010
Yes	0.0%
No	100.0%
Total	100.0%

Experience

Average Years in	2010
Current position	8.1
Previous positions:	
House	8.2
Federal government	0.9
State/local government	2.8
Campaign	0.1
Military	0.0
Teaching	0.0
Law	0.0
Lobby Firm	0.0
Journalism	0.0
Community Organization	0.0
Capitol Hill Internship	0.1
Other	0.9

Education

Educational Attainment	2010
High school	0.0%
Some college	21.4%
Associate's degree	21.4%
Bachelor's degree	57.1%
Master of Business Administration (MBA)*	0.0%
Master of Public Policy (MPP)*	0.0%
Other Master's degree*	0.0%
Law degree	0.0%
Ph.D. in Public Policy**	0.0%
Other Ph.D.**	0.0%
Other advanced degree**	0.0%

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010
Male	21.4%
Female	78.6%
Total	100.0%

Age

Response	2010
20-29 years	30.8%
30-39 years	15.4%
40-49 years	38.5%
50-59 years	15.4%
60 years or older	0.0%
Total	100.0%

Race/Ethnicity

Response	2010
American Indian or Alaska Native	0.0%
Asian	0.0%
Pacific Islander	0.0%
Black, not of Hispanic or Latino origin	0.0%
Hispanic or Latino	0.0%
White, not of Hispanic or Latino origin	92.9%
Unsure	0.0%
Other	0.0%

Note: Respondents were able to select all that apply, so responses may not total to 100 percent.

Systems Administrator

Position Summary

A typical Systems Administrator:

- On average, earns \$33,675 annually
- Works in Washington, D.C. office
- Performs no other duties
- Has been in the position for 6.6 years
- Has a bachelor's degree
- May have previous experience in the House, campaign, community organizations, and miscellaneous private organizations

Summary of Primary Duties

- Maintains network hardware and software
- Monitors network
- May perform maintenance
- Implements network security measures

Alternate Titles

- Communications Assistant
- Online Communications Director
- Receptionist
- Staff Assistant

Salary Summary

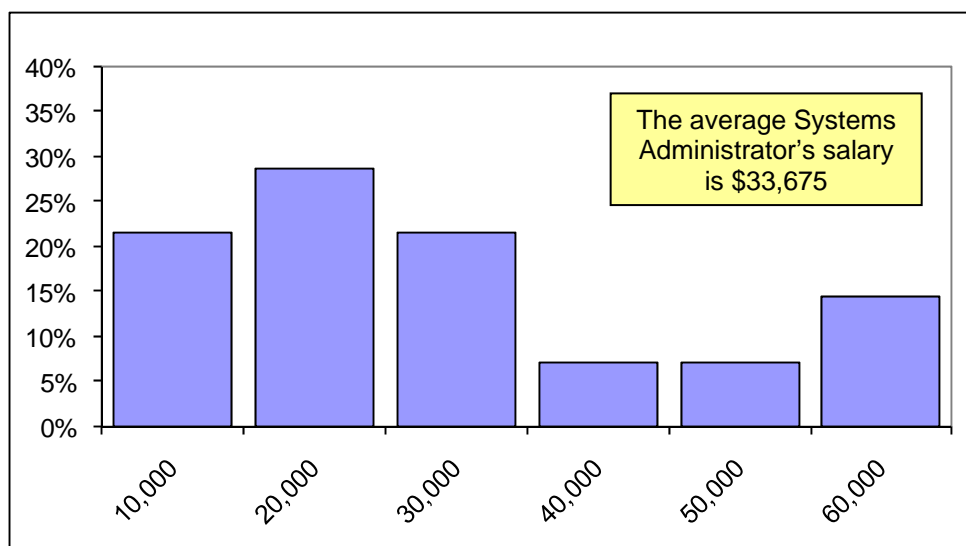
Percentile	2010
Minimum	\$16,000
25%	\$19,200
50% (median)	\$29,000
Average	\$33,675
75%	\$46,500
Maximum	\$65,600

Note: Salary data are reported as provided by survey respondents and may include the salaries of part-time or shared employees.

What percentage of a full-time workweek does this employee work for your office?

Percentage of Time	2010
100%	50.0%
75-99%	0.0%
50-74%	0.0%
25-49%	14.3%
Less than 25%	35.7%
Total	100.0%

Salary Distribution



Systems Administrator

Annual Salary as a Function of Years in Position

Annual Salary	Years in Position				Total
	0-3	4-6	7-9	10+	
\$10,000-\$19,999	2	1	0	0	3
\$20,000-\$29,999	1	0	2	1	4
\$30,000-\$49,999	3	0	0	1	4
\$50,000-\$69,999	0	1	0	2	3
Total	6	2	2	4	14

Annual Salary as a Function of Member's Time in Office

Annual Salary	Member's Years in Office					Total
	0-3	4-6	7-9	10-12	13+	
\$10,000-\$19,999	1	1	1	0	0	3
\$20,000-\$29,999	0	1	1	1	1	4
\$30,000-\$49,999	0	1	0	2	1	4
\$50,000-\$69,999	0	0	0	0	3	3
Total	1	3	2	3	5	14

How well do the job title and the summary of duties above describe the responsibilities of the employee in this position?

Response	2010
Very well	57.1%
Somewhat closely	42.9%
Not very well	0.0%
Other	0.0%
Total	100%

Additional Roles Performed by Employees in this Job

Role	2010
None	35.7%
Legislative Correspondent	7.1%
Staff Assistant (Washington, D.C.)	7.1%
Staff Assistant (District)	7.1%
Office Manager/ Executive Assistant	7.1%
Press Secretary/ Communications Director	7.1%
Chief of Staff	0.0%
Constituent Services Representative/ Caseworker	0.0%
Legislative Director	0.0%
Senior Legislative Aide	0.0%
Legislative Aide	0.0%
Scheduler	0.0%
District Director	0.0%
Field Representative	0.0%
Financial Administrator	0.0%

Number of Positions per Office

Positions per Office	2010
1	100.0%
Total	100.0%

Fair Labor Standards Act Status

Response	2010
Exempt	57.1%
Non-exempt	42.9%
Total	100.0%

Systems Administrator

Primary Duty Station

Response	2010
Washington, D.C. office	85.7%
District office	14.3%
Total	100.0%

Commuting Between District and D.C. Office

Response	2010
Yes	7.1%
No	92.9%
Total	100.0%

Experience

Average Years in	2010
Current position	6.6
Previous positions:	
House	7.5
Federal government	0.8
State/local government	0.1
Campaign	1.2
Military	0.2
Teaching	0.1
Law	0.1
Lobby Firm	0.1
Journalism	0.1
Community Organization	1.4
Capitol Hill Internship	0.4
Other	1.6

Education

Educational Attainment	2010
High school	7.7%
Some college	0.0%
Associate's degree	0.0%
Bachelor's degree	69.2%
Master of Business Administration (MBA)*	0.0%
Master of Public Policy (MPP)*	0.0%
Other Master's degree*	7.7%
Law degree	0.0%
Ph.D. in Public Policy**	0.0%
Other Ph.D.**	0.0%
Other advanced degree**	15.4%

*In 2006 and 2009, only one option was available for "Master's degree"

**In 2006 and 2009, only one option was available for "Other advanced degree (e.g., Ph.D.)"

Gender

Response	2010
Male	50.0%
Female	50.0%
Total	100.0%

Age

Response	2010
20-29 years	23.1%
30-39 years	38.5%
40-49 years	15.4%
50-59 years	23.1%
60 years or older	0.0%
Total	100.0%

Race/Ethnicity

Response	2010
American Indian or Alaska Native	0.0%
Asian	21.4%
Pacific Islander	0.0%
Black, not of Hispanic or Latino origin	21.4%
Hispanic or Latino	0.0%
White, not of Hispanic or Latino origin	50.0%
Unsure	0.0%
Other*	7.1%

*Other included Middle Eastern.

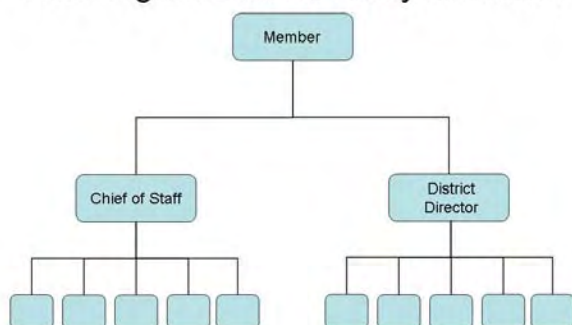
Note: Respondents were able to select all that apply, so responses may not total to 100 percent.

CHAPTER III – ORGANIZATIONAL STRUCTURE

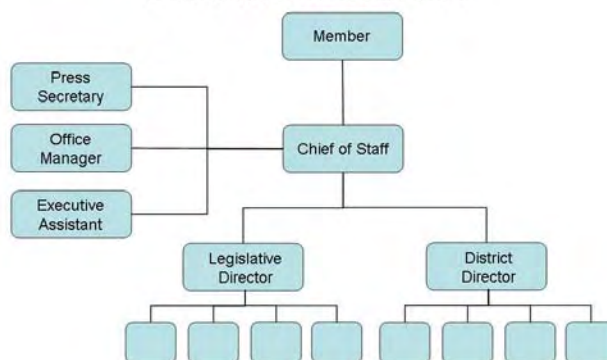
Organizational Charts

There are three common organizational structures for Member offices: Parity, Centralized, and Functional. The table shows the relative frequency of each type of organizational structure.

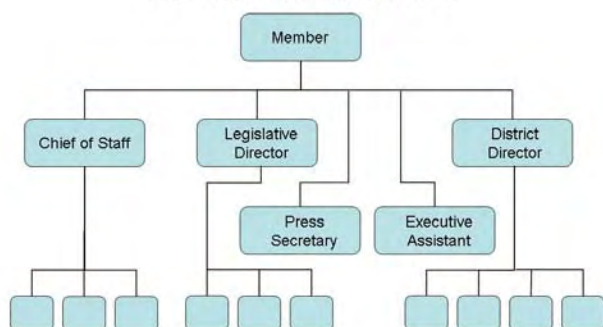
Washington/District Parity Structure



Centralized Structure



Functional Structure



Organizational Charts

# of Employees	2010	2009	2006*
Parity Structure	17%	17%	16%
Centralized Structure	68%	67%	64%
Functional Structure	12%	9%	17%
Other Structure**	3%	7%	3%

Note: Other Structure includes combinations of two structures.

**In 2006, the fourth response option was "Member-as-Manager Structure" as opposed to "Other Structure".*

***Respondents who answered "Other Structure" indicated the organization structure of their Member Office most closely resembled a hybrid of Centralized and Functional, a combination of Functional and Parity, or a Spoke and Wheel*

Number of Employees

On average what is the number of employees your office employs?

# of Employees	2010	2009
Minimum	10.0	8.0
Average	17.4	16.7
Maximum	24.0	22.0

Additional Duties

The survey included four types of additional duties that may be present in offices—Emergency Coordinator, Green Office Coordinator, Financial Administrator, and Systems Administrator.

Who performs the Emergency Coordinator and Green Office Coordinator duties?

	Emergency Coordinator	Green Office Coordinator
An employee	100.0%	68.4%
Other	0.0%	1.0%
We do not have someone in this role	0.0%	30.6%

What is the job title of the person who is responsible for the Emergency Coordinator and Green Office Coordinator duties?

	Emergency Coordinator	Green Office Coordinator
Chief of Staff	8.2%	4.5%
Legislative Director	4.1%	7.5%
Senior Legislative Aide	1.0%	4.5%
Legislative Aide	9.2%	9.0%
Legislative Correspondent	6.1%	6.0%
Office Manager/Executive Assistant	28.6%	32.8%
Press Secretary/Communications Director	0.0%	1.5%
Scheduler	10.2%	1.5%
Staff Assistant (Washington, D.C.)	31.6%	28.4%
Staff Assistant (District)	1.0%	0.0%
Constituent Services Representative/Caseworker	0.0%	0.0%
District Director	0.0%	3.0%
Field Representative	0.0%	0.0%
Financial Administrator	0.0%	1.5%
Systems Administrator	0.0%	0.0%

Who performs the Financial Administrator and Systems Administrator duties?

	Financial Administrator	Systems Administrator			
		Technical support—D.C. office	Technical support—District office	Smart phone support	Website, new media, and correspondence/casework systems
An employee	65.3%	37.8%	38.1%	34.4%	54.1%
A shared employee	31.6%	26.5%	24.8%	24.7%	5.2%
A contractor who works solely for this office	0.0%	3.1%	2.1%	1.1%	7.3%
A contractor who is shared between two or more offices	0.0%	17.3%	17.5%	14.0%	16.7%
Shared job between an employee and a contractor	0.0%	14.3%	13.4%	8.6%	14.6%
Other	0.0%	0.0%	0.0%	3.2%	2.1%
We do not have someone in this role	3.1%	1.0%	4.1%	14.0%	0.0%

Additional Duties (Continued)

What is the job title of the person who is responsible for the Financial Administrator or Systems Administrator duties?

	Financial Administrator	Systems Administrator			
		Technical support— D.C. office	Technical support— District office	Smart phone support	Website, new media, and correspondence/ casework systems
Chief of Staff	28.8%	1.5%	0.0%	1.9%	1.4%
Legislative Director	0.0%	4.7%	0.0%	0.0%	0.0%
Senior Legislative Aide	3.0%	0.0%	0.0%	0.0%	1.4%
Legislative Aide	1.5%	9.4%	4.9%	11.5%	8.3%
Legislative Correspondent	1.5%	21.9%	6.6%	19.2%	13.9%
Office Manager/Executive Assistant	45.5%	10.9%	9.8%	13.5%	1.4%
Press Secretary/Communications Director	0.0%	6.3%	1.6%	3.9%	50.0%
Scheduler	9.1%	1.5%	4.9%	1.9%	1.4%
Staff Assistant (Washington, D.C.)	0.0%	12.5%	9.8%	15.4%	8.3%
Staff Assistant (District)	0.0%	0.0%	8.2%	1.9%	1.4%
Constituent Services Representative/Caseworker	3.0%	0.0%	14.8%	0.0%	1.4%
District Director	0.0%	0.0%	1.6%	0.0%	0.0%
Field Representative	0.0%	0.0%	6.6%	0.0%	0.0%
Financial Administrator	7.6%	0.0%	0.0%	0.0%	0.0%
Systems Administrator	0.0%	31.3%	31.2%	30.8%	11.1%

What is the labor expense for the Financial Administrator and Systems Administrator roles?

(Note: Labor expense was calculated by multiplying employee salary times the percentage of time during the workweek that is dedicated to performing financial/systems administration duties)

	Financial Administrator	Systems Administrator			
		Technical support— D.C. office	Technical support— District office	Smart phone support	Website, new media, and correspondence/ casework systems
Minimum	\$1,680.00	\$73.00	\$73.00	\$73.00	\$28.00
25%	\$10,550.00	\$3,450.00	\$2,525.00	\$1,387.50	\$6,825.00
50% (median)	\$18,000.00	\$5,150.00	\$4,500.00	\$2,475.00	\$12,450.00
Average	\$21,306.52	\$8,469.90	\$7,165.17	\$5,452.56	\$16,214.82
75%	\$25,224.38	\$10,256.25	\$7,975.00	\$4,060.55	\$20,100.00
Maximum	\$73,000.00	\$65,600.00	\$65,600.00	\$65,600.00	\$63,000.00

How many years of experience in financial administration or systems administration did the person have before taking each of those roles?

	Financial Administrator	Systems Administrator			
		Technical support— D.C. office	Technical support— District office	Smart phone support	Website, new media, and correspondence/ casework systems
Average Years of Experience	5.31	4.28	4.27	3.79	3.00

CHAPTER IV - BENEFITS

PAY INCREASES

This section summarizes office policies related to pay increases, including Cost of Living Adjustments (COLA), salary increases/raises, and pay adjustments/bonuses.

Cost of Living Adjustments

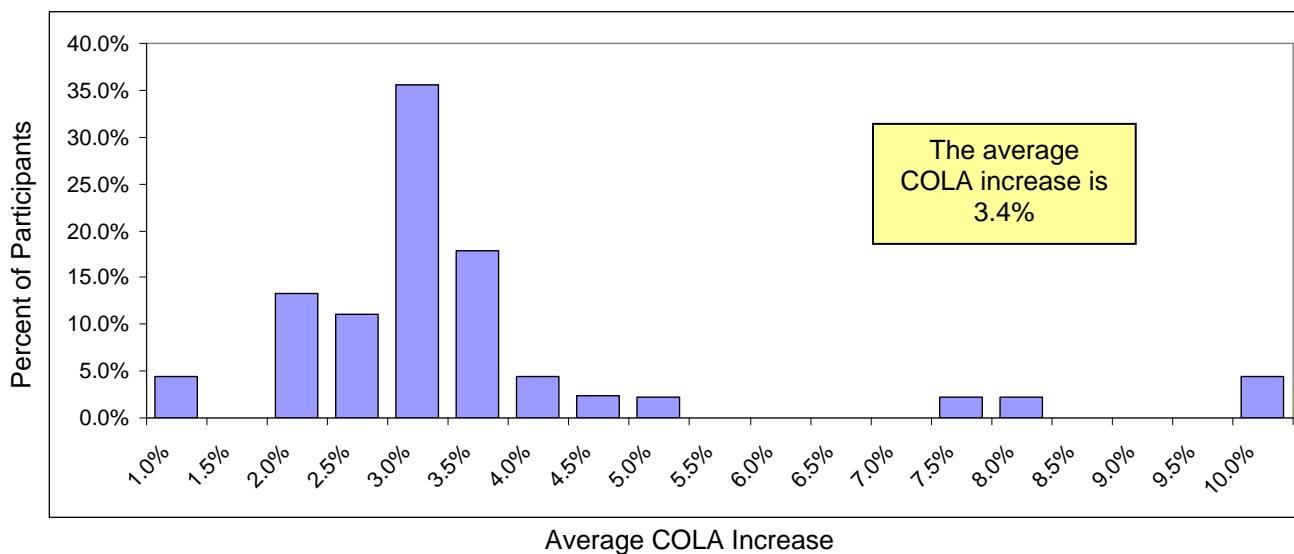
Which of the following best represents how your office provides annual cost of living adjustments (COLA)?

Response	2010	2009	2006
Provide, and the percentage increase is:	60.2%	67.7%	70.3%
the same for all employees	32.7%	30.9%	33.0%
based on factors, such as tenure, job type, or merit	27.5%	36.8%	37.3%
Do not provide*	39.8%	32.4%	29.7%
Total	100.0%	100.0%	100.0%

*Respondents who answered "Do not provide" skipped all subsequent questions in this section.

Note: Responses to "Do not provide" COLA adjustments include some offices that are newly established and have yet to implement adjustments but may intend to do so.

What was the average percentage increase for COLA given in the past calendar year (2009)?



How do you determine the average COLA percentage?

Response	2010
It is based on the Federal COLA amount	39.4%
It is based on the Member Representational Allowance (MRA) increase	34.4%
Other	26.2%
Total	100.0%

PAY INCREASES

Salary Increases/Raises

Which of the following best represents how your office provides annual salary increases/raises?

Response	2010	2009	2006
Provide, and the percentage increase is:	93.8%	94.1%	57.0%
the same for all employees	3.1%	3.7%	0.0%
based on factors, such as tenure, job type, or merit	90.7%	90.4%	57.0%
Do not provide*	6.2%	5.9%	43.0%
Total	100.0%	100.0%	100.0%

*Respondents who answered "Do not provide" skipped all subsequent questions in this section.

Note: Responses to "Do not provide" salary increases/raises include some offices that are newly established and have yet to implement salary increases/raises but may intend to do so.

What criteria are used to determine who receives a salary increase/raise and the percentage of the increase?

Response	Determines <u>who</u> receives a raise			Determines <u>% increase of</u> raise		
	2010	2009	2006*	2010	2009	2006*
Job Type	44.3%	44.8%	81.6%	48.9%	44.0%	81.6%
Tenure	51.1%	53.6%	89.8%	54.5%	53.6%	89.8%
Performance	73.9%	84.0%	98.0%	83.0%	84.8%	98.0%

*The categories "who receives" and "% increase" were combined in 2006.

Note: It was possible to indicate multiple criteria. Respondents were asked this question only if they indicated that the percentage increase is based on factors, such as tenure, job type, or merit.

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

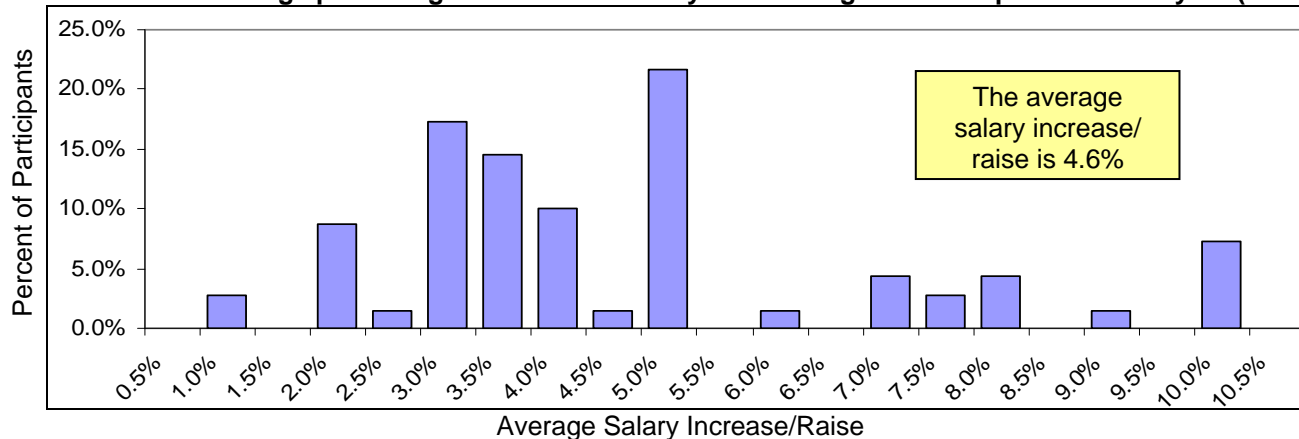
Response	2010	2009	2006
All eligible employees are considered at the end of the calendar year	47.2%	56.5%	67.9%
All eligible employees are considered at the end of the fiscal year (Oct 1 – Sept 30)	1.1%	3.2%	0.0%
All eligible employees are considered at another time of year*	16.5%	N/A	N/A
Individual employees are considered on their employment date anniversary	3.3%	11.3%	3.8%
Individual employees are considered at variable points throughout the year	31.9%	29.0%	28.3%
Total	100.0%	100.0%	100.0%

*This response option was added in 2010.

Does your office budget for annual salary increases?

Response	2010	2009
Yes	81.1%	83.3%
No	18.9%	16.7%
Total	100.0%	100.0%

What was the average percentage increase for salary increases given in the past calendar year (2009)?



PAY INCREASES

Pay Adjustments/Lump Sum Bonuses

Which of the following best represents how your office provides lump sum bonuses?

Response	2010	2009	2006
Provide, and:	77.3%	89.0%	92.3%
the amount/percentage is the same for all employees	12.4%	22.8%	20.9%
they are based on factors, such as tenure, job type, or merit	64.9%	66.2%	71.4%
Do not provide*	22.7%	11.0%	7.7%
Total	100.0%	100.0%	100.0%

**Respondents who answered "Do not provide" skipped all subsequent questions in this section.*

Note: Responses to "Do not provide" lump sum bonuses include some offices that are newly established and have yet to implement bonuses but may intend to do so.

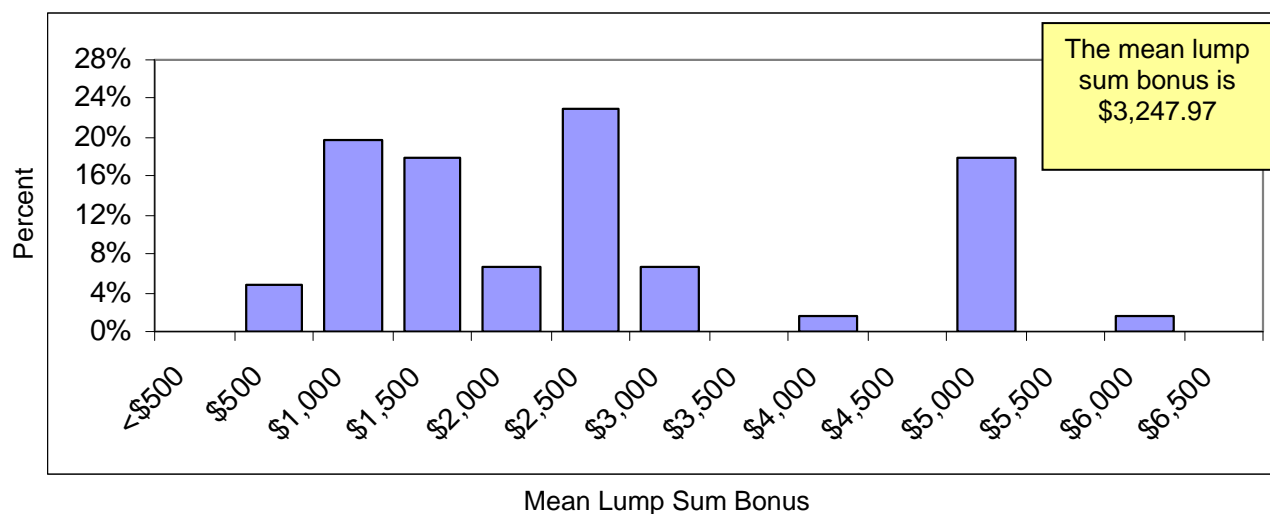
What criteria are used to determine who receives a lump sum bonus and/or the amount of the lump sum bonus?

Response	Determines who receives a bonus			Determines amount of bonus		
	2010	2009	2006*	2010	2009	2006*
Job Type	41.3%	44.8%	85.7%	47.6%	44.0%	85.7%
Tenure	49.2%	53.6%	89.3%	54.0%	53.6%	89.3%
Performance	69.8%	84.0%	89.3%	79.4%	84.0%	89.3%

**The categories "who receives" and "% increase" were combined in 2006.*

Note: It was possible to indicate multiple criteria. Respondents were asked this question only if they indicated that bonuses are based on factors, such as tenure, job type, or merit.

What was the average (mean) amount for lump sum bonuses given in the past calendar year (2009)?



LEAVE

This section summarizes office policies related to annual, sick, family and medical, administrative, and bereavement leave.

Annual Leave

Which of the following best represents how your office implements paid annual leave?

Response	2010	2009	2006
Offer, and the amount	100.0%	97.7%	94.5%
is the same for all employees	24.7%	29.6%	19.7%
varies by each employee's tenure in the House	49.5%	48.1%	47.3%
varies by tenure in the federal government, including the House	25.8%	20.0%	27.5%
Do not offer*	0.0%	2.2%	5.5%
Total	100.0%	100.0%	100.0%

**Respondents who answered "Do not offer" skipped all subsequent questions in this section.*

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

Response	2010	2009	2006
1-7 days	0.0%	7.5%	0.0%
8-14 days	37.5%	32.5%	12.5%
15-21 days	54.1%	52.5%	56.2%
22-28 days	4.2%	7.5%	31.3%
29 days or more	4.2%	0.0%	0.0%
Total	100.0%	100.0%	100.0%

Note: Respondents were asked this question only if they indicated that they offered all employees the same amount of annual leave.

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

Years of Tenure	Days Per Year of Annual Leave					
	0	1-7	8-14	15-21	22-28	29 days or more
Less than 1 year	1.4%	26.1%	56.5%	11.6%	2.9%	1.4%
1-3 years	0.0%	7.2%	59.4%	30.4%	2.9%	0.0%
4-6 years	0.0%	0.0%	20.0%	65.7%	11.4%	2.9%
7-10 years	0.0%	0.0%	2.9%	60.9%	30.4%	5.8%
11+ years	0.0%	0.0%	3.0%	41.8%	43.3%	11.9%

Note: Respondents were asked this question only if they indicated that the amount of annual leave they offered varied by tenure in the House or in the federal government.

LEAVE

Annual Leave (Continued)

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

Response	2010	2009	2006
Yes,	74.2%	67.0%	70.9%
and the amount is unlimited	10.3%	8.5%	8.1%
but the amount is limited	63.9%	58.5%	62.8%
No*	25.8%	33.1%	29.1%
Total	100.0%	100.0%	100.0%

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

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

Response	2010	2009	2006
1-7 days	52.5%	44.0%	51.7%
8-14 days	19.7%	24.0%	18.4%
15-21 days	13.1%	16.0%	11.2%
22-29 days	1.6%	5.3%	3.8%
30 days or more	13.1%	10.7%	14.9%
Total	100.0%	100.0%	100.0%

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

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

Response	2010	2009	2006
Yes	72.2%	69.2%	75.6%
No	27.8%	30.8%	24.4%
Total	100.0%	100.0%	100.0%

Does your office have a formal written annual leave policy?

Response	2010	2009
Yes	90.3%	91.5%
No	9.7%	8.5%
Total	100.0%	100.0%

Which of the following describes how your office accepts the transfer of unused annual leave accrued during previous employment?

Response	2010	2009	2006
Accept,	9.3%	7.7%	14.0%
if accrued during previous employment in the House	7.2%	2.3%	N/A
if accrued from the federal government (other than House)	2.1%	4.6%	10.5%
if accrued from previous organizations outside the federal government	0.0%	0.8%	N/A
Do not accept	89.7%	90.8%	86.0%

Note: It was possible to indicate multiple responses. Percentages may not add to or may exceed 100% due to participants viewing, but choosing to skip the question.

LEAVE

Sick Leave

Which of the following best represents how your office implements paid sick leave?

Response	2010	2009	2006
Offer, and the amount	94.8%	92.5%	92.3%
is the same for all employees	87.6%	85.7%	78.0%
varies by each employee's tenure in the House	5.2%	6.0%	14.3%
varies by tenure in the federal government, including the House	2.1%	0.8%	N/A
Do not offer	5.2%	7.5%	7.7%
Total	100.0%	100.0%	100.0%

Given that your office does not have a formal sick leave policy, which of the following best describes your office's response when employees are sick?

Response	2010
Employees are directed to use their annual leave	60.0%
Employees are able to take sick days on an as needed basis, and it does not affect their leave	40.0%
Employees are encouraged to work if at all possible (i.e., taking time off for sickness is strongly discouraged)	0.0%
Other	0.0%
Total	100.0%

Note: Respondents were asked this question only if they indicated that they do not offer sick leave.

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

Response	2010	2009
1-7 days	32.9%	31.3%
8-14 days	61.2%	65.2%
15-21 days	4.7%	2.6%
22-28 days	0.0%	0.0%
29 days or more	1.2%	0.9%
Total	100.0%	100.0%

Note: Respondents were asked this question only if they indicated that they offered all employees the same amount of sick leave.

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

Years of Tenure	Days Per Year of Sick Leave					
	0	1-7	8-14	15-21	22-28	29 days or more
Less than 1 year	0.0%	14.3%	85.7%	0.0%	0.0%	0.0%
1-3 years	0.0%	0.0%	85.7%	14.3%	0.0%	0.0%
4-6 years	0.0%	0.0%	71.4%	14.3%	0.0%	14.3%
7-10 years	0.0%	0.0%	66.7%	16.7%	0.0%	16.7%
11+ years	0.0%	0.0%	66.7%	16.7%	0.0%	16.7%

Note: Respondents were asked this question only if they indicated that the amount of sick leave they offered varied by tenure in the House or in the federal government.

LEAVE

Sick Leave (Continued)

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

Response	2010	2009	2006
Yes,	36.9%	35.8%	45.2%
and the amount is unlimited	21.7%	19.5%	28.5%
but the amount is limited	15.2%	16.3%	16.7%
No*	63.0%	64.2%	54.8%
Total	100.0%	100.0%	100.0%

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

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

Response	2010	2009	2006
1-7 days	42.9%	33.3%	50.1%
8-14 days	42.9%	38.9%	21.3%
15-21 days	0.0%	5.6%	14.4%
22-28 days	0.0%	0.0%	0.0%
29 days or more	14.2%	22.2%	14.2%
Total	100.0%	100.0%	100.0%

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

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

Response	2010	2009	2006
Yes	4.5%	10.8%	8.3%
No	95.5%	89.2%	91.7%
Total	100.0%	100.0%	100.0%

Do you provide departing employees with a written report documenting unused paid sick leave?

Response	2010	2009	2006
Yes	18.5%	12.4%	14.3%
No	81.5%	87.6%	85.7%
Total	100.0%	100.0%	100.0%

Which of the following describes how your office accepts the transfer of unused paid sick leave accrued during previous employment?

Response	2010	2009	2006
Accept, if accrued during previous employment in	6.5%	0.8%	13.1%
the House	4.3%	0.8%	N/A
the federal government, outside the House	2.2%	0.0%	N/A
organizations outside the federal government	0.0%	0.0%	N/A
Do not accept	89.1%	97.6%	86.9%

Note: It was possible to indicate multiple responses. Percentages may not add to or may exceed 100% due to participants viewing, but choosing to skip the question.

Does your office have a formal written sick leave policy?

Response	2010	2009
Yes	86.5%	90.2%
No	13.5%	9.8%
Total	100.0%	100.0%

LEAVE

Family and Medical Leave (FMLA)

Leave under the Family and Medical Leave Act (FMLA) is used for qualifying life 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.

How is family and medical leave (FMLA) implemented in your office?

Response	2010	2009	2006
Offer <i>paid</i> leave,	90.7%	86.4%	80.2%
informally on a case-by-case basis	33.0%	35.3%	N/A
formally based on a written policy	57.7%	51.1%	N/A
Do not offer <i>paid</i> FMLA leave*	9.3%	13.5%	19.8%
Total	100.0%	100.0%	100.0%

**Respondents who answered "Do not offer paid FMLA leave" skipped all subsequent questions in this section.*

Are employees required to work a certain amount of time before they qualify for FMLA?

Response	2010
Yes, employees are required to work for:	1-3 months 5.7%
	4-6 months 14.3%
	7-9 months 0.0%
	10-12 months 77.1%
	13-18 months 0.0%
	19-24 months 2.9%
No, all employees are eligible	60.2%

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 Life Event			
	A	B	C	D
0	1.4%	3.4%	7.0%	8.5%
1	1.4%	5.1%	1.8%	0.0%
2	1.4%	3.4%	12.3%	5.1%
3	1.4%	3.4%	1.8%	1.7%
4	17.4%	20.3%	21.1%	15.3%
5	1.4%	0.0%	0.0%	0.0%
6	33.3%	30.5%	24.6%	25.4%
7	0.0%	0.0%	0.0%	0.0%
8	11.6%	6.8%	7.0%	11.9%
9	2.9%	3.4%	3.5%	3.4%
10	1.4%	1.7%	0.0%	1.7%
11	0.0%	0.0%	0.0%	0.0%
12	23.2%	18.6%	17.5%	23.7%
More than 12	2.8%	3.4%	3.6%	3.4%
2010: Average Number of Weeks	7.4	6.6	6.1	7.1
2009: Average Number of Weeks	7.4	6.9	6.0	6.7
2006: Average Number of Weeks	7.6	7.2	6.9	7.5

LEAVE

Family and Medical Leave (FMLA)

Which employees are permitted to take leave for the birth and care of a newborn child or for the placement of a child for adoption or foster care?

	Female employees only	Both female and male employees, but male employees receive <u>less</u> leave than female employees	Both female and male employees, and male employees receive the <u>same</u> amount of leave as female employees
Birth and care of a newborn child	2.4%	33.7%	63.9%
Placement of a child for adoption or foster care	1.3%	19.7%	79.0%

Are employees permitted to take intermittent leave for the birth and care of a newborn child or for the placement of a child for adoption or foster care?

	Yes, employees can take intermittent leave	No, employees must take leave during a single period of time
Birth and care of a newborn child	81.0%	19.0%
Placement of a child for adoption or foster care	77.0%	23.0%

How often are employees expected to check-in with your office when they are out for the birth and care of a newborn child or for the placement of a child for adoption or foster care?

	Never	Less than once per month	About once per month	Several times per month	Several times per week
Birth and care of a newborn child	23.7%	7.9%	21.1%	39.5%	7.9%
Placement of a child for adoption or foster care	25.4%	8.5%	18.3%	36.6%	11.3%

Does your office have a lactation lounge or designated space for breastfeeding?

Response	2010
Yes	5.2%
No	94.8%
Total	100.0%

LEAVE

Administrative Leave

For which of the following circumstances is administrative leave authorized by your office?

Response	2010	2009	2006
Offer, for	87.6%	84.9%	36.3%
weather or special event	77.3%	44.2%	87.9%
educational programs	62.9%	42.7%	78.1%
jury duty	80.4%	45.2%	90.9%
blood donation	39.2%	17.1%	39.4%
vote	48.5%	26.1%	57.6%
other*	4.1%	4.0%	18.2%
Do not offer	12.4%	15.1%	63.7%

* Respondents selecting "Other" indicated that administrative leave was determined at the Member's discretion. It was also granted for personal reasons and unexpected emergencies.

Note: It was possible to indicate multiple circumstances.

Bereavement Leave

Does your office offer paid bereavement leave?

Response	2010	2009	2006
Yes	85.6%	81.7%	84.6%
No*	14.4%	18.3%	15.4%
Total	100.0%	100.0%	100.0%

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

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

Response	2010	2009	2006
Immediate family	94.1%	89.8%	94.8%
Extended family	45.9%	47.2%	48.1%
Friends	16.5%	15.7%	13.0%

Note: It was possible to indicate multiple groups.

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

Response	2010	2009	2006
1 day	0.0%	1.1%	0.0%
2 days	7.8%	4.4%	2.7%
3 days	40.6%	32.2%	34.3%
4 days	1.6%	2.2%	2.6%
5 days	31.2%	42.2%	28.9%
6 days	0.0%	0.0%	1.3%
7 days	12.5%	6.7%	11.8%
8 days	0.0%	0.0%	0.0%
9 days	0.0%	0.0%	0.0%
10 days	6.3%	7.8%	13.2%
11 or more days	0.0%	3.3%	5.2%
Total	100.0%	100.0%	100.0%

STUDENT LOAN REPAYMENT

Which of the following best represents how your office participates in the student loan repayment program?

Response	2010	2009	2006
All employees are eligible for the same amount	66.0%	68.7%	73.6%
All employees are eligible, but	31.9%	24.4%	20.9%
the amount varies by tenure	8.2%	5.3%	7.7%
the amount varies by position	3.1%	2.3%	1.1%
the amount varies by tenure and position	20.6%	16.8%	12.1%
Only some employees are eligible based on	2.1%	6.9%	4.4%
each employee's position	2.1%	3.8%	1.1%
each employee's tenure	0.0%	3.1%	3.3%
We do not offer student loan repayment*	0.0%	0.0%	1.1%

**Respondents who selected this option skipped all subsequent questions about student loan repayment policies.*

What is the average amount of monthly student loan repayment per employee in your office?

Average Repayment	2010	2009	2006
\$50/month	0.0%	0.8%	0.0%
\$100/month	0.0%	0.0%	0.0%
\$150/month	0.0%	0.0%	2.7%
\$200/month	1.1%	0.8%	8.1%
\$250/month	3.4%	1.6%	10.8%
\$300/month	5.6%	6.5%	10.8%
\$350/month	2.2%	4.0%	16.2%
\$400/month	5.6%	9.7%	18.9%
\$450/month	2.2%	2.4%	5.4%
\$500/month	20.2%	36.3%	27.1%
\$550/month	2.2%	4.8%	0.0%
\$600/month	10.1%	6.5%	0.0%
\$650/month	3.4%	2.4%	0.0%
\$700/month	2.2%	3.2%	0.0%
\$750/month	3.4%	1.6%	0.0%
\$800/month	19.2%	4.8%	0.0%
\$850/month	19.2%	14.5%	0.0%
Total	100.0%	100.0%	100.0%

Across Member offices, the average amount of student loan repayments being allocated is \$652.13.

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

Response	2010	2009	2006
0	4.5%	3.2%	0.0%
1	7.9%	3.2%	2.3%
2	14.6%	16.1%	17.0%
3	22.5%	13.0%	26.1%
4	18.0%	17.7%	23.9%
5	15.7%	21.0%	11.4%
6	10.1%	11.3%	12.5%
7 or more	6.7%	14.5%	6.8%
Total	100.0%	100.0%	100.0%

How does your office respond if an employee leaves prior to the end of their Student Loan Repayment contract year?

Response	2010	2009
Employees are <i>not</i> required to pay back contributed money	79.3%	76.9%
Employees pay back a <i>portion</i> of contributed money	8.7%	6.6%
Employees pay back <i>all</i> contributed money	3.3%	7.4%
Other*	8.7%	9.1%
Total	100.0%	100.0%

**Respondents selecting "Other" indicated that they have not dealt with this happening, that they reserve the right to make a reimbursement, or that it is determined on a case-by-case basis.*

OTHER BENEFITS

The benefits covered in this section are flexible work arrangements such as flex-time, telecommuting, part-time work, and job sharing. Additional policies covered in this section include work hours during District work periods, use of the House Transit Benefit Program, performance appraisal/evaluation, dress code, wellness programs, smoking, and new-hire orientation.

Flexible Work Arrangements

Does your office offer flexible work arrangements?

Response	2010	2009	2006
Offer for	45.4%	67.7%	50.5%
flex-time	16.5%	17.7%	39.1%
telecommuting	22.7%	19.2%	45.7%
part-time work	26.8%	40.0%	71.7%
job sharing	4.1%	1.5%	37.0%
other	1.0%	5.4%	2.2%
Do not offer*	54.6%	42.3%	49.5%

**Respondents who selected "Do not offer" skipped all subsequent questions in this section.*

Note: It was possible to indicate multiple arrangements.

Which of the following positions in your office are part-time?

Title	2010	2009	2006
Chief of Staff	0.0%	0.0%	3.5%
Legislative Director	2.2%	0.0%	3.5%
Senior Legislative Aide	0.0%	1.3%	1.2%
Legislative Aide	4.3%	2.7%	5.9%
Legislative Correspondent	2.2%	2.7%	2.4%
Office Manager/ Executive Assistant	2.2%	5.3%	8.2%
Press Secretary/Communications Director	0.0%	0.0%	3.5%
Scheduler	2.2%	1.3%	4.7%
Staff Assistant (Washington, D.C.)	2.2%	4.0%	5.9%
Staff Assistant (District)	19.6%	16.0%	9.4%
Constituent Services Rep./Caseworker	34.8%	22.7%	14.1%
District Director	2.2%	1.3%	3.5%
Field Representative	21.7%	28.0%	14.1%
Financial Administrator	21.7%	N/A	N/A
Systems Administrator	10.9%	N/A	N/A
No positions are part-time	17.4%	32.0%	N/A

Note: It was possible to indicate multiple positions.

OTHER BENEFITS AND POLICIES

Flexible Work Arrangements (Continued)

Which positions in your office does your office permit job sharing between two employees in your office?

Title	2010	2009	2006
Chief of Staff	0.0%	0.0%	0.0%
Legislative Director	0.0%	0.0%	0.0%
Senior Legislative Aide	0.0%	0.0%	1.4%
Legislative Aide	2.2%	0.0%	2.9%
Legislative Correspondent	6.5%	0.0%	1.4%
Office Manager/Executive Assistant	0.0%	1.3%	4.3%
Press Secretary/Communications Director	2.2%	1.3%	4.3%
Scheduler	0.0%	0.0%	2.9%
Staff Assistant (Washington, D.C.)	0.0%	0.0%	1.4%
Staff Assistant (District)	4.3%	1.3%	1.4%
Constituent Services Representative/Caseworker	2.2%	1.3%	10.0%
District Director	0.0%	0.0%	1.4%
Field Representative	0.0%	0.0%	7.1%
Financial Administrator	4.3%	N/A	N/A
Systems Administrator	6.5%	N/A	N/A
Job sharing is not permitted	43.5%	54.7%	N/A

Note: It was possible to indicate multiple positions.

Which positions in your office are shared between one of your employees and an employee simultaneously appointed to a position in another House office?

Title	2010	2009	2006
Chief of Staff	8.7%	4.0%	4.2%
Legislative Director	0.0%	0.0%	0.0%
Senior Legislative Aide	4.3%	1.3%	2.8%
Legislative Aide	8.7%	1.3%	1.4%
Legislative Correspondent	0.0%	0.0%	0.0%
Office Manager/Executive Assistant	0.0%	16.0%	9.9%
Press Secretary/Communications Director	0.0%	0.0%	1.4%
Scheduler	0.0%	0.0%	1.4%
Staff Assistant (Washington, D.C.)	0.0%	0.0%	0.0%
Staff Assistant (District)	0.0%	0.0%	0.0%
Constituent Services Representative/Caseworker	0.0%	0.0%	0.0%
District Director	0.0%	0.0%	0.0%
Field Representative	0.0%	0.0%	0.0%
Financial Administrator	26.1%	N/A	N/A
Systems Administrator	17.4%	N/A	N/A
No positions are shared	41.3%	46.7%	N/A

Note: It was possible to indicate multiple positions.

Which of the following positions are eligible for telecommuting?

Title	2010	2009	2006
Chief of Staff	30.4%	17.3%	14.7%
Legislative Director	21.7%	17.3%	11.8%
Senior Legislative Aide	21.7%	10.7%	4.4%
Legislative Aide	23.9%	13.3%	10.3%
Legislative Correspondent	21.7%	14.7%	8.8%
Office Manager/Executive Assistant	30.4%	16.0%	13.2%
Press Secretary/ Communications Director	26.1%	20.0%	13.2%
Scheduler	21.7%	12.0%	11.8%
Staff Assistant (Washington, D.C.)	15.2%	4.0%	4.4%
Staff Assistant (District)	15.2%	5.3%	2.9%
Constituent Services Rep./Caseworker	23.9%	13.3%	10.3%
District Director	30.4%	14.7%	11.8%
Field Representative	23.9%	10.7%	11.8%
Financial Administrator	32.6%	N/A	N/A
Systems Administrator	19.6%	N/A	N/A
No positions are eligible for telecommuting	32.6%	48.0%	N/A

Note: It was possible to indicate multiple positions.

For the employees who typically telecommute, when do they engage in telecommuting?

Title	2010
Almost every day	12.0%
On certain days of the week	16.0%
Sporadically throughout the year	60.0%
Almost every day during recess periods	0.0%
Only on certain days of the week during recess periods	12.0%
Total	100.0%

OTHER BENEFITS AND POLICIES

Flexible Work Arrangements (Continued)

Which of the following positions are eligible for flex-time?

Title	2010
Chief of Staff	18.2%
Legislative Director	20.5%
Senior Legislative Aide	22.7%
Legislative Aide	20.5%
Legislative Correspondent	20.5%
Office Manager/Executive Assistant	20.5%
Press Secretary/ Communications Director	18.2%
Scheduler	15.9%
Staff Assistant (Washington, D.C.)	13.6%
Staff Assistant (District)	15.9%
Constituent Services Representative/ Caseworker	25.0%
District Director	18.2%
Field Representative	22.7%
Financial Administrator	20.5%
Systems Administrator	20.5%
Job sharing is not permitted	52.3%

Note: It was possible to indicate multiple positions

Which of the following options best describes your office's policy for those employees who use flex-time?

Title	2010
Flex-time can be used throughout the year, and there are no restrictions on when flex-time can be used	25.0%
Flex-time can be used throughout the year, but employees must work during certain core hours	43.7%
Flex-time can only be used during recess periods, but during this time, there are no restrictions on when flex-time can be used	12.5%
Flex-time can only be used during recess periods, and employees must work during certain core hours	18.8%
Total	100.0%

District Work Periods

How does your Washington, D.C. office's work schedule change when the House is not in session?

Response	2010	2009
No change	27.3%	39.2%
Less than 5 days per week with the same amount of hours as when the House is in session	2.3%	0.0%
Less than 5 days per week with reduced hours each day	6.8%	2.3%
Time of the beginning and end of the work day are flexible	56.8%	53.8%
Certain employees do not work during recess periods	0.0%	0.8%
Employees telecommute with increased frequency	15.9%	6.2%
Other*	6.8%	7.7%

**Respondents selecting "Other" indicated that the office closes an hour early and that more time is dedicated to training and skill development.*

Note: It was possible to indicate multiple arrangements.

CHAPTER V – PERFORMANCE APPRAISAL/EVALUATIONS

Which processes reflect the performance appraisal/evaluation practice(s) of your office?

Response	2010	2009	2006
Supervisor(s) fill out written evaluations	37.1%	38.5%	40.0%
Peer(s)/subordinate(s) fill out written evaluations	7.2%	6.9%	N/A
Staff fill out self-evaluations	38.1%	35.4%	17.1%
Staff and supervisors hold formal meetings to discuss performance	56.7%	53.1%	85.7%
All staff are evaluated formally	37.1%	40.8%	72.9%
Only specific staff are evaluated	4.1%	0.8%	4.3%
Informal evaluations are conducted, but there is no formal policy/practice	28.9%	18.5%	5.7%
Do not conduct regular performance appraisals/evaluations	6.2%	10.8%	22.2%

Note: It was possible to indicate multiple processes.

Is the Member directly involved in performance reviews?

Response	2010
Yes, for all positions	17.6%
Yes, but only for some positions	20.9%
No, the Member is not directly involved in performance reviews	61.5%
Total	100.0%

When are performance appraisals/evaluations generally conducted in your office?

Response	2010	2009	2006
All staff are evaluated on a set date <i>one time per year</i>	50.5%	46.1%	78.6%
All staff are evaluated on a set date <i>more than one time per year</i>	14.3%	21.7%	N/A
All staff are evaluated on a set date <i>less than one time per year</i>	1.1%	0.0%	N/A
Staff are evaluated on an individual basis based on employment anniversary date	4.4%	9.6%	2.8%
Staff are evaluated on an individual basis based on job type	2.2%	2.6%	N/A
Staff are evaluated on an individual basis sporadically	25.3%	16.5%	N/A
Other*	2.2%	3.5%	N/A
Total	100.0%	100.0%	N/A

**Respondents selecting "Other" indicated that performance appraisals/evaluations were conducted both periodically and at a set time per year.*

Note: Respondents were asked this question only if they indicated that they conducted performance appraisals/evaluations.

Why does your office not conduct annual/regular performance appraisals/evaluations?

Response	2010	2009	2006
Takes too much time	0.0%	30.8%	15.0%
Do not have the necessary tools/forms	0.0%	23.1%	10.0%
Turnover	0.0%	0.0%	5.0%
Too difficult to provide accurate feedback	0.0%	15.4%	5.0%
Already conduct informal reviews	57.1%	38.5%	80.0%
Not a priority	14.3%	46.2%	N/A
Policy changes	0.0%	7.7%	N/A
Other*	28.6%	7.7%	N/A

**Respondents selecting "Other" indicated that they do not conduct regular performance appraisals/evaluations because they have not typically conducted them in the past and because they are not worth the time invested.*

Note: It was possible to indicate multiple reasons. Respondents were asked this question only if they indicated that they do not conduct regular performance appraisals/evaluations.

CHAPTER VI – OTHER OFFICE PRACTICES

Procedure Manual

Does your office have written personnel policies and a procedure that is provided to all employees at the start of employment?

Response	2010	2009
Yes	83.2%	85.9%
No	16.8%	14.1%
Total	100.0%	100.0%

Developmental Opportunities

Which of the following developmental opportunities are offered to your employees?

Response	2010	2009
On-site training classes	75.3%	73.6%
Off-site training classes	59.8%	69.8%
Formal on-the-job training program	28.9%	34.1%
Other*	2.1%	3.1%

*Respondents selecting "Other" indicated House offered programs, such as those available through the on-site and online House Learning Center.

Note: It was possible to indicate multiple developmental opportunities.

Dress Code

Which of the following best describes the dress code?

Dress Code	Washington, D.C. office when the House...			District office
	is in session	is <u>NOT</u> in session	has adjourned for a District work period	
Business attire	100.0%	2.1%	2.1%	37.6%
Business casual	0.0%	76.0%	36.5%	60.2%
Casual	0.0%	19.8%	60.4%	1.1%
No dress code	0.0%	2.1%	1.0%	1.1%
Total	100.0%	100.0%	100.0%	100.0%

Wellness Activities

Are employees authorized to participate in wellness activities (e.g., exercise, use a wellness/fitness center, smoking cessation classes/groups) during normal work hours?

Response	2010	2009	2006
Yes,	74.7%	68.4%	45.6%
during any time of day and year	26.3%	16.5%	N/A
but only during lunch breaks	27.4%	18.1%	N/A
but only during district work periods	6.3%	5.5%	N/A
it's decided on a case-by-case basis	14.7%	28.3%	N/A
No	24.2%	28.3%	44.4%
Other*	1.1%	3.1%	10.0%
Total	100.0%	100.0%	100.0%

*Respondents selecting "Other" indicated participation was authorized but during lunch or off hours.

OTHER OFFICE PRACTICES

New Employee Orientation

Does your office provide an orientation for new employees in addition to the House-offered online orientation?

Response	2010	2009	2006
Yes	62.1%	61.9%	74.4%
No	37.9%	38.1%	25.6%
Total	100.0%	100.0%	100.0%

Does your office require employees to access the House-offered online orientation for new employees?

Response	2010	2009
Yes	40.4%	27.6%
No	59.6%	72.4%
Total	100.0%	100.0%

Does your office provide information on the Office of Compliance (OOC) to new employees?

Response	2010
Yes	67.0%
No	33.0%
Total	100.0%

Foreign Languages and Constituent Demographics

Is fluency in foreign languages a priority in your office?

Response	2010	2009
Yes	23.7%	21.7%
No	76.3%	78.3%
Total	100.0%	100.0%

Is it a priority for your office to have your staff demographics reflect your constituents' demographics?

Response	2010	2009
Yes	61.3%	62.2%
No	38.7%	37.8%
Total	100.0%	100.0%

Which languages other than English are spoken or required in your office?

Responses	2010	2009
Spanish	24.8%	12.6%
Vietnamese	3.8%	1.5%
Korean	3.0%	1.5%
Mandarin	2.5%	2.0%
French	2.3%	2.5%
German	1.5%	2.0%
Japanese	1.5%	1.0%
Russian	1.5%	1.0%
Chamorro	1.5%	0.0%
Tagalog	1.5%	0.0%
Other*	5.3%	3.5%

*Other responses include the following languages that were each selected by less than 1% of respondents: Amharic, Arabic, Cantonese, Creole, Ghanaian (specific language was not indicated), Greek, Hindi, Hmong, Polish, Thai, Urdu.

Cultural, Ethnic, or Religious Events/Holidays

Does your office provide any type of leave that covers cultural, ethnic, or religious events/holidays?

Response	2010	2009
Yes	71.1%	75.2%
No	28.9%	24.8%
Total	100.0%	100.0%

What type of leave are employees permitted to use for cultural, ethnic, or religious events/holidays?

Response	2010	2009
Leave specifically devoted to cultural or ethnic events/holidays	75.0%	41.4%
Paid annual leave	26.4%	55.6%
Unpaid leave	5.6%	11.1%
Other*	6.9%	9.1%

*Respondents selecting "Other" indicated that administrative leave can be used, that the office closes for these events/holidays, and that it is decided on an informal case-by-case basis.

OTHER OFFICE PRACTICES

Cultural, Ethnic, or Religious Events/Holidays

How much leave are employees permitted to use for cultural, ethnic, or religious events/holidays?

Response	2010
1-3 days/year	75.0%
4-6 days/year	16.6%
7-9 days/year	4.2%
10-12 days/year	2.1%
13 or more days/year	2.1%
Total	100.0%

Provide any reasons why employees are not provided leave that covers cultural, ethnic, or religious events/holidays:

Response	2010	2009
Have never encountered a request or need	53.6%	55.6%
Annual leave/Federal holidays are sufficient to cover such events	21.4%	22.2%
Decided on a case-by-case basis	21.4%	11.1%
It would not apply to everyone	3.6%	5.6%
Employees must use their own time	0.0%	5.6%
Total	100.0%	100.0%

Note: Respondents were asked this question only if they indicated that they do not offer any type of leave that covers cultural or ethnic events/holidays.

Diversity Recruitment

Does your office specifically reach out to affiliated institutions such as African American, Hispanic or Latino, or Asian American or Pacific Islander education institutions or organizations when recruiting new employees?

Response	2010	2009
Yes	24.0%	32.6%
No	76.0%	67.4%
Total	100.0%	100.0%

To which affiliated institutions does your office reach out?

Responses	2010	2009
Congressional Tri-Caucus	40.5%	39.6%
Hispanic Caucus	16.7%	18.9%
Black Caucus	11.9%	11.3%
Asian Pacific Caucus	11.9%	7.5%
Historically Black or Hispanic Colleges or Universities	21.4%	28.3%
Other Universities/University Groups	2.4%	0.0%
Community Groups	28.6%	32.1%
Congressional Staff Associations	7.1%	0.0%
Total	100.0%	100.0%

Note: Respondents were asked this question only if they indicated that they reach out to affiliated institutions when recruiting new employees.

Office Hours

How does your District office account for work performed in the evenings and on weekends?

Responses	2010
Employees are expected to work weekends/evenings when necessary, and they do not receive any additional compensation for that work	49.5%
Employees are expected to work weekends/evenings when necessary, but they do receive additional compensation for that work (e.g., paid overtime, given a bonus, allotted comp time)	34.7%
Employees very rarely work weekends/evenings	15.8%
Total	100.0%

OTHER OFFICE PRACTICES

Office Hours

Does your office have a requirement for the minimum number of hours per day that a full-time employee must work?

Response	2010
Yes: 70.2%	7 hours 6.0%
	8 hours 83.6%
	9 hours 10.4%
No, employees are not required to work a minimum number of hours per day	29.8%

Does your office have a requirement for the minimum number of hours per week that a full-time employee must work?

Response	2010
Yes: 70.5%	30 hours 1.5%
	35 hours 10.4%
	40 hours 86.6%
	45 hours 1.5%
No, employees are not required to work a minimum number of hours per week	29.5%

What are the typical start and stop times that reflect the core hours within your Washington, D.C. office on days when the House is in session?

Start Time (AM)	Stop Time (PM)							
	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30
8:00	1.1%	0.0%	1.1%	0.0%	2.1%	0.0%	0.0%	0.0%
8:30	0.0%	5.3%	13.7%	3.2%	0.0%	1.1%	0.0%	1.1%
9:00	1.1%	1.1%	44.2%	9.5%	11.6%	1.1%	3.2%	0.0%

What are the typical start and stop times that reflect the core hours within your Washington, D.C. office on days when the House is **NOT in session?**

Start Time (AM)	Stop Time (PM)				
	5:00	5:30	6:00	6:30	7:00
8:00	1.1%	0.0%	1.1%	0.0%	1.1%
8:30	3.2%	8.4%	2.1%	0.0%	0.0%
9:00	31.6%	4.2%	42.1%	1.1%	1.1%
9:30	0.0%	0.0%	1.1%	0.0%	0.0%
10:00	1.1%	0.0%	1.1%	0.0%	0.0%

What are the typical start and stop times that reflect the core hours within your Washington, D.C. office when the House has adjourned for a District work period?

Start Time (AM)	Stop Time (PM)						
	4:00	4:30	5:00	5:30	6:00	6:30	7:00
8:00	0.0%	0.0%	1.1%	0.0%	1.1%	0.0%	1.1%
8:30	0.0%	0.0%	3.2%	7.4%	2.1%	0.0%	0.0%
9:00	1.1%	0.0%	43.2%	4.2%	25.3%	0.0%	0.0%
9:30	0.0%	0.0%	2.1%	2.1%	1.1%	0.0%	0.0%
10:00	1.1%	0.0%	2.1%	0.0%	2.1%	0.0%	0.0%

What are the typical start and stop times that reflect the core hours within your District office?

Start Time (AM)	Stop Time (PM)			
	4:30	5:00	5:30	6:00
8:00	0.0%	24.7%	1.1%	1.1%
8:30	3.2%	14.0%	11.8%	2.2%
9:00	0.0%	30.1%	2.2%	8.6%
9:30	0.0%	0.0%	0.0%	0.0%
10:00	0.0%	0.0%	0.0%	1.1%

CHAPTER VII – RECRUITMENT AND RETENTION

This section summarizes information on the practices, experiences, and issues with regard to recruitment and retention.

How often does your office use each of the following means to recruit for staff openings?

Response	1 Never	2	3 Some- times	4	5 Very often
A job advertisement on the Internet (not including House.gov)	52.8%	7.9%	19.1%	7.9%	12.4%
Current House employee referral	11.0%	5.5%	25.3%	22.0%	36.3%
Internal job posting (HouseNet.House.gov)	43.3%	8.9%	14.4%	12.2%	21.1%
Newspaper advertisement	77.5%	14.6%	6.7%	1.1%	0.0%
Job ad in a trade/professional publication, a newsletter, or an email list (i.e., a listserv)	75.3%	7.9%	12.4%	3.4%	1.1%
A college or university sponsored career fair or placement office	63.6%	11.4%	18.2%	3.4%	3.4%
A community sponsored job/career fair	77.3%	11.4%	8.0%	1.1%	2.3%
An institute or organization focusing on increasing diversity in the workplace	73.6%	16.1%	8.0%	1.1%	1.1%
House New Member Services	74.7%	9.2%	10.3%	3.4%	2.3%
Constituent newsletters	94.3%	2.3%	1.1%	1.1%	1.1%
District listservs	85.7%	6.0%	2.4%	3.6%	2.4%
Internal email lists (e.g., CoS lists, LD list)	15.6%	7.8%	15.6%	21.1%	40.0%

Note: Respondents indicated District recommendations, word of mouth, Office alumni outreach, former interns, the House job list, and obtaining resumes from job banks off the Hill as "Other" means of recruitment.

Percentage of employees hired by location:

Response	2010	2009	2006*
Washington, D.C. metro area	31.9%	34.0%	N/A
Home District	48.2%	38.2%	48.0%
Home State (outside of home district)	18.8%	27.8%	N/A
Another state	6.8%	N/A	N/A

**In 2006, participants indicated percent of employees hired from home district and percent of employees hired outside home district.*

RECRUITMENT AND RETENTION

Which job in your office has the highest turnover rate?

Response	2010	2009	2006
Chief of Staff	8.4%	2.4%	2.2%
Legislative Director	4.2%	1.6%	1.1%
Senior Legislative Director	0.0%	0.0%	1.1%
Legislative Aide	12.6%	26.8%	24.4%
Legislative Correspondent	14.7%	16.5%	15.6%
Office Manager/Executive Assistant	1.1%	1.6%	4.4%
Press Secretary/Communications Director	16.8%	10.2%	6.7%
Scheduler	14.7%	3.9%	8.9%
Staff Assistant (Washington, D.C.)	63.2%	53.5%	61.1%
Staff Assistant (District)	10.5%	7.1%	13.3%
Constituent Services Representative/Caseworker	4.2%	8.7%	2.2%
District Director	2.1%	0.8%	1.1%
Field Representative	5.3%	4.7%	4.4%
Financial Administrator	0.0%	N/A	N/A
Systems Administrator	0.0%	N/A	N/A
Other	0.0%	1.6%	1.1%

Note: Offices could select more than one option if multiple options had equivalent turnover rates.

How much of a problem is turnover for each of the following jobs?

Response	Large problem	Moderate problem	Small problem	No problem	We have no such position
Chief of Staff	3.4%	3.4%	2.3%	90.9%	0.0%
Legislative Director	1.1%	8.0%	11.4%	78.4%	1.1%
Senior Legislative Director	0.0%	3.9%	7.8%	77.9%	10.4%
Legislative Aide	3.5%	5.8%	33.7%	55.8%	1.2%
Legislative Correspondent	1.2%	19.8%	31.4%	44.2%	3.5%
Office Manager/Executive Assistant	1.2%	8.2%	9.4%	76.5%	4.7%
Press Secretary/Communications Director	4.6%	9.2%	23.0%	63.2%	0.0%
Scheduler	4.7%	10.5%	12.8%	70.9%	1.2%
Staff Assistant (Washington, D.C.)	7.9%	30.3%	31.5%	29.2%	1.1%
Staff Assistant (District)	0.0%	8.2%	25.9%	63.5%	2.4%
Constituent Services Representative/Caseworker	1.1%	3.4%	19.5%	75.9%	0.0%
District Director	1.1%	1.1%	9.2%	88.5%	0.0%
Field Representative	1.2%	2.3%	18.6%	74.4%	3.5%
Financial Administrator	1.2%	0.0%	2.5%	84.0%	12.3%
Systems Administrator	1.2%	6.2%	11.1%	67.9%	13.6%
2010 Average	2.1%	7.7%	16.3%	69.6%	4.3%
2009 Average	1.6%	5.4%	11.4%	75.2%	6.5%
2006 Average	1.4%	4.8%	14.8%	67.2%	11.7%

RECRUITMENT AND RETENTION

What is the primary reason employees state for leaving the organization?

Response	2010	2009	2006
Career opportunity	45.0%	45.5%	61.1%
Attending school	19.8%	20.7%	15.6%
Higher wages	12.1%	9.1%	10.0%
Lack of promotion opportunities	7.7%	6.6%	5.6%
Inadequate performance	4.4%	3.3%	2.2%
Retirement	2.2%	0.0%	1.1%
Moving away	1.1%	2.5%	N/A
Working on a campaign	1.1%	0.8%	N/A
Dissatisfied with work schedule	1.1%	0.0%	1.1%
Family responsibilities	1.1%	N/A	N/A
Workload is too high	0.0%	0.8%	1.1%
Other	0.0%	5.8%	2.2%
Unsure	4.4%	5.0%	N/A
Total	100.0%	100.0%	100.0%

What is the most common venture that employees pursue after leaving a Member office?

Response	2010
Another House office	33.3%
Graduate school	22.2%
Lobby firm	10.0%
House committee	3.4%
Law	3.4%
Campaign	2.2%
Federal agency	2.2%
Other education program	2.2%
Community organization	1.1%
Consulting	1.1%
Exiting the workforce	1.1%
Senate	1.1%
State/local government	1.1%
Journalism	0.0%
Military	0.0%
Teaching	0.0%
Other*	3.4%
Unsure	12.2%
Total	100.0%

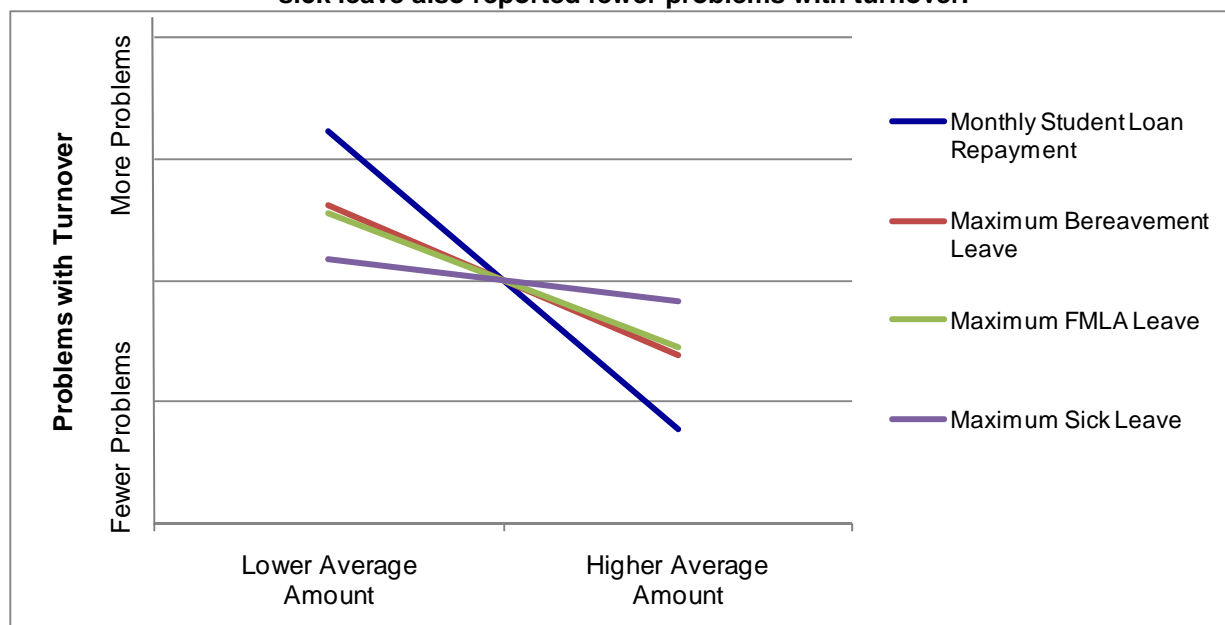
* Respondents who selected "Other" indicated each employee has a unique venture he/she opts to pursue, or that it is common for employees to pursue leadership offices after leaving a Member Office.

CHAPTER VIII – IMPACT OF EMPLOYMENT PRACTICES

BENEFITS, OFFICE SIZE, AND TURNOVER

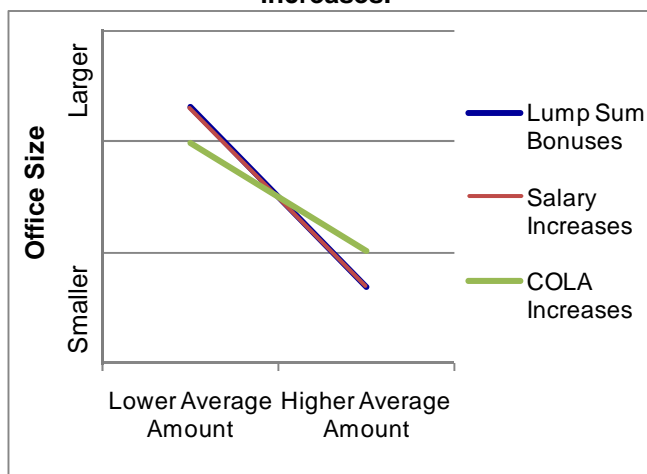
This section illustrates relationships between benefits, office size and problems with turnover.

Offices that provide higher average student loan repayments tend to report fewer problems with turnover than offices that provide lower average student loan repayments. Although not statistically significant, offices with longer maximum allowances for bereavement, FMLA, and sick leave also reported fewer problems with turnover.



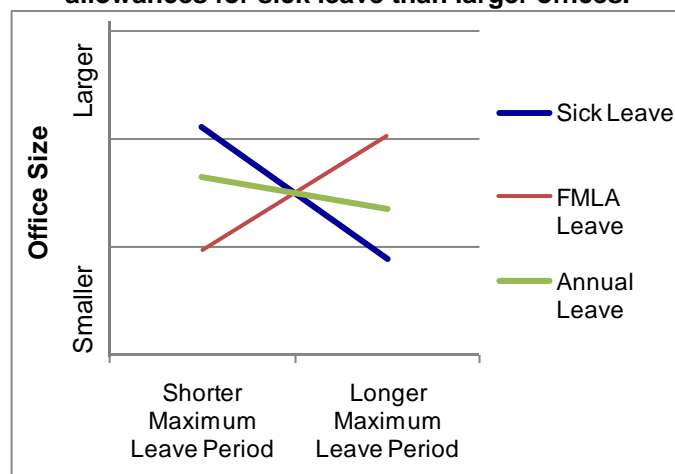
Note: The relationship between monthly student loan repayment and turnover is statistically significant ($p < .05$). Relationships between turnover and other benefits policies are not statistically significant.

Offices that offer higher lump sum bonuses, salary increases, and COLA increases tend to be smaller than offices that offer lower pay increases.



Note: These relationships are reported due to their directional nature, though the results were not statistically significant.

Larger offices tend to offer longer maximum allowances for FMLA leave than smaller offices, whereas smaller offices tend to offer longer maximum allowances for sick leave than larger offices.

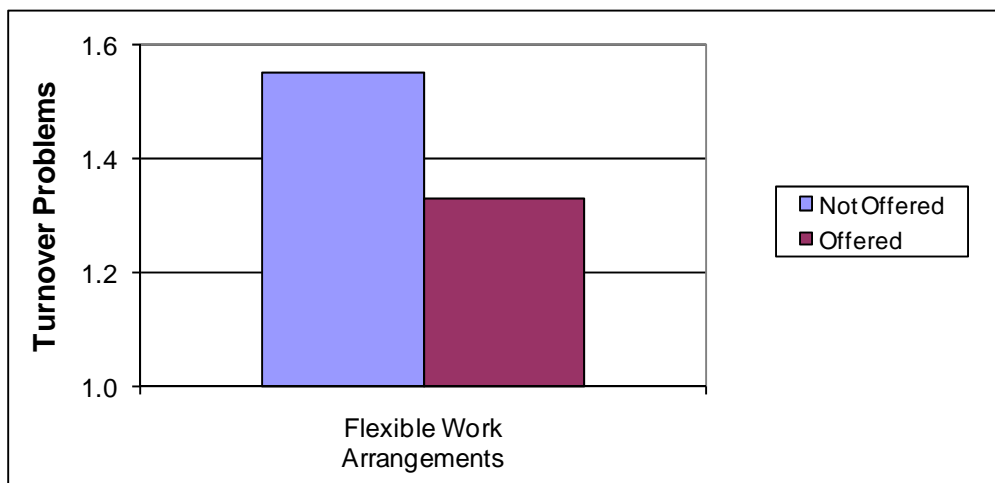


Note: These relationships are reported due to their directional nature, though the results were not statistically significant.

FLEXIBLE WORK ARRANGEMENTS AND TURNOVER

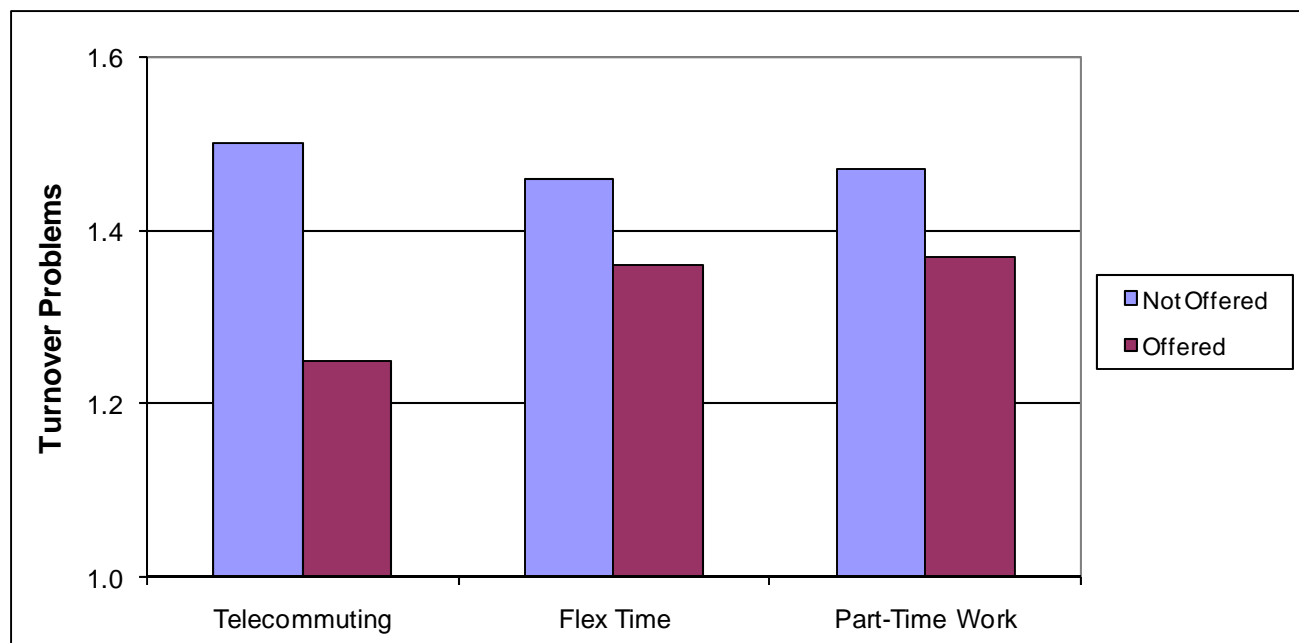
This section illustrates how flexible work arrangements relate to problems with turnover.

Offices that provide flexible work arrangements reported fewer problems with turnover than offices that do not provide any type of flexible work arrangements.



Note: The mean difference between offices that offer flexible work arrangements and those that do not offer the arrangements is statistically significant ($p < .05$).

For each of the specific types of flexible work arrangements (i.e., flex time, telecommuting, and part-time work), offices reported fewer problems with turnover across each of these compared to offices that do not offer these arrangements.

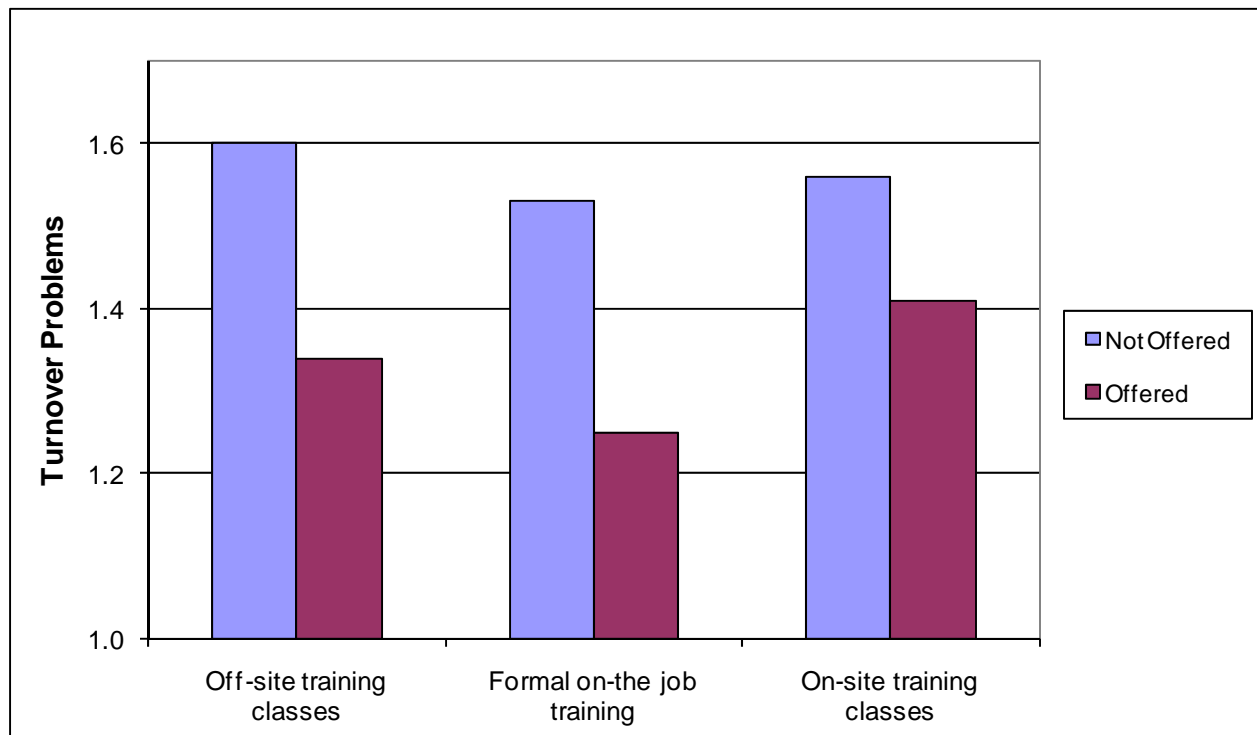


Note: The mean difference between offices that offer telecommuting and those that do not is statistically significant ($p < .05$). Mean differences for flex time and part-time work are not statistically significant.

DEVELOPMENTAL OPPORTUNITIES AND TURNOVER

This section illustrates how the availability of developmental opportunities relates to problems with turnover.

Offices that provide opportunities for employees to attend off-site training, formal on-the-job training, and on-site training reported fewer problems with turnover compared to offices that do not provide these developmental opportunities.



Note: Mean differences between offices that offer off-site training and between offices that offer formal on-the job training and offices that do not offer either of these are statistically significant ($p < .05$) whereas the mean difference between offices that offer on-site training and offices that do not offer on-site training was not found to be statistically significant.

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