

# 2019

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## House of Representatives Compensation and Diversity Study Report: House Overall Results

*Guide for the 116<sup>th</sup> Congress*

Produced by the  
**Chief Administrative Officer**  
**U.S. House of Representatives**

By **ICF**



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## Introduction

This report summarizes the results of a compensation, benefits, and demographics survey administered from July 9, 2019 – July 26, 2019 for the U.S. House of Representatives. In accordance with the Fiscal Year 2019 (FY19) Legislative Branch report and the House Rules for the 116<sup>th</sup> Congress, the U.S. House of Representatives conducted a study of staff compensation, benefits, and demographics. The study also included an analysis of House compensation practices compared with Executive Branch and private sector organizations. To complete this mandate, the Chief Administrative Officer of the House of Representatives partnered with ICF, a global consulting company that specializes in compensation and diversity analyses, to administer a survey to all staff in Members' Personal Offices, Committee Offices, Leadership Offices, and House Officer Offices.

The web-based survey was sent to all 10,356 House of Representatives staff across all Member Offices, Committee Offices, Leadership Offices, and House Officer Offices. A total of 5,290 House staff participated in the survey for a response rate of 51.1%. A summary of the study methodology is found in Appendix A, a copy of the survey instrument is found in Appendix B, and study terms and definitions are found in Appendix C. This report presents summary results for all House staff who participated. Specific results for Member Office staff, Committee and Leadership Office staff, and House Officers are found in separate reports. The following survey results are broken down within the report:

### Compensation and Benefits

- Salary
- Pay Increases
- Paid Leave
- Student Loan and Transit Benefits
- Flexible Work Arrangements

### Job Characteristics and Perceptions

- Military Experience
- Tenure
- Duty Location
- Exempt Status
- Work Status
- Job Perceptions

### Demographics

- Age
- Gender/Gender Identity
- Education
- Race/Ethnicity
- Faith
- Sexual Orientation

This report also provides benchmark data for salary, access to and number of paid leave days, access and use of medical and insurance benefits, savings accounts, retirement contributions, and other benefits. The Bureau of Labor Statistics (BLS) was used to provide salary and benefits benchmarking data. While BLS contains several data sources, the ICF team focused on the Occupational Employment Statistics (OES) survey to inform Federal Government and private sector salary benchmark data and the National Compensation Survey (NCS) to provide national benefits benchmarking data. For the purposes of this report, ICF used benchmark data for the Federal Government, as well as the private sector, when making salary comparisons. The Federal Government data include all three branches of government. The private sector data exclude workers in private households, the self-employed, workers who set their own pay, and family members paid token wages. In order to draw comparisons with the benchmark data, job types within the survey were mapped to occupations within the BLS datasets. Salary benchmarks are based only on similar job types and do not take into account other characteristics that may influence salary (e.g., demographics, education, experience).

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Finally, results are presented for research questions examining whether salary differences exist because of demographic characteristics, how salary is influenced by tenure and education levels, and the impact of salary on satisfaction and intention to turnover. Any statistical result that has an N/A displayed within the reports suggests that the data are unavailable and/or the result is being suppressed because the number of respondents is fewer than five people.

House of Representatives: Overall

HOUSE EMPLOYEE SUMMARY

- Earns \$69,379 annually, on average.
- 54.0% work in the Washington, D.C. office.
- Has been in the position for 3.1 years.
- Has a bachelor's degree.
- Receives 30.0 days of paid time off (PTO)/vacation and sick leave per year.
- 33.0% can telework to some extent during the year.



Number of Respondents = 5,290 House staff

COMPENSATION AND BENEFITS

Salary

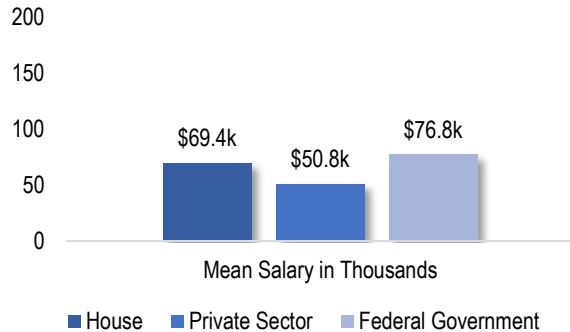
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$1,200	N/A	N/A
25%	\$40,000	\$24,960	\$49,950
50% (median)	\$55,000	\$36,750	\$65,610
Mean	\$69,379	\$50,830	\$76,810
75%	\$92,129	\$60,300	\$97,430
Maximum	\$172,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	24.1%	2.3%
Annual Salary Increase/Raise	40.7%	8.9%
Bonuses (Lump Sum)/Pay Adjustments	49.4%	\$3,682.67



For each year that House staff are in their positions, they receive a **5.8%** average increase in salary.



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## Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	92.9%	18.2
Paid Sick Leave	87.8%	11.8
Paid FMLA Leave	58.5%	54.0
Paid Administrative Leave	42.7%	9.5
Paid Bereavement Leave	57.2%	4.9

11.3% and 18.7% of House staff have “no set amount” of leave per year for PTO and sick time, respectively.

### Roll Over Paid Leave to Next Year

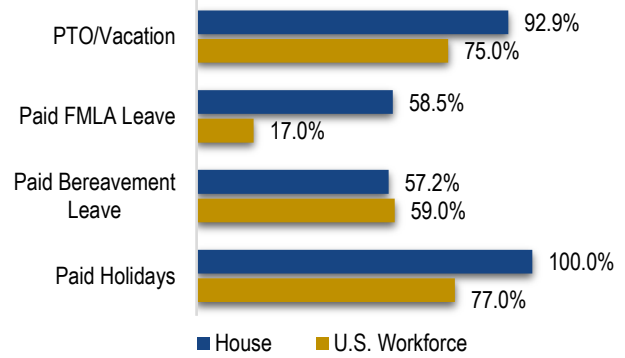
**52.9%** can roll over PTO/vacation days

- 11.6% can roll over unlimited days
- 41.3% can roll over an average of 20.0 days

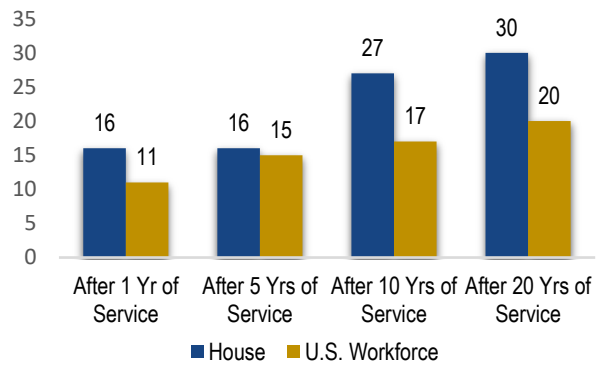
**36.3%** can roll over sick days

- 29.0% can roll over unlimited days
- 7.3% can roll over an average of 19.4 days

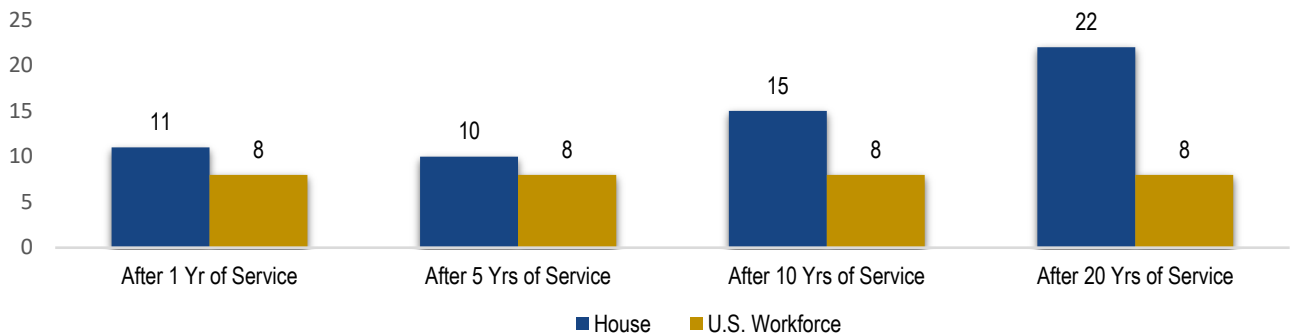
## Access to Leave



## Days of PTO/Vacation Available

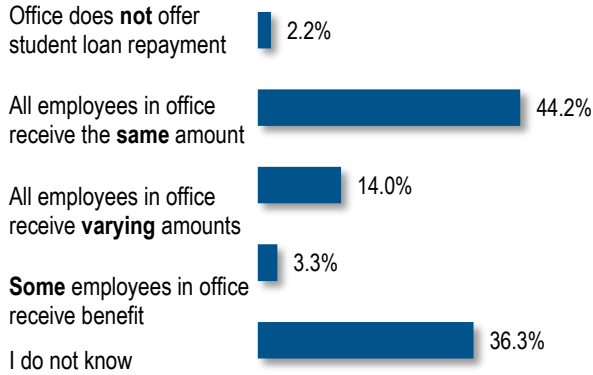


## Days of Sick Leave Available



# 2019 Compensation and Diversity Study Report

## Student Loan and Transit Benefits



**17.1%** of House staff receive student loan repayments. The average amount of student loan repayment is **\$686.12** per month.



**20.1%** of House staff receive transit benefits.

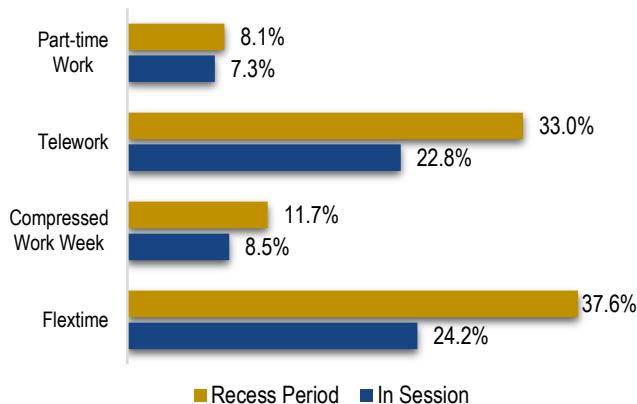
## Medical and Insurance

Benefit	House		U.S. Workforce	
	% with Access	% Using Benefit	% with Access	% Using Benefit
Dental Care	90%	46%	44%	35%
Health Care	90%	72%	72%	59%
Vision Care	90%	30%	26%	21%
Life Insurance	90%	74%	60%	59%

## Retirement

Benefit	House		U.S. Workforce	
	% with Access	% Using Benefit	% with Access	% Using Benefit
Defined Benefit Plan	90%	90%	N/A	22%
Defined Contribution Retirement Plan	90%	84%	60%	42%

## Flexible Work Arrangements



## Savings Accounts

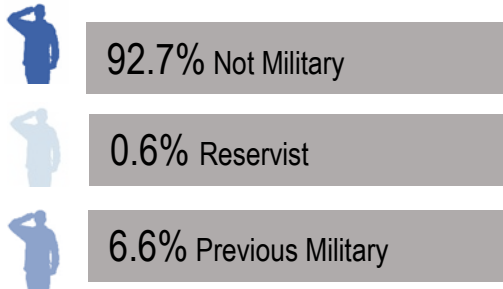
Benefit	House		U.S. Workforce	
	% with Access	% Using Benefit	% with Access	% Using Benefit
Dependent Care FSA	90%	3%	42%	N/A
Health Care FSA	90%	13%	45%	N/A
HSA	90%	2%	29%	N/A

## Other Benefits

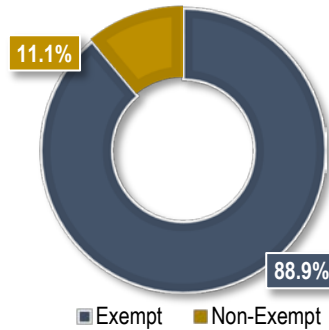
Benefit	House		U.S. Workforce	
	% with Access	% Using Benefit	% with Access	% Using Benefit
Employee Assistance Program (EAP)	90%	8%	54%	N/A
Subsidized Commuting	90%	20%	8%	N/A

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



Exempt Status



Tenure

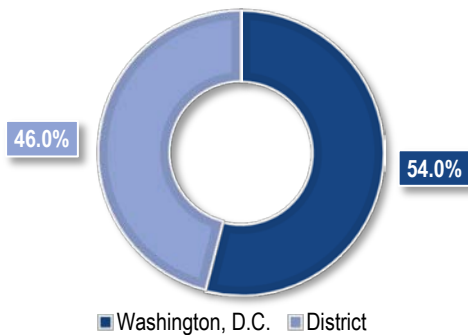


**5.5** average years working at House of Representatives  
**3.1** average years in current position  
**6.0** average years in Federal Government

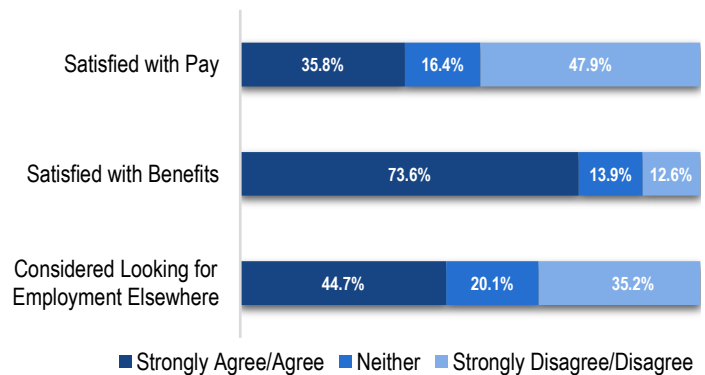
Work Status

**4.4%** of House staff are part-time.  
 Part-time employees work an average of **20.0** hours per week.

Duty Location



Job Perceptions

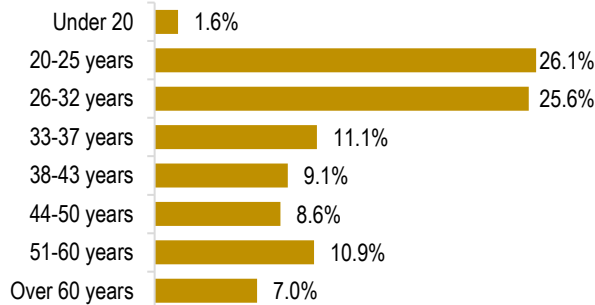




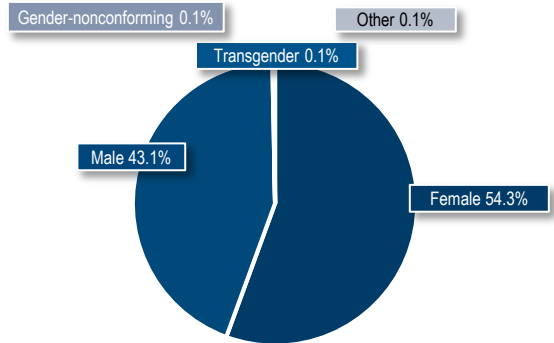
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## DEMOGRAPHICS

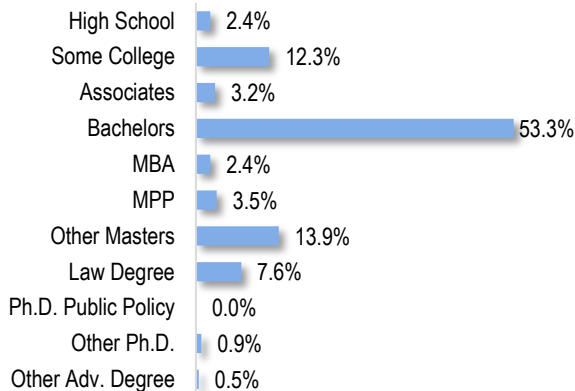
### Age



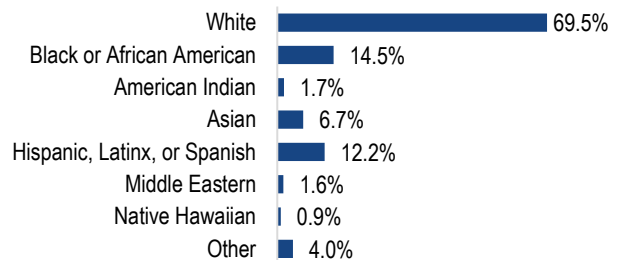
### Gender/Gender Identity



### Education



### Race/Ethnicity

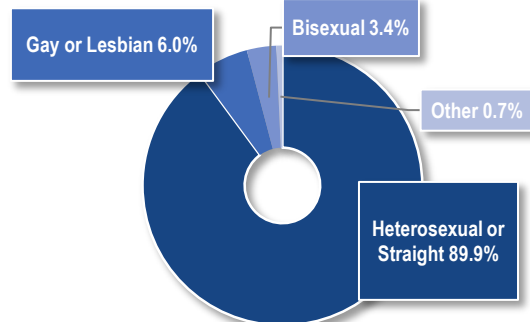


**Note:** Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are combined into one overall graphic for Race/Ethnicity. The percentages for this graphic display exceed 100% because individual respondents were able to select all the identities that reflect their racial or ethnic heritage.

### Faith

Type of Faith	%
No religion/faith	18.8%
Agnostic	6.7%
Christian	64.2%
Buddhist	0.5%
Hindu	0.8%
Jewish	6.1%
Muslim	1.2%
Sikh	0.1%
Other	1.5%

### Sexual Orientation



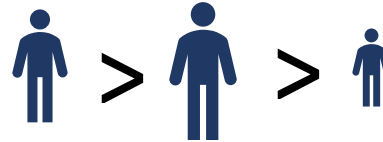
## Salary Differences by Demographics

### Summary

Based on the survey results, House employees receive equal pay for equal work regardless of gender, race, ethnicity, sexual orientation, and faith. The findings also indicate that an employee's age does have a meaningful impact on salary differences. Furthermore, as outlined in the report, any additional salary disparities are due to experience-based factors, including job type, education level, and tenure, and are not based on an employee's gender, race, ethnicity, sexual orientation, and faith.

Appendix D provides support for all inferential statistical analyses.

### Age



Salary differences exist by age, even within the same job type, education level, and tenure. Salary peaks for employees 44–50 years of age, while younger employees earn lower salaries. Salary drops off slightly for those employees over the age of 50 years.

### Gender



Males and females are paid equally for equal work (i.e., equal job type, education, and tenure). Mean salary differences may be attributed, in part, to job type; there is a larger proportion of males in higher salary jobs than females.

### Race/Ethnicity



No salary differences exist for employees of different races or Hispanic/Latinx/Spanish ethnicity. Mean salary differences may be attributed, in part, to job type; there is a larger proportion of Black or African American employees in higher salary jobs than other races, and there is a larger proportion of non-Hispanic/Latinx/Spanish employees in higher salary jobs than Hispanic/Latinx/Spanish employees.

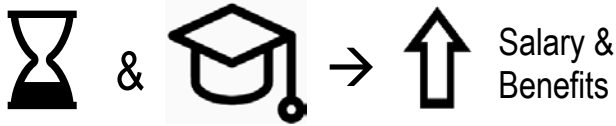
### Faith

No salary differences exist for employees of different faiths.

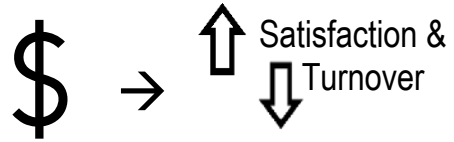
### Sexual Orientation

No salary differences exist for employees of different sexual orientations. Mean salary differences may be attributed, in part, to job type; there is a larger proportion of heterosexual or straight and gay or lesbian employees in higher salary jobs than other sexual orientations.

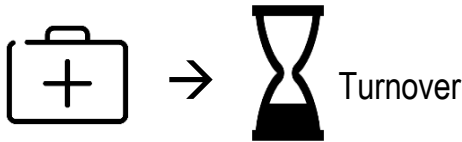
## Impact of Salary and Benefits



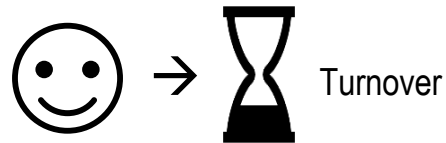
Employees with longer House tenure and higher education have higher salaries and more leave days than those with less tenure.



Employees with higher salaries are more satisfied with their pay and are less likely to look for a job elsewhere.



Employees with more paid PTO/vacation leave days and paid sick leave days are less likely to look for a job elsewhere.



Employees who are more satisfied with their pay and benefits are less likely to turnover.



# Appendix A

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## 2019 House of Representatives Compensation and Diversity Study Methodology

## Appendix A: 2019 House of Representatives Compensation and Diversity Study Methodology

### Survey and Data Analysis

This report summarizes the results of a compensation, benefits, and demographics survey administered from July 9, 2019 – July 26, 2019 for the U.S. House of Representatives. In accordance with the Fiscal Year 2019 (FY19) Legislative Branch report and the House Rules for the 116<sup>th</sup> Congress, the U.S. House of Representatives conducted a study of staff compensation, benefits, and demographics. The study also included an analysis of House compensation practices compared with Executive Branch and private sector organizations. To complete this mandate, the Chief Administrative Officer of the House of Representatives partnered with ICF, a global consulting company that specializes in compensation and diversity analyses, to administer a survey to all staff in Members' Personal Offices, Committee Offices, Leadership Offices, and House Officer Offices.

All 10,356 House of Representative employees (as of July 7, 2019) were contacted via email to request their participation in the survey. A total of 5,290 House staff participated in the survey for a response rate of 51.1%. The survey was administered via Verint Enterprise Feedback Management survey software and all emails and reminders were sent through the survey software. Employees who were not benefits eligible were excluded from survey items related to benefits, and employees with job tenure less than one year were excluded from survey items related to pay increases. Participants were informed that the survey was voluntary and that all data collected as part of the study would remain strictly confidential. Data were not used to identify or evaluate individuals or specific offices and were not reported by party or office. All data in the survey were aggregated for reporting.

Once data administration was complete, ICF performed multiple steps to ensure that the raw survey data exported accurately from the survey platform and were ready for analysis. To ensure proper identification of survey items, all variables were renamed for better identification within the datasets. Following data verification and recoding, ICF examined the data for missing values and incomplete data. Individuals who had missing data for all survey items were removed from the dataset. Next, ICF performed multiple quality checks on all survey items, including performing frequencies for each survey item and running descriptive statistics (i.e., mean and standard deviation), where appropriate.

Once data were cleaned and verified, frequencies and descriptive statistics were conducted. Frequencies are a tabulation of the number of individuals that fall into certain categories. This is often designated by N (i.e., count) and a percentage. Descriptive statistics provide the mean, median, and percentiles. These analyses were provided for the House overall (i.e., all survey participants), by office type (i.e., Member Office staff, Committee/Leadership Office staff, and House Officers), and by job type within each office type. For each of these populations, descriptive analyses were conducted on the following topic areas:

### Compensation and Benefits

- Salary
- Pay Increases
- Paid Leave
- Student Loan and Transit Benefits
- Flexible Work Arrangements

### Job Characteristics and Perceptions

- Military Experience
- Tenure
- Duty Location
- Exempt Status
- Work Status
- Job Perceptions

### Demographics

- Age
- Gender/Gender Identity
- Education
- Race/Ethnicity
- Faith
- Sexual Orientation

Note that analyses by job type were conducted based on how participants self-selected which job type on the survey most closely aligned with the majority of their duties. Additionally, any statistic that had a total number of participants of less than five was suppressed to preserve confidentiality.

Next, inferential statistics were conducted in order to answer pertinent research questions. First, multiple regressions were conducted to examine whether demographic characteristics (i.e., gender, race, ethnicity, age, faith, and sexual orientation) explained a statistically and practically significant amount of variance in salary without controlling for tenure, education, and job position. Then, hierarchical regressions were conducted to examine whether demographic characteristics explained a statistically and practically significant amount of variance in salary after controlling for tenure, education, and job type. All categorical variables were dummy coded for proper analysis. Furthermore, chi-square analyses were used to statistically examine the proportion of demographic groups (e.g., male vs. female; Hispanic vs. non-Hispanic) in high- and low-salary House job types. Chi-square analyses compare two groups' observed frequencies to examine whether they are significantly different from the expected frequencies in high-salary jobs vs. low-salary jobs. Lastly, correlations and multiple regressions were also performed to examine the relationship among education, tenure, salary, paid leave, employee satisfaction with pay/benefits, and employee's intention to turnover.

When a result is statistically significant, it implies that the differences found within a statistical test are not due to chance alone, but instead may be indicative of other underlying reasons. Because this study's sample size is so large, very small differences (including inconsequential differences) can be statistically significant due to the power of such a large sample size. Thus, all regression analyses were also reviewed not only for statistical significance but also for practical significance, which involves examining the strength or magnitude of the effects found. For the analyses in this study and based on research literature, only inferential findings with an  $R^2 > .01$  (i.e., more than 1% of the variance explained) are considered practically significant, and thus are considered to be a meaningful difference (i.e., adverse impact may exist between populations).<sup>1</sup>

<sup>1</sup> Cohen, J. (1988). *Statistical power analysis for the behavioral sciences* (2nd ed.). Hillsdale, NJ: Lawrence Erlbaum Associates.  
Murphy, K. R., & Jacobs, R. R. (2012). Using effect size measures to reform the determination of adverse impact in equal employment litigation. *Psychology, Public Policy, and Law*, 18(3), 477.  
Ployhart, R. E., Schneider, B., & Schmitt, N. (2005). *Staffing organizations: Contemporary practice and theory*. CRC Press.  
Ployhart, R. E., Weekley, J. A., & Dalzell, J. (2018). *Talent without borders: Global talent acquisition for competitive advantage*. Oxford University Press.

### Benchmarking

Through an examination of possible sources for benchmarking data, the ICF team determined that the Bureau of Labor Statistics (BLS) was the most suitable source. BLS is responsible for measuring labor market activity, working conditions, and changes in the economy, and its mission is to collect, analyze, and disperse economic information to support public and private decision making.<sup>2</sup> The responsibilities and mission of BLS position it to provide benchmarking data for the private sector and the Federal Government, as well as by location and occupation. The identification of BLS as the primary benchmarking source for both Federal Government and national benchmarks allows for greater consistency and reduces the amount of error (e.g., error resulting from comparing slightly different job codes using separate data sources). For the purposes of this report, ICF used benchmark data for the Federal Government, as well as the private sector. The Federal Government data include all three branches of government. The private sector data exclude workers in private households, the self-employed, workers who set their own pay, and family members who are paid token wages. While BLS contains several data sources, the ICF team focused on the Occupational Employment Statistics survey to inform Federal Government and private sector salary benchmark data and the National Compensation Survey to provide national benefits benchmarking data.

**The Occupational Employment Statistics (OES) survey**, produced by BLS, covers all full-time and part-time wage and salary workers in non-farm industries. The OES survey is intended to produce estimates of employment and wages for specific occupations at various levels, including nationwide, by state, by metropolitan or non-metropolitan area, and by industry or ownership. These estimates are produced by using an extensive survey panel across the country. In each survey panel, about 180,000 to 200,000 establishments are surveyed; with the full sample being 1.2 million establishments.<sup>3</sup> Using these data allowed the ICF team to examine occupational salary information by industry (private sector and Federal Government).

**The National Compensation Survey (NCS)**, conducted by BLS, examines and provides estimates on the incidence of benefits by the percentage of workers with access to and participating in employer-sponsored benefits plans. NCS collects information on a wide range of benefits that include access to health insurance, life insurance, retirement plans, holidays, vacation time, sick leave, and bereavement leave. This survey, conducted by field economists through establishment interviews, is limited to civilian workers and does not include workers employed in the Federal Government.<sup>4</sup> Based on the level of detail available for the benefit measures within NCS, the ICF team focused on data at the national level. The benefits data within NCS is not available publicly to the same level of occupational detail as the salary information.

Using the job titles/functions and corresponding descriptions within the House Compensation and Diversity Survey, the ICF team matched these titles to BLS Standard Occupational Classification (SOC) codes. The SOC system, which was developed by BLS, is a Federal statistical standard that is used by Federal agencies to group workers into occupational categories.<sup>5</sup> This allows for more organization in collecting,

<sup>2</sup> <https://www.bls.gov/bls/infohome.htm>

<sup>3</sup> <https://www.bls.gov/oes/>

<sup>4</sup> <https://www.bls.gov/opub/hom/ncs/home.htm>

<sup>5</sup> <https://www.bls.gov/soc/>

calculating, and disseminating data. The Office of Management and Budget mandated the use of this classification system for all Federal agencies that collect and disseminate occupational information. The SOC system contains 23 major occupation groups, 98 minor groups, 459 broad occupations, and 867 detailed occupations. The SOC system is used by several other well-known U.S. Department of Labor-sponsored sources that explore and provide occupational data, including O\*NET and CareerOneStop. This level of detail allows for nuance and range in specificity when applying the data. SOC codes are used within several BLS datasets to assist with data collection and with the sorting of data. In the event that there was not a single SOC code that directly matched a survey job title and description, multiple SOC codes were averaged in consultation with House staff. The dataset limited maximum salary at \$208,000. For instances where two SOC codes were averaged and where one was above \$208,000 for salary data, \$208,000 was averaged with the salary from the other available SOC code. In the event that data for the SOC code were not available within the specific dataset, the data were noted as "N/A." By aligning the job titles and functions used in the House Compensation and Diversity Survey with SOC codes, this allows the ICF team access to benchmarking data for salaries and benefits also contained within BLS. Consistent use of BLS sources help to reduce error. The corresponding mapping of job titles or functions to SOC codes are included in the tables at the end of this appendix. It is important to note that there are limitations with regard to benchmark data to consider. Salary benchmarks are based only on similar job types and do not take into account other characteristics that may influence salary (e.g., demographics, education, experience, locality pay).



**Member Offices: Job Title to SOC Code Mapping**

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
Chief of Staff/Deputy Chief of Staff	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); and oversees the office budget and personnel activity.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.

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Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
District Director	Oversees all district office operations; represents the Member or assigns appropriate staff to represent the Member in the district and travels throughout the district at regular intervals to keep abreast of local concerns.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
Legislative Director/Deputy Legislative Director	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; and monitors and reports on floor action to the Member and the Chief of Staff.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.

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Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
		19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Counsel/Senior Counsel	Drafts legislation; staffs and prepares hearings; prepares memos and statements; provides ethics advice and training to Members of Congress and their staff; and coordinates with stakeholders and Member offices.	23-1011	Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Legislative Assistant/Aide	Tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for the Member; prepares for committee meetings and hearings related to specific issues; and answers constituent letters and helps constituents with Federal matters.	23-2011	Paralegals and Legal Assistants	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries and Administrative Assistants" (43-6012).

## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
		19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Legislative Correspondent	Performs research required to respond to letters from constituents; drafts responses to letters from constituents; and provides administrative support and assistance to Legislative Aides.	43-4021	Correspondence Clerk	Compose letters or electronic correspondence in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and preparing correspondence.
Communications Director/Press Secretary	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; and writes speeches for the Member.	11-2031	Public Relations and Fundraising Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.

## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
Digital Media Director/Assistant Press Secretary	Monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; meticulously proofreads, drafts, and fact-checks written materials (e.g., briefing memos, social media posts, press statements, newsletters, talking points).	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.
Office Manager/Scheduler/Executive Assistant	Maintains the Member's official schedule, travel plans, and related records; briefs the Member on all scheduling activities and makes recommendations on proposed future meetings; schedules all staff meetings and briefings; and coordinates scheduling of press, interview, radio, and television time with the Press Secretary.	43-6011	Executive Secretaries and Executive Administrative Assistants	Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).
Staff Assistant	Greets and screens visitors; responds to constituent requests for information; maintains handout literature regarding the district and the House; hosts Capitol tours; and performs general administrative duties.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
Constituent Services Representative/ Caseworker	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; and answers casework correspondence and verbal communications with constituents.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.
Field Representative/ District Representative	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.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.

## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.
Financial Administrator	Handles all office finances; includes, but is not limited to, the processing of vouchers for payment or reimbursement of official expenses and payroll processing.	11-3031	Financial Managers	Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).

## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
Systems Administrator	Maintains network hardware and software; monitors network; may perform maintenance; and implements network security measures.	15-1142	Network and Computer Systems Administrators	Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Computer User Support Specialists" (15-1232).



## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
Professional Staff	Staffs hearings; prepares memos and statements; conducts outreach to stakeholder groups; drafts legislation; and conducts oversight.	13-1111	Management Analysts	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Computer Systems Analysts" (15-1211) and "Operations Research Analysts" (15-2031).
Paid Intern	Conducts operational tasks, including managing a front office, answering phones, and additional administrative tasks.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

## 2019 Compensation and Diversity Study Report

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Description
		43-4031	Court, Municipal, and License Clerks	Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, and collect fees. Clerks of Court are classified in "Managers, All Other" (11-9199).

**Committee and Leadership Offices: Job Title to SOC Code Mapping**

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
Staff Director/ Deputy Staff Director	Manages office work and staff; organizes hearings; directs investigations; coordinates the development of legislation; serves as a liaison to Leadership offices; and coordinates all staff activities.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
Counsel/Senior Counsel	Drafts legislation and conducts research and/or investigations; provides legal counsel and ensures the House and supporting functions comply with legal and regulatory requirements.	23-1011	Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

## 2019 Compensation and Diversity Study Report

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
Communications Director/Press Secretary	Provides planning and services related to supporting effective communication between different offices and with the public; manages and coordinates all communication activities (including media contacts) between different offices and the public; develops and implements media and communications strategy for the Member; acts as the formal spokesperson and media liaison for the Member; and writes speeches for the Member.	11-2031	Public Relations and Fundraising Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.
Digital Media Director/Assistant Press Secretary	Monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; drafts and fact-checks written materials (e.g., briefing memos, social media posts, press statements, newsletters, talking points).	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.

## 2019 Compensation and Diversity Study Report

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
Operations Director	Plans, organizes, and directs operations within or across offices and supports the management of human resources and office policies.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
Professional Staff	Staffs hearings; prepares memos, statements, and speeches; conducts outreach to stakeholder groups; and drafts legislation and conducts oversight.	13-1111	Management Analysts	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Computer Systems Analysts" (15-1211) and "Operations Research Analysts" (15-2031).
Legislative Assistant/Aide	Tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for the Member; prepares for committee meetings and hearings related to specific issues; and answers constituent letters and	23-2011	Paralegals and Legal Assistants	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries and Administrative Assistants" (43-6012).

## 2019 Compensation and Diversity Study Report

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
	helps constituents with Federal matters.	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Staff Assistant	Greets and screens visitors; responds to requests for information; maintains handout literature; and performs general administrative duties.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).
Member Services/ Outreach Director	Serves as a liaison for Committees or Member offices to address Member needs and/or advance legislative initiatives; and ensures that Member requests and/or questions are addressed.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
Clerk	Assists with the preparation and conduct of markups; assists with hearing preparation, and maintaining and archiving Committee records; and assists with the printing of Committee documents, and executing other administrative duties as needed.	43-9061	Office Clerks, General	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

## 2019 Compensation and Diversity Study Report

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
Senior Policy Advisor/Policy Advisor	Provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios.	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Finance Administrator	Collects, processes, analyzes, monitors, and reports on office financial matters; and manages and ensures compliance with policies, professional standards, and laws.	11-3031	Financial Managers	Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
Systems Administrator	Maintains network hardware and software; monitors network; may perform maintenance; implements network security measures.	15-1142	Network and Computer Systems Administrators	Install, configure, and maintain an organization’s local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Excludes “Information Security Analysts” (15-1212), “Computer Network Support Specialists” (15-1231), and “Computer User Support Specialists” (15-1232).
Paid Intern	Conducts operational tasks, including managing a front office, answering phones, and additional administrative tasks.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Description
		43-4031	Court, Municipal, and License Clerks	Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, and collect fees. Clerks of Court are classified in "Managers, All Other" (11-9199).

**House Officers: Job Title to SOC Code Mapping**

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Acquisitions/ Procurement (e.g., Contract Specialist)	Procures or facilitates the procurement of office supplies, equipment, and/or service contracts for House offices.	11-3061	Purchasing Manager	Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.
Administrative (e.g., Administrative Specialist, Administrative Assistant)	Provides a variety of administrative and clerical support activities to assist offices.	43-6000	Secretaries and Administrative Assistants	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).
Audio/Visual Production (e.g., Technician, Production Assistant)	Provides technical assistance to support the recording and dissemination of House floor and committee proceedings.	27-4011	Audio and Video Technicians	Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment, for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events. Excludes "Sound Engineering Technicians" (27-4014), "Lighting Technicians" (27-4015), and "Audiovisual Equipment Installers and Repairers" (49-2097).

## 2019 Compensation and Diversity Study Report

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Audit and Controls (e.g., Auditor, Management Analyst)	Conducts audits, leads investigations, and/or provides recommendations to improve performance, accountability, or integrity of House operations and processes.	13-2011	Accountants and Auditors	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents" (13-2081).
Child Care/Education (e.g., Teacher, Teacher Aide, Teacher Assistant)	Plans, develops, delivers, measures, evaluates, and administers educational programs and services.	11-9031	Education and Childcare Administrators, Preschool and Daycare	Plan, direct, or coordinate academic or nonacademic activities of preschools or childcare centers and programs, including before- and after-school care. Excludes "Preschool Teachers, Except Special Education" (25-2011) and "Childcare Workers" (39-9011).
Communications (e.g., Communications Specialist, Communications Manager)	Provides planning and services related to supporting effective communication between different offices and with the public.	11-2031	Public Relations and Fundraising Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.

## 2019 Compensation and Diversity Study Report

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Digital Media (e.g., Photographer, Graphic Designer, Videographer)	Provides planning and services related to digital media needs for different offices.	27-4000	Media and Communication Equipment Workers	<p>Photographers: Photograph people, landscapes, merchandise, or other subjects. May use lighting equipment to enhance a subject's appearance. May use editing software to produce finished images and prints. Includes commercial and industrial photographers, scientific photographers, and photojournalists. Excludes "Camera Operators, Television, Video, and Film" (27-4031).</p> <p>Film and Video Editors: Edit moving images on film, video, or other media. May work with a producer or director to organize images for final production. May edit or synchronize soundtracks with images. Excludes "Sound Engineering Technicians" (27-4014).</p>
Finance (e.g., Budget Analyst, Financial Analyst, Financial Counselor)	Collects, analyzes, monitors, and reports on office financial matters; manages and ensures compliance with policies, professional standards, and laws.	13-0000	Business and Financial Operations Occupations	N/A
Human Resources (e.g., Payroll and Benefits Generalist)	Supports the management of human resources and develops and implements effective HR administration strategies for staff in accordance with policy, practice, and objectives.	13-1071	Human Resources Specialists	Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple HR areas. Excludes "Compensation, Benefits, and Job Analysis Specialists" (13-1141) and "Training and Development Specialists" (13-1151).

## 2019 Compensation and Diversity Study Report

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Fellow (e.g., Wounded Warrior Fellow)	Supports Member and/or House; and supports office operations, as assigned, on a temporary basis.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.

## 2019 Compensation and Diversity Study Report

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Information Technology (e.g., Senior Systems Engineer, Systems Administrator)	Acquires, designs, implements, and operates information technology solutions for staff, including hardware, operating systems, communications, software, data processing, and security.	15-1142	Network and Computer Systems Administrators	Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Computer User Support Specialists" (15-1232).
Legal Counsel (e.g., Administrative Counsel, Employee Advocacy, Employment Counsel)	Provides legal counsel to Officers, Members, or House employees.	23-1000	Lawyers, Judges, and Related Workers	Lawyers: Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Legislative Operations (e.g., Clerk, Record Management Specialist)	Performs legislative duties to assist with House floor proceedings.	23-1010	Lawyers and Judicial Law Clerks	<p>Lawyers: Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.</p> <p>Judicial Law Clerks: Assist judges in court or by conducting research or preparing legal documents. Excludes “Lawyers” (23-1011) and “Paralegals and Legal Assistants” (23-2011).</p>
		23-2000	Legal Support Workers	<p>Paralegals and Legal Assistants: Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes “Legal Secretaries and Administrative Assistants” (43-6012).</p> <p>Legal Support Workers, All Other: All legal support workers not listed separately.</p>

## 2019 Compensation and Diversity Study Report

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Description
Logistics (e.g., Asset/Inventory Counselor, Logistics and Distribution Specialist, Receiving/Warehousing Specialist)	Plans, organizes, transports, or directs operations, assets, and inventory within or across offices.	13-1081	Logisticians	Analyze and coordinate the ongoing logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Excludes "Transportation, Storage, and Distribution Managers" (11-3071) and "Project Management Specialists" (13-1082).
Security (e.g., Chamber Security Staff, Parking Security Staff)	Maintains a safe and secure environment; protects staff and property from any preventable harm or danger; and engages in patrolling, investigation, crime prevention, and detection.	13-1000	Business Operations Specialists	<p>Security Management Specialists: Conduct security assessments for organizations, and design security systems and processes. May specialize in areas such as physical security, personnel security, and information security. May work in fields such as health care, banking, gaming, security engineering, or manufacturing.</p> <p>Business Continuity Planners: Develop, maintain, or implement business continuity and disaster recovery strategies and solutions, including risk assessments, business impact analyses, strategy selection, and documentation of business continuity and disaster recovery procedures. Plan, conduct, and debrief regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly. Act as a coordinator for continuity efforts after a disruption event.</p>





# Appendix B

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2019 House of Representatives  
Compensation and Diversity  
Study Survey



In accordance with the FY19 Legislative Branch report and House Rules for the 116<sup>th</sup> Congress, the United States House of Representatives is conducting a study of staff compensation, benefits, and demographics. The study will also include an analysis of House compensation practices compared to Executive Branch and private sector organizations. To this end, the Chief Administrative Officer (CAO) has partnered with ICF, a global consulting company that specializes in compensation and diversity analyses, to administer a survey to all staff in Members' personal offices, Committee offices, Leadership offices, and House Officer offices.

The survey will take 5 to 10 minutes. While this survey is voluntary, your participation is important to help ensure competitive compensation and benefits for House staff.

**We strongly encourage you to respond to this survey by July 23, 2019.**

You can stop and return to the survey at any point via your individualized, unique link sent via email. **Please do NOT forward your link to any other House employees**, as this link only applies to you.

### **Confidentiality Notice**

The data collected by this voluntary survey will be cross referenced with your personal House employee data collected and maintained by the CAO's Office of Payroll and Benefits to produce a report describing the range of salaries, office practices, and diversity of the House. The personal data collected from the CAO's Office of Payroll and Benefits includes: name, email, annual salary, current employing office(s), House benefit eligibility, current participation status of student loan repayment program, transit benefits collected, Federal government tenure, and current employing office size.

Please know that ALL data collected as part of this study will remain strictly confidential. Data will not be used to identify or evaluate individuals or specific offices and will not be reported by party or office.

Thank you for your participation in this important survey!



## Part 0: Information Piped Into Survey [does not appear to participants]

Employee Last Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Employee First Name: \_\_\_\_\_

Employee Annual Salary: \$ \_\_\_\_\_

Employee Email Address: \_\_\_\_\_

Student Loan Monthly Payment Amount:  
\$ \_\_\_\_\_

HUBID: \_\_\_\_\_

Transit Benefits:

Office Code: \_\_\_\_\_

- Yes
- No

House Office Type:

- Member Office
- Committee Office
- Leadership Office
- House Officer

Shared Employee:

- Yes
- No

Federal government tenure: \_\_\_\_\_ years

Office Description: \_\_\_\_\_

Office size: \_\_\_\_\_ [# of employees]

*[If Member Office]* Length of time the Member has been in office \_\_\_\_\_ years



## Part I: Your Job

In this section, you will be asked to provide information on your job title, responsibilities, tenure, and other aspects of your job.

*[If Member Office employee]*

**Please select the one that most closely aligns with the majority of your job duties:** *(Please note that these are generic job descriptions and each House employing office sets and determines the specific functions and duties of its personnel and positions.)*

- **Chief of Staff/Deputy Chief of Staff** — 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); and oversees the office budget and personnel activity.
- **District Director** — oversees all district office operations; represents the Member or assigns appropriate staff to represent the Member in the district and travels throughout the district at regular intervals to keep abreast of local concerns.
- **Legislative Director/Deputy Legislative Director** — 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; and monitors and reports on floor action to the Member and the Chief of Staff.
- **Counsel/Senior Counsel** — drafts legislation; staffs and prepares hearings; prepares memos and statements; provides ethics advice and training to Members of Congress and their staff; and coordinates with stakeholders and member offices.
- **Legislative Assistant/Aide** — tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for the Member; prepares for committee meetings and hearings related to specific issues; and answers constituent letters and helps constituents with Federal matters.
- **Legislative Correspondent** — performs research required to respond to letters from constituents; drafts responses to letters from constituents; and provides administrative support and assistance to Legislative Aides.
- **Communications Director/Press Secretary** — 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; and writes speeches for the Member.



- **Digital Media Director/Assistant Press Secretary** — monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; meticulously proofreads, drafts, and fact-checks written materials (e.g., briefing memos, social media posts, press statements, newsletters, talking points).
- **Office Manager/Scheduler/Executive Assistant** — maintains the Member’s official schedule, travel plans, and related records; briefs the Member on all scheduling activities and makes recommendations on proposed future meetings; schedules all staff meetings and briefings; and coordinates scheduling of press, interview, radio, and television time with the Press Secretary.
- **Staff Assistant** — greets and screens visitors; responds to constituent requests for information; maintains handout literature regarding the district and the House; hosts Capitol tours; and performs general administrative duties.
- **Constituent Services Representative/Caseworker** — 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; and answers casework correspondence and verbal communications with constituents.
- **Field Representative/District Representative** — acts as a liaison with Federal, district, and local agencies for the Member and constituents, and assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff.
- **Financial Administrator** — handles all office finances; includes, but is not limited to, the processing of vouchers for payment or reimbursement of official expenses and payroll processing.
- **Systems Administrator** — maintains network hardware and software; monitors network; may perform maintenance; and implements network security measures.
- **Professional Staff** — staffs hearings; prepares memos and statements; conducts outreach to stakeholder groups; drafts legislation; and conducts oversight.
- **Paid Intern** — conducts operational tasks, including managing a front office, answering phones, and additional administrative tasks.
- **Other** (please specify job title) \_\_\_\_\_

*[If Member Office employee and selected Other for job title]*

What are your primary job responsibilities? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



*[If Member Office employee]*

Where is your primary duty station?

- Washington, D.C.
- District

*[If Committee Office employee (full Committee staff, Subcommittee staff) or Leadership Office employee]*  
**Please select the one that most closely aligns with the majority of your job duties:** (Please note that these are generic job descriptions and each House employing office sets and determines the specific functions and duties of its personnel and positions.)

- Staff Director/Deputy Staff Director** — manages office work and staff; organizes hearings; directs investigations; coordinates the development of legislation; serves as a liaison to Leadership offices; and coordinates all staff activities.
- Counsel/Senior Counsel** — drafts legislation, and conducts research and/or investigations; provides legal counsel and ensures that the House and supporting functions comply with legal and regulatory requirements.
- Communications Director/Press Secretary** — provides planning and services related to supporting effective communication between different offices and with the public; manages and coordinates all communication activities (including media contacts) between different offices and the public; develops and implements media and communications strategy for the Member; acts as the formal spokesperson and media liaison for the Member; and writes speeches for the Member.
- Digital Media Director/Assistant Press Secretary** — monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; drafts and fact-checks written materials (e.g., briefing memos, social media posts, press statements, newsletters, talking points).
- Operations Director** — plans, organizes, and directs operations within or across offices and supports the management of human resources and office policies.
- Professional Staff** — staffs hearings; prepares memos, statements, and speeches; conducts outreach to stakeholder groups; and drafts legislation and conducts oversight.
- Legislative Assistant/Aide** — tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for the Member; prepares for committee meetings and hearings related to specific issues; and answers constituent letters and helps constituents with Federal matters.
- Staff Assistant** — greets and screens visitors; responds to requests for information; maintains handout literature; and performs general administrative duties.



- **Member Services/Outreach Director** — serves as a liaison for Committees or Member offices to address Member needs and/or advance legislative initiatives; ensures that Member requests and/or questions are addressed.
- **Clerk** — assists with the preparation and conduct of markups; assists with hearing preparation, and maintaining and archiving Committee records; and assists with the printing of Committee documents and executing other administrative duties, as needed.
- **Senior Policy Advisor/Policy Advisor** — provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios.
- **Finance Administrator** — collects, processes, analyzes, monitors, and reports on office financial matters; manages and ensures compliance with policies, professional standards, and laws.
- **Systems Administrator** — maintains network hardware and software; monitors network; may perform maintenance; and implements network security measures.
- **Paid Intern** — conducts operational tasks, including managing a front office, answering phones, and additional administrative tasks.
- **Other** (please specify job title) \_\_\_\_\_

*[If Committee Office or Leadership Office employee and selected Other for job title]*

What are your primary job responsibilities? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[If Committee Office employee]*

Are you a full Committee employee or Subcommittee employee?

- Full Committee
- Subcommittee

*[If House Officer employee]*

**Please select the one that most closely aligns with the majority of your job duties:** *(Please note that these are generic job descriptions and each House employing office sets and determines the specific functions and duties of its personnel and positions.)*

- **Acquisitions/Procurement** (e.g., Contract Specialist) — procures or facilitates the procurement of office supplies, equipment, and/or service contracts for House offices.
- **Administrative** (e.g., Administrative Specialist, Administrative Assistant) — provides a variety of administrative and clerical support activities to assist offices.



- **Audio/Visual Production** (e.g., Technician, Production Assistant) — provides technical assistance to support the recording and dissemination of House floor and Committee proceedings.
- **Audit and Controls** (e.g., Auditor, Management Analyst) — conducts audits, leads investigations, and/or provides recommendations to improve performance, accountability, or integrity of House operations and processes.
- **Child Care/Education** (e.g., Teacher, Teacher Aide, Teacher Assistant) — plans, develops, delivers, measures, evaluates, and administers educational programs and services.
- **Communications** (e.g., Communications Specialist, Communications Manager) — provides planning and services related to supporting effective communication between different offices and with the public.
- **Digital Media** (e.g., Photographer, Graphic Designer, Videographer) — provides planning and services related to digital media needs for different offices.
- **Finance** (e.g., Budget Analyst, Financial Analyst, Financial Counselor) — collects, analyzes, monitors, and reports on office financial matters; manages and ensures compliance with policies, professional standards, and laws.
- **Human Resources** (e.g., Payroll and Benefits Generalist) — supports the management of human resources, and develops and implements effective HR administration strategies for staff in accordance with policy, practice, and objectives.
- **Fellow** (e.g., Wounded Warrior Fellow) — supports Member and/or House operations as assigned on a temporary basis.
- **Information Technology** (e.g., Senior Systems Engineer, Systems Administrator) — acquires, designs, implements, and operates information technology solutions for staff, including hardware, operating systems, communications, software, data processing, and security.
- **Legal Counsel** (e.g., Administrative Counsel, Employee Advocacy, Employment Counsel) — provides legal counsel to Officers, Members, or House employees.
- **Legislative Operations** (e.g., Clerk, Record Management Specialist) — performs legislative duties to assist with House floor proceedings.
- **Logistics** (e.g., Asset/Inventory Counselor, Logistics and Distribution Specialist, Receiving/Warehousing Specialist) — plans, organizes, transports, or directs operations, assets, and inventory within or across offices.
- **Security** (e.g., Chamber Security Staff, Parking Security Staff) — maintains a safe and secure environment; protects staff and property from any preventable harm or danger; engages in patrolling, investigation, crime prevention, and detection.
- **Other** (please specify job responsibilities) \_\_\_\_\_





*[If House Officer employee]*

What is your job title? \_\_\_\_\_

Are you Exempt under the Fair Labor Standards Act (FLSA) (i.e., not eligible for overtime) or Non-Exempt (i.e., typically eligible for overtime pay)?

- Exempt (not eligible for overtime)
- Non-Exempt (eligible for overtime)

How many years have you worked for the House of Representatives (aggregating all House employing offices for which you have worked)? \_\_\_\_\_ years \_\_\_\_\_ months

How many years have you been in your current job (i.e., the title indicated above)? \_\_\_\_\_ years \_\_\_\_\_ months

Which of the following best describes your U.S. military experience?

- No U.S. military experience
- Current Reserves or National Guard member
- Previous U.S. Active Duty or Reserves or National Guard member (not currently in U.S. military)

Do you work part time (an individual whose normally assigned work schedule is not more than the equivalent of 15 full work days per month)?

- Yes
- No

*[If yes to part-time]* How many hours per week do you work on average? \_\_\_\_\_ hours per week



## Part II: Demographics

In this section you will be asked to provide demographic information. Please note that, like all questions in this survey, these questions are entirely voluntary and will remain confidential. Your participation will help improve the House’s understanding of its employees and their collective demographic composition.

What is your age?

- Under 20 years old
- 20–25 years old
- 26–32 years old
- 33–37 years old
- 38–43 years old
- 44–50 years old
- 51–60 years old
- Over 60 years old
- Choose not to respond

What is your highest level of education?

- |   |  |
|---|--|
| <input type="radio"/> High school diploma or equivalent           | <input type="radio"/> Other Master’s degree                        |
| <input type="radio"/> Some college-level education, but no degree | <input type="radio"/> Law degree                                   |
| <input type="radio"/> Associate’s degree                          | <input type="radio"/> Ph.D. in Public Policy                       |
| <input type="radio"/> Bachelor’s degree                           | <input type="radio"/> Other Ph.D.                                  |
| <input type="radio"/> Master of Business Administration (MBA)     | <input type="radio"/> Other advanced degree (please specify) _____ |
| <input type="radio"/> Master of Public Policy (MPP)               | <input type="radio"/> Choose not to respond                        |



Do you think of yourself as ...? (Mark those that apply)

- Female
- Male
- Transgender
- Genderqueer/Gender-nonconforming
- Other (please specify) \_\_\_\_\_
- Choose not to respond

Do you consider yourself to be ...?

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Other (please specify) \_\_\_\_\_
- Choose not to respond

Are you of Hispanic, Latinx, or Spanish origin?

- Yes
- No



What is your race? (Mark all that apply)

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- Other (please specify) \_\_\_\_\_
- Choose not to respond

To which of the following do you most identify regarding your faith?

- No religion/faith
- Agnostic
- Christian (including Catholic, Protestant, and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other (please specify) \_\_\_\_\_
- Choose not to respond



## Part III: Benefits

In this section, you will be asked to provide information on the benefits offered to you by your current office. **Please answer these questions based on the policies currently available to you.**

*[Skip Pay Increases section for any individuals who haven't been in their job for more than 1 year]*

### Pay Increases

Which of the following pay increases have you received in the past calendar year? For those pay increases you DID receive, what percentage or dollar amount did you receive? Please indicate zero (0) for any increases you did NOT receive in the past year.

	Have you received this type of pay increase in the past year?	If so, how much?
<b>Cost of Living Adjustment (COLA)</b>	<input type="radio"/> Yes <input type="radio"/> No	_____ %
<b>Annual Salary Increase/Raise</b>	<input type="radio"/> Yes <input type="radio"/> No	_____ %
<b>Bonuses (Lump Sum)/Pay Adjustments</b>	<input type="radio"/> Yes <input type="radio"/> No	\$ _____

### Leave

Which of the following PAID leave types are you eligible to receive in your office? For those leave types you DO receive, how many days PER YEAR are you eligible for each leave type? If you are a shared employee, please answer using the policies of the office you spend the most time working for.

	Which types of PAID leave are you eligible to receive?	If yes, how many days of leave per year are you eligible to receive?
<b>Paid Time Off (PTO)/Vacation</b> (e.g., paid time off for vacation or personal days)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	_____ days <input type="radio"/> No set amount
<b>Sick Leave</b> (e.g., paid leave time only allowed to be used if sick, for medical or dental appts, or other medical care for yourself or immediate family members; only indicate yes if you receive sick leave in addition to PTO/vacation)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	_____ days <input type="radio"/> No set amount



	Which types of PAID leave are you eligible to receive?	If yes, how many days of leave per year are you eligible to receive?
<b>Paid FMLA Leave</b> (e.g., paid leave to care for yourself or an immediate family member with a serious condition; for the birth of/care for/bonding with a newborn or child newly placed in the home for adoption or foster care; for qualified exigency leave; or for injured service member caregiver leave)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	_____ days <input type="radio"/> No set amount
<b>Paid Administrative Leave</b> (e.g., paid leave in addition to any PTO/vacation or sick leave to give blood, to vote, to stay home during extreme weather in addition to any PTO/vacation or sick leave)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	_____ days <input type="radio"/> No set amount
<b>Paid Bereavement Leave</b> (e.g., paid leave in addition to any PTO/vacation or sick leave to grieve or take care of personal matters after the death of a close relative or others at the discretion of the employer)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	_____ days <input type="radio"/> No set amount

*[If yes for receive PTO/vacation]*

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

- Yes, employees can roll over an unlimited number of days of PTO/vacation leave
- Yes, but only a limited number of days (How many?) \_\_\_\_\_
- No
- I do not know

*[If yes for receive PTO/vacation]*

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

- Yes, employees can roll over an unlimited number of days of sick leave
- Yes, but only a limited number of days (How many?) \_\_\_\_\_
- No
- I do not know



## Student Loan Repayment

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

- My office does **NOT** offer student loan repayment
- My office allows **all employees** to be eligible for the **same amount** of student loan repayment (subject to available funds)
- My office allows **all employees** to be eligible for student loan repayment, but the **amount varies** by the employee's tenure and position
- My office allows only **some employees** to be eligible for student loan repayment depending on the employee's tenure and position
- I do not know

## Flexible Work Arrangements

Which of the following flexible work arrangements are available to you? **Please mark any that are available to you even if you do not use the arrangement, or mark "unsure" if you do not know if these arrangements are available to you.**

	When the House is in Session	During Recess Periods
<b>Flextime</b> (i.e., work with your supervisor to choose your start and end times)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
<b>Compressed work week</b> (e.g., work four 10-hour days and have one day off per week, or work nine 9-hour days and have one day off per two weeks)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
<b>Telework</b> (e.g., working remotely, such as from home, during normal working hours)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
<b>Part-time work</b> (i.e., working no more than the equivalent of 15 full work days per month)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure



## Job Perceptions

Please indicate the degree to which you agree or disagree with the following statements about your job.

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I am satisfied with the amount of <b>pay I receive for the work I do.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am satisfied with the <b>benefits</b> I receive from my employment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have seriously considered looking for employment elsewhere (e.g., Executive Branch or private sector) <b>because of my pay and/or benefits.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





Thank you for completing this survey.

The data collected by this voluntary survey will be combined and aggregated with individual House employee data collected by the CAO's Office of Payroll and Benefits to produce a report describing the range of salaries, office practices, and diversity of the House.

Employee data collected by the CAO's Office of Payroll and Benefits to be used in this study include: name, email, annual salary, current employing office(s), House benefit eligibility, current participation status in student loan repayment program, transit benefits collected, Federal government tenure, and current employing office size.

Please know that ALL data collected as part of this study will remain strictly confidential. Data will not be used to identify or evaluate individuals or specific offices, and will not be reported by party or office.

Thank you again and we appreciate your participation.



# Appendix C

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## 2019 House of Representatives Compensation and Diversity Study Terms and Definitions

## Appendix C: 2019 House of Representatives Compensation and Diversity Study Terms and Definitions

### Compensation, Benefits, and Job Characteristic Terms

**Compressed Work Week:** Permits eligible full-time employees to work an 80-hour work requirement in 9 workdays or a 40-hour work requirement in 4 workdays. The total count of hours worked per week is calculated based on the Office of the Chief Administrative Officer workweek.

**Cost of Living Adjustment (COLA):** An increase in salary or annuity usually based on an objective measure that estimates how much additional money a typical person or household needs to maintain their standard of living.

**Defined Benefit Plan:** Defined benefit pension plans provide employees with guaranteed retirement benefits based on benefit formulas. A participant's retirement age, length of service, and pre-retirement earnings may affect the benefits received.

**Defined Contribution Retirement Plan:** Defined contribution plans are retirement plans that specify the level of employer contributions and place those contributions into individual employee accounts.

**Dental Care:** Dental care plans provide services or payments for restorative care and related treatment to the teeth and gums.

**Dependent Care Flexible Spending Account (FSA):** Also known as reimbursement accounts, dependent care flexible spending accounts can be part of a flexible benefit plan or can stand alone. Employees participating in these accounts allocate a declared pretax amount, up to a set limit, for out-of-pocket qualified expenses, including childcare, elder care, or services for a disabled dependent. Any money not used by the end of the plan year is forfeited.

**Employee Assistance Program (EAP):** These programs provide structured plans, closely related to employee wellness programs, which typically deal with more serious personal problems than the essentially medical problems covered by wellness programs. EAPs can offer referral services, or referral services in combination with counseling services. Both the referral services and the counseling services may be supplied by company personnel, by an outside organization under contract, or by a combination of both.

**Exempt/Non-Exempt:** Under the Fair Labor Standards Act (FLSA), employees are categorized as either Exempt or Non-Exempt employees. Non-Exempt employees are eligible for overtime, whereas Exempt employees are not eligible for overtime.

**Health Care Flexible Spending Account (HSA):** Also known as health care reimbursement accounts, health care flexible spending accounts can be part of a flexible benefit plan or can stand alone. Employees participating in these accounts allocate a declared pretax amount, up to a set limit, for out-of-pocket health care expenses such as deductibles, copayments, coinsurance, and other qualified health care expenses not covered by their health insurance. Any money not used by the end of the plan year is forfeited.

**Health Care Plans:** Plans provide preventive and protective medical, dental, vision, or prescription drug coverage to the employee and the employee's dependents, including the spouse and children.

**Health Care Savings Account (HSA):** These financial tools are employee-owned portable accounts that use tax-exempt contributions to pay for medical expenses. HSAs are used in combination with employer-provided high-deductible health plans with annual maximum limits on out-of-pocket and deductible expenses. Other features include the rollover of unused contributions from year to year and tax-free interest.

**Life Insurance:** Life insurance provides a lump-sum payment to a designated beneficiary or beneficiaries of a deceased employee. Companies may provide a basic amount of life insurance benefits, which may vary with an employee's age, income, and occupation. Companies also may allow employees to pay for additional amounts of coverage.

**Paid Administrative Leave:** Administrative leave is paid leave for the purpose of jury duty, military duty, voter registration, blood donation, office shutdown or early dismissal, performance recognition, and bereavement.

**Paid Bereavement Leave:** Paid leave in addition to any paid time off/vacation or sick leave to grieve or take care of personal matters after the death of a close relative or others at the discretion of the employer.

**Paid FMLA Leave:** Paid leave to care for yourself or an immediate family member with a serious condition; for the birth of/care for/bonding with a newborn or child newly placed in the home for adoption or foster care; for qualified exigency leave; or for injured service member caregiver leave.

**Paid Sick Leave:** Full-time employees accumulate sick leave at a rate of 8 hours per month with no limitation on the total accumulation of sick leave. An employee may use sick leave for periods of absence from work due to his or her own illness, injury, pregnancy, or medical confinement. Sick leave can also be used for scheduled medical and dental appointments.

**Paid Time Off (PTO):** Paid time off for vacation or personal days. Permanent full-time and part-time employees accrue annual leave on a monthly basis. The amount of leave is based on the length of Federal service.

**Reservist:** Reservists are current members of the U.S. Reserves or National Guard.

**Student Loan Repayments:** The House’s Student Loan Repayment Program enables offices to authorize repayment of qualifying student loans on behalf of eligible employees (those employed for at least 4 months who have agreed to remain in their employment for at least 1 year). Interns, volunteers, and unpaid staff are not eligible. Employees who terminate during the contract 1-year period are responsible for repaying the House for the funds paid on their behalf during that contract period.

**Subsidized Commuting:** Qualified employees are provided with transit fare of a value not to exceed actual commuting costs or the permitted monthly transit benefit amount. The House transit benefit program is administered by the U.S. Department of Transportation, TranServe Division. Benefits are provided through the SmartBenefits program. A paid employee of a participating House Office may receive the transit benefit if he or she meets the requirements established by the employing authority and do not participate in a carpool (except those officially sanctioned by Metro Pool).

**Telework:** A work arrangement where eligible employees perform their normal duties and responsibilities away from the conventional office for an agreed-upon portion of the workweek. Work performed at an alternate site is to be at parity in quantity and quality with work performed at a conventional site.

**Vision Care:** Vision care plans provide coverage for the improvement of eyesight, including eyeglasses and contact lenses. Coverage typically is limited and is subject to applicable copayments or scheduled cash allowances.

### Demographic Terms

**Age:** Employees were asked their age based on the following options:

- Under 20 years old
- 20–25 years old
- 26–32 years old
- 33–37 years old
- 38–43 years old
- 44–50 years old
- 51–60 years old
- Over 60 years old
- Choose not to respond

**Education:** Employees were asked their highest level of education based on the following options:

- High school diploma or equivalent
- Some college-level education, but no degree
- Associate’s degree
- Bachelor’s degree
- Master of Business Administration (MBA)
- Master of Public Policy (MPP)
- Other Master’s degree
- Law degree
- Ph.D. in Public Policy
- Other Ph.D.
- Other advanced degree
- Choose not to respond

**Ethnicity:** Employees were asked whether they were of Hispanic, Latinx, or Spanish origin.

**Faith:** Employees were asked to which faith they most identified based on the following options:

- No religion/faith
- Agnostic
- Christian (including Catholic, Protestant, and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other (please specify)
- Choose not to respond

***Employee write-in responses for other faiths include:*** Animist, Atheist, Baptist, Catholic, Catholic and Jewish, Deist, Enlightened, Episcopal, Free Range, Humanist, Jehovah’s Witness, Kodeshemite, Lutheran, Moravian, Native American Religion, Non-Denominational, Pagan, Pentecostal, Pre-Constantine Christian, Protestant, Quaker, Spiritual, Tribal-Specific, Unitarian Universalist, and Wiccan

**Gender/Gender Identity:** Employees were asked to which gender(s) they most identified. Employees were able to mark all that applied based on the following options:

- Female
- Male
- Transgender
- Genderqueer/Gender-nonconforming
- Other (please specify)
- Choose not to respond

***Employee write-in responses for other gender/gender identity includes:*** Gender fluid

**Race:** Employees were asked to which race(s) they most identified. Employees were able to mark all that applied based on the following options:

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- Other (please specify)
- Choose not to respond

***Employee write-in responses for other races include:*** African, Afro Caribbean, American, Armenian, Bi-Racial, Bosnian Muslim, Brown, Caribbean, Caribbean-American, Central Asian, Chicana/o, Dutch American, Euro-American, European, Filipino, Guyanese, Haitian, Hellenic, Indian-American, Indigenous, Iranian, Israeli, Italian-American, Latinx/Hispanic, Mayan, Mestiza, Mexican-American, Mixed Race, Native American, Pakistani, Peruvian, Puerto Rican, Salvadoran, South American, South Asian, Spanish, Sub-Saharan African, Trinidadian, Turkish, and White Mexican

**Sexual Orientation:** Employees were asked which sexual orientation they consider themselves to be based on the following options:

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Other (please specify)
- Choose not to respond

***Employee write-in responses for other sexual orientations include:*** Asexual, Free Range, Pansexual, Queer, Questioning



# Appendix D

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2019 House of Representatives  
Compensation and Diversity Study  
Statistical Analysis Results



## Appendix D: 2019 House of Representatives Compensation and Diversity Study Statistical Analysis Results

### Summary

Based on the survey results, House employees receive equal pay for equal work regardless of gender, race, ethnicity, sexual orientation, and faith. The findings also indicate that an employee's age does have a meaningful impact on salary differences. Furthermore, as outlined in the report, any additional salary disparities are due to experience-based factors, including job type, education level, and tenure, and are not based on an employee's gender, race, ethnicity, sexual orientation, and faith.

### Age

Salary differences exist by age, even within the same job type, education level, and tenure.<sup>1</sup> Salary peaks for employees 44-50 years of age, while younger employees earn lower salaries. Salary drops off slightly for those employees over the age of 50 years.

### Gender

Males and females are paid equally for equal work (i.e., equal job type, education, and tenure).<sup>2</sup> Mean salary differences may be attributed, in part, to job type; there is a larger proportion of males in higher salary jobs than females.<sup>3</sup>

### Race/Ethnicity

No salary differences exist for employees of different races<sup>4</sup> or Hispanic/Latinx/Spanish ethnicity.<sup>5</sup> Mean salary differences may be attributed, in part, to job type; there is a larger proportion of Black or African American employees in higher salary jobs than other races<sup>6</sup> and there is a larger proportion of non-Hispanic/Latinx/Spanish employees in higher salary jobs than Hispanic/Latinx/Spanish employees.<sup>7</sup>

<sup>1</sup> Salary differences by age are significant when controlling for job type, tenure, and education level ( $\Delta R^2=.02$ ,  $\Delta F(7,5000)=78.74$ ,  $p<.05$ ); Under 20 years salary ( $M=\$12,534.79$ ); 20-25 years salary ( $M=\$34,653.47$ ); 26-32 years salary ( $M=\$61,672.69$ ); 33-37 years salary ( $M=\$92,292.89$ ); 38-43 years salary ( $M=\$99,646.11$ ); 44-50 years salary ( $M=\$101,156.62$ ); 51-60 years salary ( $M=\$92,881.56$ ); Over 60 years salary ( $M=\$81,289.55$ ).

<sup>2</sup> Salary differences by gender are not practically significant ( $R^2=.01$ ,  $F(1,5097)=.34.95$ ,  $p<.05$ ); male salary ( $M=\$72,615.00$ ); female salary ( $M=\$65,607.37$ ). Transgender, Genderqueer/Gender-nonconforming, and Other were not included in gender inferential analyses because of small N sizes.

<sup>3</sup> There is a significantly larger proportion of males in higher salary jobs than females ( $\chi^2(1)=30.32$ ,  $p<.05$ ).

<sup>4</sup> Salary differences by race are not practically significant ( $R^2=.01$ ,  $F(7,4856)=3.86$ ,  $p<.05$ ); White salary ( $M=\$69,793.84$ ); Black or African American salary ( $M=\$71,235.52$ ); American Indian or Alaska Native salary ( $M=\$58,532.64$ ); Asian salary ( $M=\$67,871.13$ ); Middle Eastern or North African salary ( $M=\$56,966.18$ ); Native Hawaiian or Other Pacific Islander salary ( $M=\$65,246.51$ ); Multi-racial salary ( $M=\$58,964.35$ ).

<sup>5</sup> Salary differences by Hispanic/Latinx/Spanish ethnicity are not practically significant ( $R^2=.01$ ,  $F(1,4958)=42.21$ ,  $p<.05$ ); Hispanic/Latinx/Spanish salary ( $M=\$58,257.55$ ); Not Hispanic/Latinx/Spanish salary ( $M=\$70,036.51$ ).

<sup>6</sup> There is a significantly larger proportion of Black or African American employees in higher salary jobs than other races ( $\chi^2(1)=15.85$ ,  $p<.05$ ).

<sup>7</sup> There is a significantly larger proportion of non-Hispanic/Latinx/Spanish employees in higher salary jobs than Hispanic/Latinx/Spanish employees ( $\chi^2(1)=17.68$ ,  $p<.05$ ).

### Faith

No salary differences exist for employees of different faiths.<sup>8</sup>

### Sexual Orientation

No salary differences exist for employees of different sexual orientations.<sup>9</sup> Mean salary differences may be attributed, in part, to job type; there is a larger proportion of heterosexual or straight and gay or lesbian employees in higher salary jobs than other sexual orientations.<sup>10</sup>

### Salary and Benefits

Employees with longer House tenure<sup>11</sup> and higher education<sup>12</sup> have higher salaries and more leave days than those with less tenure.

### Satisfaction and Turnover

Employees with higher salaries<sup>13</sup> are more satisfied with their pay and are less likely to look for a job elsewhere.

### Turnover

Employees with more paid time off (PTO)/vacation leave days and paid sick leave days are less likely to look for a job elsewhere. In addition, employees who are more satisfied with their pay and benefits are less likely to turnover.

<sup>8</sup> Salary differences by faith are not practically significant ( $R^2=.00$ ,  $F(8,4804)=2.65$ ,  $p<.05$ ); No religion/faith salary ( $M=\$65,085.52$ ); Agnostic salary ( $M=\$63,532.63$ ); Christian salary ( $M=\$70,000.87$ ); Buddhist salary ( $M=\$68,388.44$ ); Hindu salary ( $M=\$76,272.17$ ); Jewish salary ( $M=\$68,452.19$ ); Muslim salary ( $M=\$63,313.53$ ); Sikh salary ( $M=\$92,593.00$ ); Other faith salary ( $M=\$60,525.89$ ).

<sup>9</sup> Salary differences by sexual orientation are not practically significant ( $R^2=.00$ ,  $F(3,4902)=24.23$ ,  $p<.05$ ); Heterosexual or Straight salary ( $M=\$69,154.42$ ); Gay or Lesbian salary ( $M=\$74,521.13$ ); Bisexual salary ( $M=\$43,183.85$ ); Other sexual orientation salary ( $M=\$54,431.18$ ).

<sup>10</sup> There is a significantly larger proportion of heterosexual or straight ( $\chi^2(1)=46.58$ ,  $p<.05$ ) and gay or lesbian employees ( $\chi^2(1)=41.52$ ,  $p<.05$ ) in higher salary jobs than other sexual orientations.

<sup>11</sup> Tenure is positively related to salary ( $r=.52$ ,  $p<.05$ ), number of PTO/vacation days ( $r=.18$ ,  $p<.05$ ), and number of sick days ( $r=.08$ ,  $p<.05$ ).

<sup>12</sup> Education level is positively related to salary ( $R^2=.14$ ,  $F(10,5130)=82.73$ ,  $p<.05$ ), number of PTO/vacation days ( $R^2=.04$ ,  $F(9,3035)=12.93$ ,  $p<.05$ ), and number of sick days ( $R^2=.02$ ,  $F(9,2269)=5.20$ ,  $p<.05$ ).

<sup>13</sup> Salary is positively related to satisfaction with pay ( $r=.26$ ,  $p<.05$ ) and negatively related to intention to turnover ( $r=-.10$ ,  $p<.05$ ).

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