

2019

House of Representatives Compensation and Diversity Study Report: Member, Committee, and Leadership Offices

Guide for the 116th Congress

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

By **ICF**



Table of Contents

Introduction	1
Chapter 1: Member Office Results: Overall.....	3
Chapter 2: Member Office Results by Job Type	9
Chief of Staff/Deputy Chief of Staff	10
District Director.....	14
Legislative Director/Deputy Legislative Director.....	18
Counsel/Senior Counsel.....	22
Legislative Assistant/Aide.....	26
Legislative Correspondent.....	30
Communications Director/Press Secretary.....	34
Digital Media Director/Assistant Press Secretary	38
Office Manager/Scheduler/Executive Assistant.....	42
Staff Assistant	46
Constituent Services Representative/Caseworker	50
Field Representative/District Representative	54
Financial Administrator.....	58
Professional Staff	62
Paid Intern.....	66
Shared Employee.....	69
Chapter 3: Committee Office and Leadership Office Results: Overall.....	73
Chapter 4: Committee Office and Leadership Office Results by Job Type	78
Staff Director/Deputy Staff Director	79
Counsel/Senior Counsel.....	83
Communications Director/Press Secretary.....	87
Digital Media Director/Assistant Press Secretary	91
Operations Director	95
Professional Staff	99
Legislative Assistant/Aide.....	103
Staff Assistant	107
Member Services/Outreach Director	111

2019 Compensation and Diversity Study Report

Clerk.....	115
Senior Policy Advisor/Policy Advisor.....	119
Finance Administrator	123
Systems Administrator	127
Paid Intern.....	130
Shared Employee.....	134
 Appendix A: 2019 House of Representatives Compensation and Diversity Study Methodology	138
Appendix B: 2019 House of Representatives Compensation and Diversity Study Survey	160
Appendix C: 2019 House of Representatives Compensation and Diversity Study Terms and Definitions.....	177

Introduction

This report summarizes the results of a compensation, benefits, and demographics survey administered from July 9, 2019 to 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 116th 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 the 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 Member Office staff, Committee Office staff, and Leadership Office staff that participated. This report is organized as follows:

- Chapter 1: Member Office Results: Overall
- Chapter 2: Member Office Results by Job Type
- Chapter 3: Committee Office and Leadership Office Results: Overall
- Chapter 4: Committee Office and Leadership Office Results by Job Type

Specific results for the House of Representatives overall and House Officers are found in separate reports. The following survey results are broken down for Member Office staff overall, Committee/Leadership Office staff overall, and also by job type within Member Offices and Committee/Leadership Offices in 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 using the Bureau of Labor Statistics (BLS) 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. 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).

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.

Chapters 1 and 2: Member Office Results

Chapter 1 presents summary results for all Member Office staff together, while Chapter 2 presents summary results for Member Office staff broken down for each of the following job types:

- Chief of Staff/Deputy Chief of Staff
- District Director
- Legislative Director/Deputy Legislative Director
- Counsel/Senior Counsel
- Legislative Assistant/Aide
- Legislative Correspondent
- Communications Director/Press Secretary
- Digital Media Director/Assistant Press Secretary
- Office Manager/Scheduler/Executive Assistant
- Staff Assistant
- Constituent Services Representative/Caseworker
- Field Representative/District Representative
- Financial Administrator
- Professional Staff
- Paid Intern
- Shared Employee

Chapters 3 and 4: Committee Office and Leadership Office Results

Chapter 3 presents summary results for all Committee Office and Leadership Office staff together, while Chapter 4 presents summary results for Committee Office and Leadership Office staff broken down for each of the following job types:

- Staff Director/Deputy Staff Director
- Counsel/Senior Counsel
- Communications Director/Press Secretary
- Digital Media Director/Assistant Press Secretary
- Operations Director
- Professional Staff
- Legislative Assistant/Aide
- Staff Assistant
- Member Services/Outreach Director
- Clerk
- Senior Policy Advisor/Policy Advisor
- Finance Administrator
- System Administrator
- Paid Intern
- Shared Employee

Committee Office and Leadership Office results are combined because of the smaller number of employees and similar job types.



Chapter 1

Member Office Results: Overall

Member Offices: Overall

MEMBER OFFICE SUMMARY

Member Office Staff Summary	Member Office Job Types	
<ul style="list-style-type: none"> Earns \$56,340 annually, on average. 54.0% work in the Washington, D.C. office. Has been in the position for 2.5 years. Has a bachelor's degree. Receives 25.6 days of paid time off (PTO)/vacation and sick leave per year. 29.0% can telework to some extent during the year. <p>Number of Respondents = 3,788 Member Office staff</p>	<ul style="list-style-type: none"> Chief of Staff/Deputy District Director Legislative Director/Deputy Counsel/Senior Counsel Legislative Assistant/Aide Legislative Correspondent Communications Director/Press Secretary Digital Media Director/Assistant Press Secretary 	<ul style="list-style-type: none"> Office Manager/Scheduler/Exec Assistant Staff Assistant Constituent Services Rep/Caseworker Field Representative/District Representative Financial Administrator Systems Administrator Professional Staff Paid Intern Shared Employee

COMPENSATION AND BENEFITS

Salary

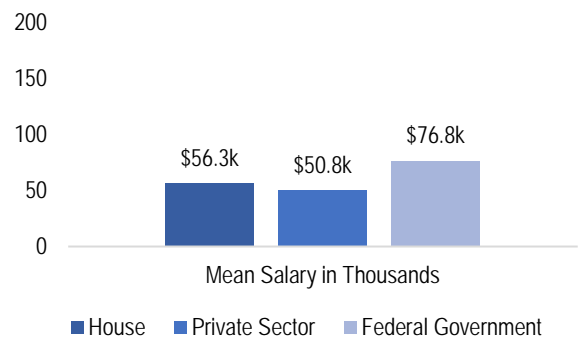
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$1,200	N/A	N/A
25%	\$36,000	\$24,960	\$49,950
50% (median)	\$48,000	\$36,750	\$65,610
Mean	\$56,340	\$50,830	\$76,810
75%	\$67,500	\$60,300	\$97,430
Maximum	\$172,500	N/A	N/A



For each year that Member Office staff are in their positions, they receive a **3.0%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	9.9%	3.0%
Annual Salary Increase/Raise	42.0%	9.5%
Bonuses (Lump Sum)/Pay Adjustments	60.7%	\$3,572.42



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	92.6%	15.8
Paid Sick Leave	85.5%	9.8
Paid FMLA Leave	53.9%	55.5
Paid Administrative Leave	38.3%	11.1
Paid Bereavement Leave	55.8%	4.9

11.4% and 20.4% of Member Office staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

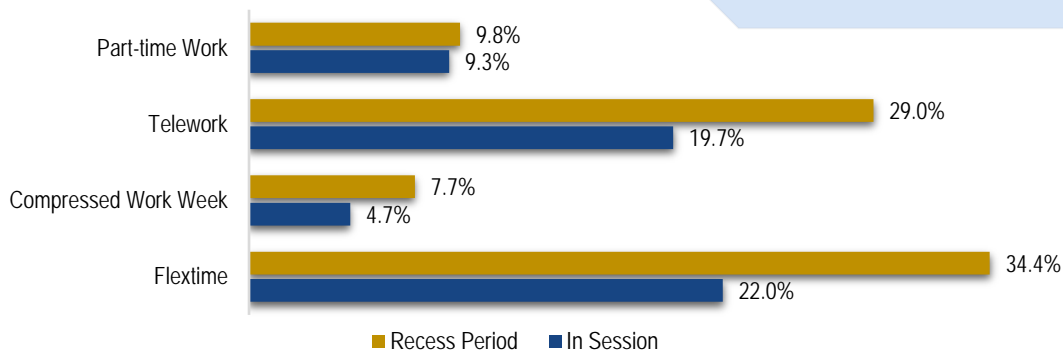
46.7% can roll over *PTO/vacation days*

- 10.6% can roll over unlimited days
- 36.1% can roll over an average of 10.8 days

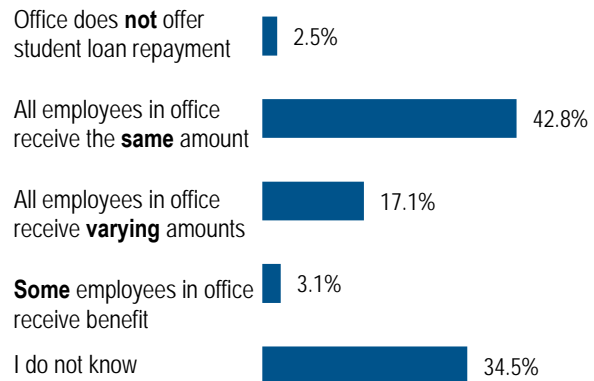
22.5% can roll over *sick days*

- 15.3% can roll over unlimited days
- 7.2% can roll over an average of 15.9 days

Flexible Work Arrangements



Student Loan and Transit Benefits



18% of Member Office staff receive student loan repayments. The average amount of student loan repayment is **\$661.83** per month.



16.0% of Member Office staff receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



94.6% Not Military

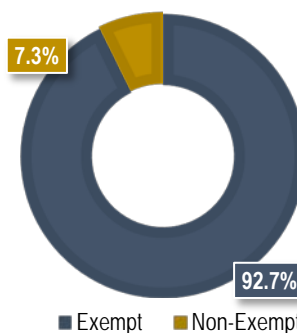


0.5% Reservist



4.9% Previous Military

Exempt Status



Tenure



4.2 average years working at House of Representatives

2.5 average years in current position

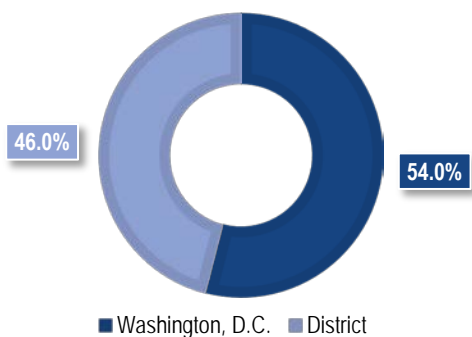
4.4 average years in Federal Government

Work Status

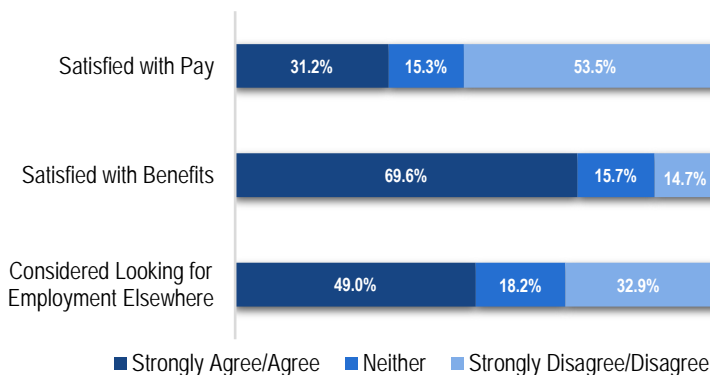
5.5% of Member Office staff are part-time.

Part-time employees work an average of **20.3** hours per week.

Duty Location



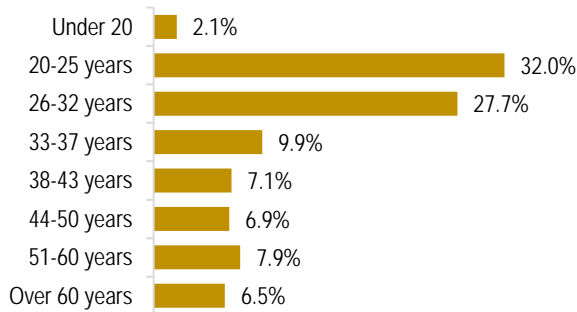
Job Perceptions



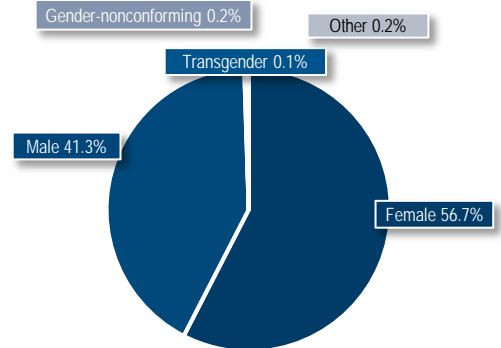
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

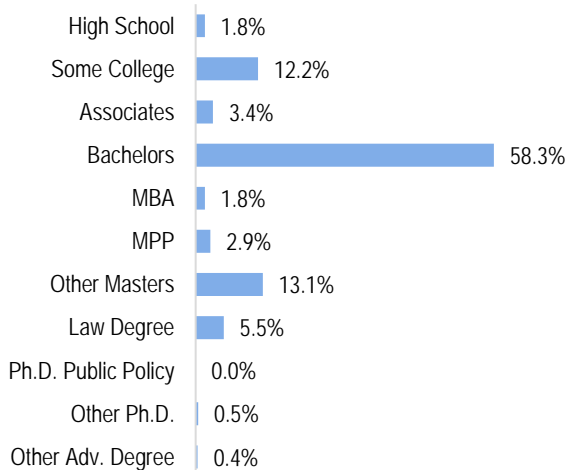
Age



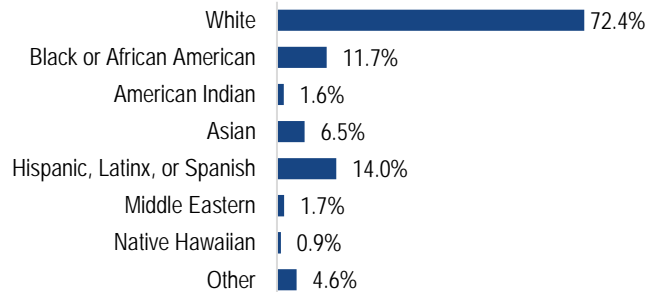
Gender/Gender Identity



Education



Race/Ethnicity



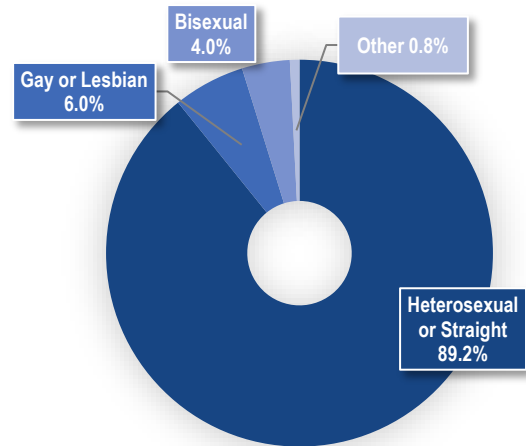
Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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.

2019 Compensation and Diversity Study Report

Faith

Type of Faith	%
No religion/faith	19.3%
Agnostic	9.1%
Christian	57.6%
Buddhist	0.3%
Hindu	1.0%
Jewish	9.9%
Muslim	1.8%
Sikh	0.3%
Other	0.8%

Sexual Orientation





Chapter 2

Member Office Results by Job Type

Chief of Staff/Deputy Chief of Staff

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$135,703 annually, on average. Works in the Washington, D.C. office. Has been in the position for 3.8 years. Has a bachelor's degree. Receives 28.7 days of paid time off (PTO)/vacation and sick leave per year. 58.0% can telework to some extent during the year. <p>Number of Respondents = 249 Chiefs of Staff/Deputy Chiefs of Staff</p>	<p>Chiefs of Staff/Deputy Chiefs of Staff act as the Member's chief policy advisor; develop and implement all policy objectives, strategies, and operating plans for the Member's office; manage and direct all activities and staff of the Member's Washington, D.C. and district offices; coordinate the activities of the Member with the leadership and committee office(s); and oversee the office budget and personnel activity.</p>

COMPENSATION AND BENEFITS

Salary

Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$24,000	\$65,000	N/A	N/A
25%	\$120,000	\$120,000	\$97,535	\$134,465
50% (median)	\$140,000	\$134,000	\$100,410	\$148,775
Mean	\$135,703	\$136,588	\$169,755	\$150,610
75%	\$160,000	\$160,000	\$183,560*	\$161,940
Maximum	\$168,411	\$174,000	N/A	N/A

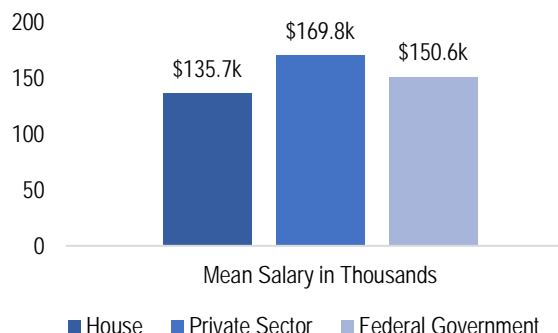
*Full salary information unavailable. Presented number may be an underestimate.



For each year that Chiefs of Staff/Deputy Chiefs of Staff are in their positions, they receive a **2.4%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	12.6%	1.9%
Annual Salary Increase/Raise	39.7%	9.0%
Bonuses (Lump Sum)/Pay Adjustments	59.0%	\$4,514.78



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	99.1%	18.2
Paid Sick Leave	95.9%	10.5
Paid FMLA Leave	85.2%	57.1
Paid Administrative Leave	62.6%	9.6
Paid Bereavement Leave	84.9%	6.0

13.9% and 24.9% of Chiefs of Staff/Deputy Chiefs of Staff have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

63.7% can roll over PTO/vacation days

- 14.2% can roll over unlimited days
- 49.5% can roll over an average of 11.9 days

29.1% can roll over sick days

- 21.2% can roll over unlimited days
- 7.9% can roll over an average of 10.6 days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment | 1.3%

All employees in office receive the **same** amount | 62.7%

All employees in office receive **varying** amounts | 30.3%

Some employees in office receive benefit | 3.1%

I do not know | 2.6%

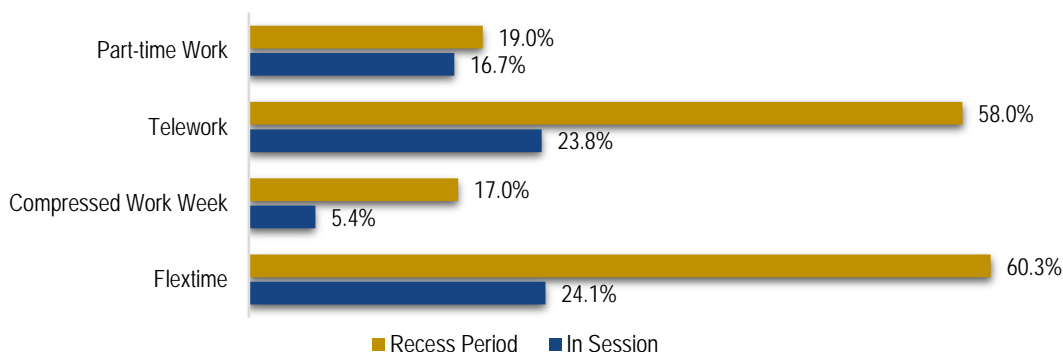


11.2% of Chiefs of Staff/Deputy Chiefs of Staff receive student loan repayments. The average amount of student loan repayment is **\$716.26** per month.



12.0% of Chiefs of Staff/Deputy Chiefs of Staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



94.3% Not Military

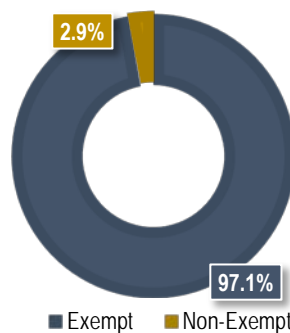


0.4% Reservist



5.3% Previous Military

Exempt Status



Tenure



9.6 average years working at House of Representatives

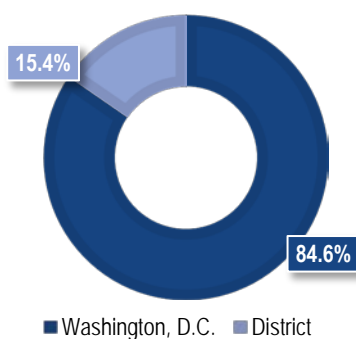
3.8 average years in current position

10.5 average years in Federal Government

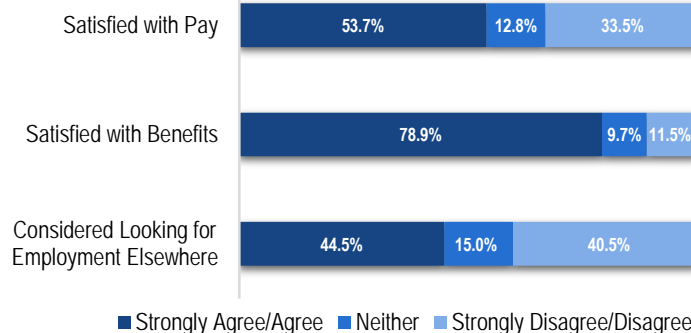
Work Status

1.6% of Chiefs of Staff/Deputy Chiefs of Staff are part-time.

Duty Location

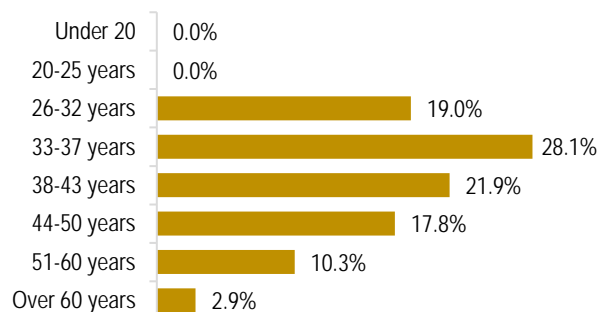


Job Perceptions

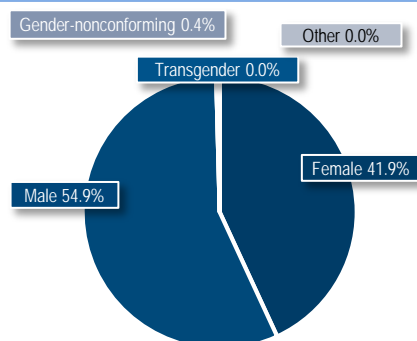


DEMOGRAPHICS

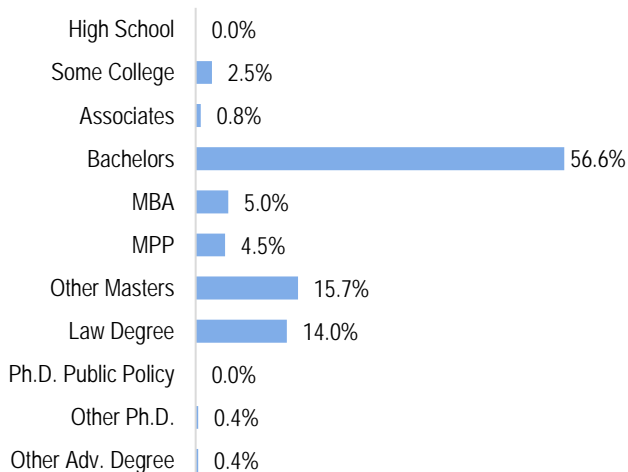
Age



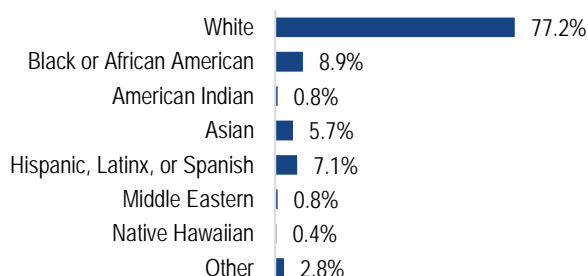
Gender/Gender Identity



Education



Race/Ethnicity

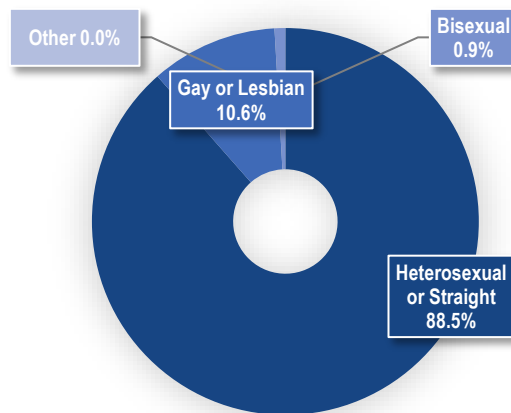


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	17.4%
Agnostic	8.0%
Christian	64.3%
Buddhist	0.0%
Hindu	0.9%
Jewish	7.6%
Muslim	0.9%
Sikh	0.4%
Other	0.4%

Sexual Orientation



District Director

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$85,237 annually, on average. Works in the District office. Has been in the position for 3.7 years. Has a bachelor's degree. Receives 27.2 days of paid time off (PTO)/vacation and sick leave per year. 38.9% can telework to some extent during the year. <p>Number of Respondents = 241 District Directors</p>	District Directors oversee all district office operations; represent the Member or assign appropriate staff to represent the Member in the district, and travel throughout the district at regular intervals to keep abreast of local concerns.

COMPENSATION AND BENEFITS

Salary

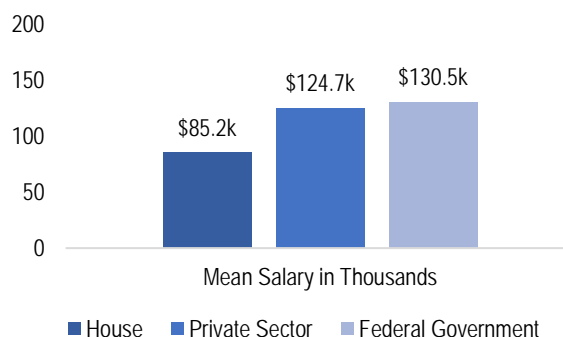
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$25,000	\$42,500	N/A	N/A
25%	\$70,000	\$79,000	\$64,880	\$113,440
50% (median)	\$85,000	\$90,000	\$100,410	\$133,340
Mean	\$85,237	\$92,650	\$124,680	\$130,530
75%	\$100,000	\$108,000	\$159,120	\$149,380
Maximum	\$168,411	\$152,500	N/A	N/A



For each year that District Directors are in their positions, they receive a **6.1%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	14.7%	2.5%
Annual Salary Increase/Raise	42.7%	8.0%
Bonuses (Lump Sum)/Pay Adjustments	70.3%	\$3,935.15



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	95.0%	16.9
Paid Sick Leave	84.8%	10.3
Paid FMLA Leave	63.3%	50.2
Paid Administrative Leave	44.2%	28.5
Paid Bereavement Leave	69.1%	4.6

6.6% and 17.7% of District Directors have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

49.0% can roll over *PTO/vacation* days

- 7.9% can roll over unlimited days
- 41.1% can roll over an average of 9.4 days

26.5% can roll over *sick* days

- 17.1% can roll over unlimited days
- 9.4% can roll over an average of 14.7 days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment

3.2%

All employees in office receive the **same** amount

49.5%

All employees in office receive **varying** amounts

19.4%

Some employees in office receive benefit

3.2%

I do not know

24.5%

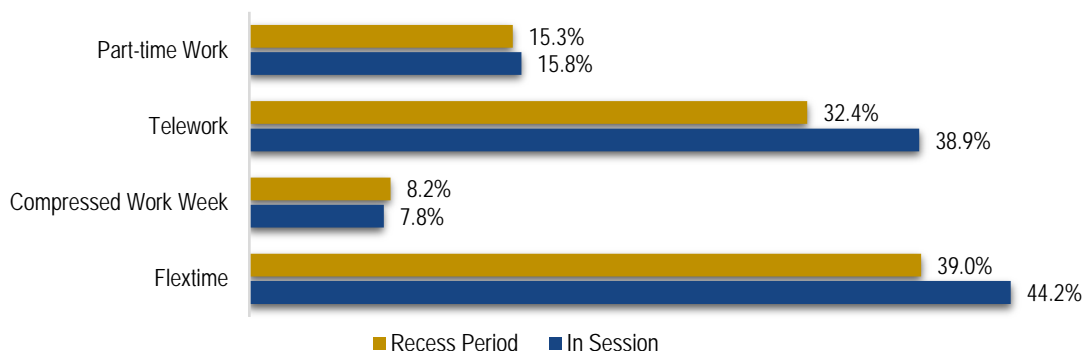


12.4% of District Directors receive student loan repayments. The average amount of student loan repayment is **\$696.29** per month.



0.8% of District Directors receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



93.3% Not Military

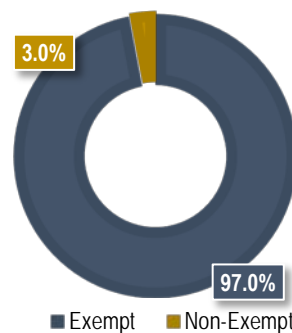


0.4% Reservist



6.3% Previous Military

Exempt Status



Tenure



6.9 average years working at House of Representatives

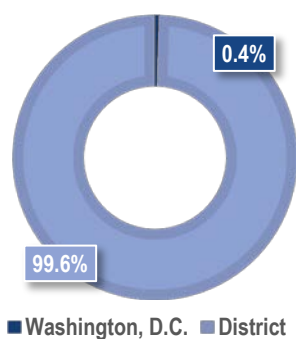
3.7 average years in current position

7.2 average years in Federal Government

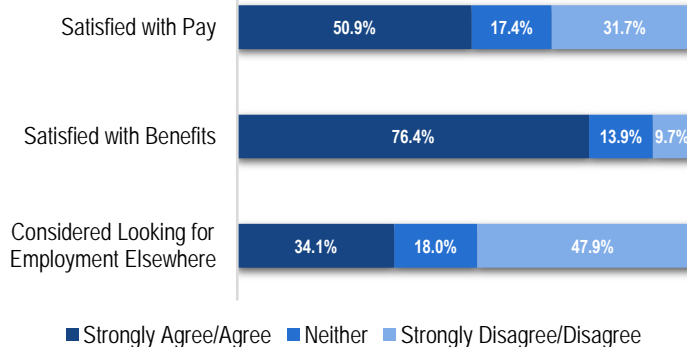
Work Status

0.8% of District Directors are part-time.

Duty Location

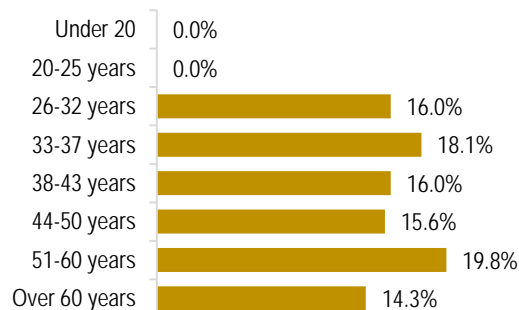


Job Perceptions

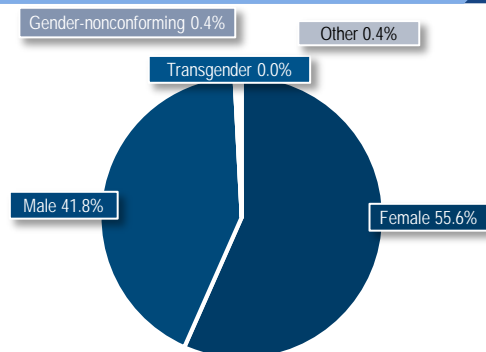


DEMOGRAPHICS

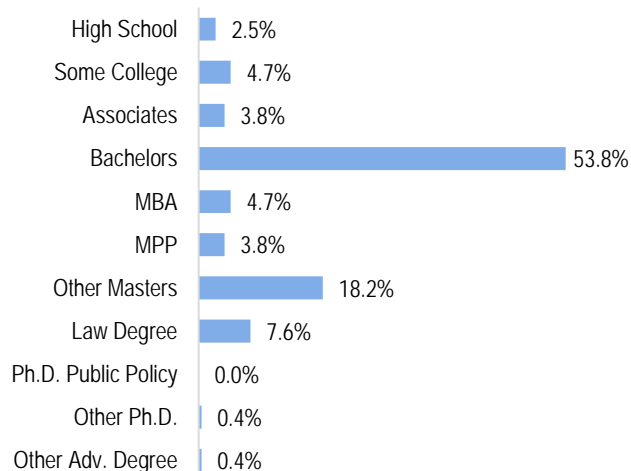
Age



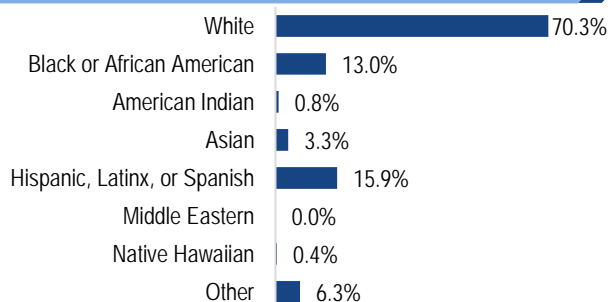
Gender/Gender Identity



Education



Race/Ethnicity

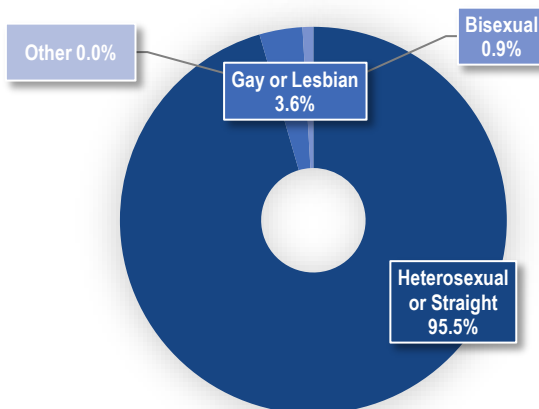


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	13.2%
Agnostic	3.5%
Christian	78.0%
Buddhist	0.0%
Hindu	0.4%
Jewish	3.1%
Muslim	0.4%
Sikh	0.0%
Other	1.3%

Sexual Orientation



Legislative Director/Deputy Legislative Director

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$84,929 annually, on average. Works in the Washington, D.C. office. Has been in the position for 2.1 years. Has a bachelor's degree. Receives 26.2 days of paid time off (PTO)/vacation and sick leave per year. 34.1% can telework to some extent during the year. <p>Number of Respondents = 163 Legislative Directors/Deputy Legislative Directors (LDs/DLDs)</p>	Legislative Directors/Deputy Legislative Directors advise the Member on all legislative areas; assist in the development of policy positions and legislative initiatives; manage and supervise the Member's legislative staff; and monitor and report on floor action to the Member and the Chief of Staff.

COMPENSATION AND BENEFITS

Salary

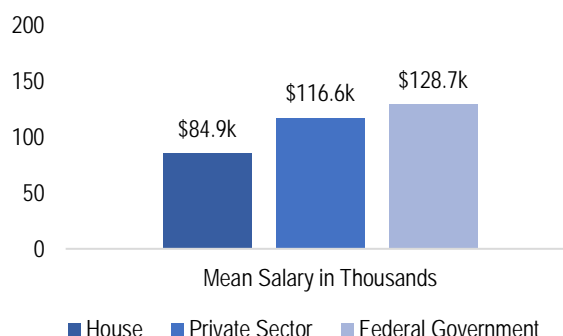
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$40,000	\$58,000	N/A	N/A
25%	\$75,000	\$76,300	\$64,910	\$110,050
50% (median)	\$84,000	\$85,000	\$104,410	\$129,700
Mean	\$84,929	\$89,674	\$116,610	\$128,650
75%	\$95,000	\$100,000	\$151,795	\$149,170
Maximum	\$168,411	\$168,411	N/A	N/A



For each year that LDs/DLDs are in their positions, they receive a **2.2%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	10.5%	3.0%
Annual Salary Increase/Raise	60.5%	14.3%
Bonuses (Lump Sum)/Pay Adjustments	76.9%	\$5,513.61



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	94.6%	16.5
Paid Sick Leave	90.5%	9.7
Paid FMLA Leave	65.8%	57.3
Paid Administrative Leave	42.6%	10.4
Paid Bereavement Leave	66.4%	4.3

16.2% and 29.9% of LDs/DLDs have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

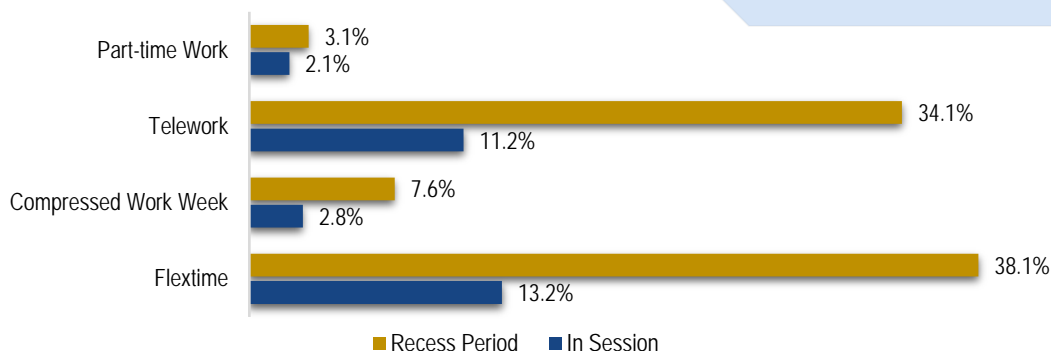
47.1% can roll over *PTO/vacation* days

- 9.4% can roll over unlimited days
- 37.7% can roll over an average of 11.0 days

21.6% can roll over *sick* days

- 16.2% can roll over unlimited days
- 5.4% can roll over an average of 13.2 days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment | 0.7%

All employees in office receive the **same** amount | 47.9%

All employees in office receive **varying** amounts | 23.3%

Some employees in office receive benefit | 3.4%

I do not know | 24.7%



25.2% of LDs/DLDs receive student loan repayments. The average amount of student loan repayment is **\$687.43** per month.



41.1% of LDs/DLDs receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



98.1% Not Military

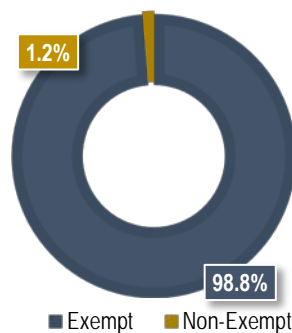


1.2% Reservist



0.6% Previous Military

Exempt Status



Tenure



6.7 average years working at House of Representatives

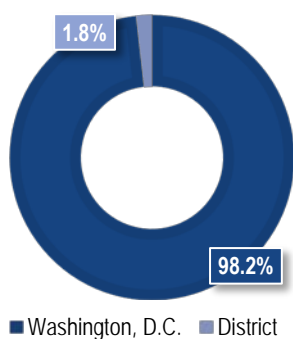
2.1 average years in current position

7.0 average years in Federal Government

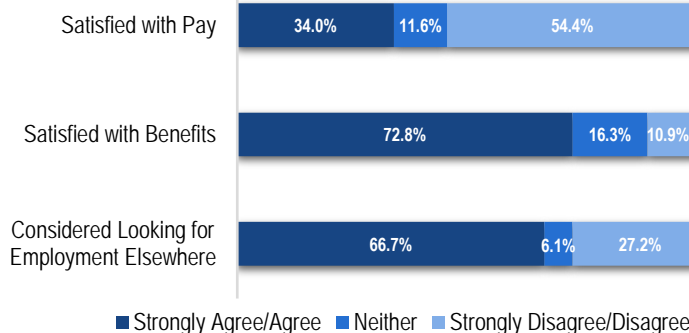
Work Status

0% of LDs/DLDs are part-time.

Duty Location

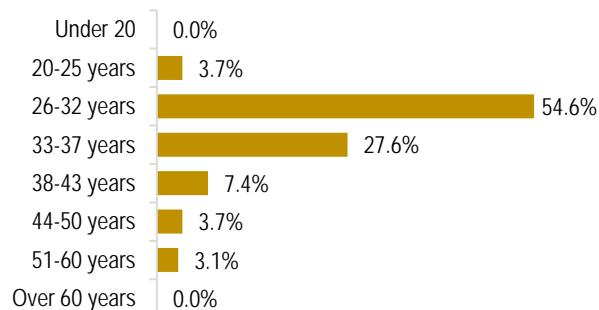


Job Perceptions

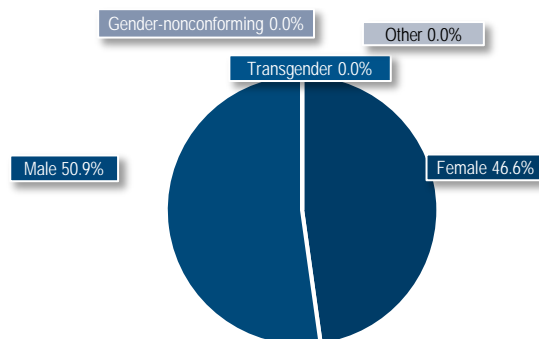


DEMOGRAPHICS

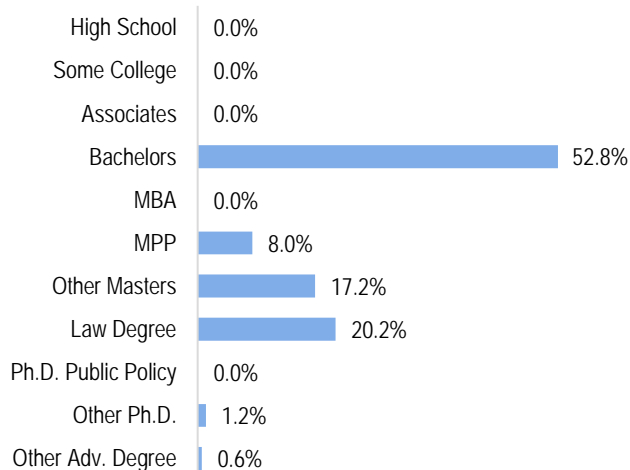
Age



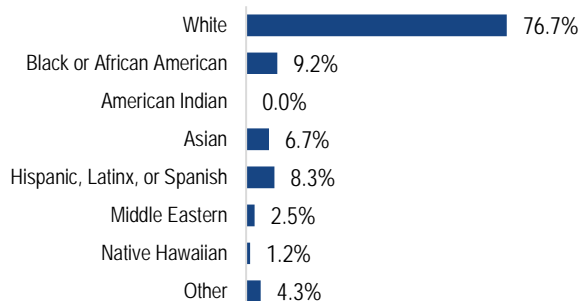
Gender/Gender Identity



Education



Race/Ethnicity

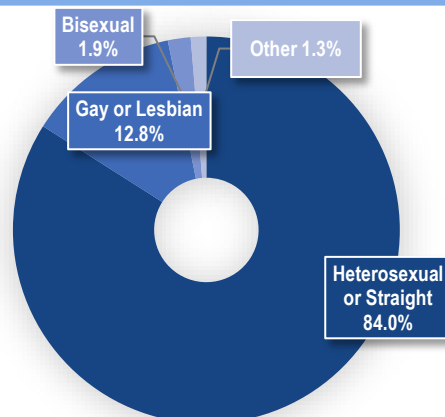


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	19.6%
Agnostic	10.5%
Christian	58.8%
Buddhist	0.0%
Hindu	1.3%
Jewish	9.2%
Muslim	0.0%
Sikh	0.0%
Other	0.7%

Sexual Orientation



Counsel/Senior Counsel

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$69,031 annually, on average. Works in the Washington, D.C. office. Has been in the position for 1.5 years. Has a law degree. Receives 25.6 days of paid time off (PTO)/vacation and sick leave per year. 31.0% can telework to some extent during the year. <p>Number of Respondents = 51 Counsel/Senior Counsel</p>	Counsel/Senior Counsel draft legislation; staff and prepare hearings; prepare memos and statements; provide ethics advice and training to Members of Congress and their staff; and coordinate with stakeholders and member offices.

COMPENSATION AND BENEFITS

Salary

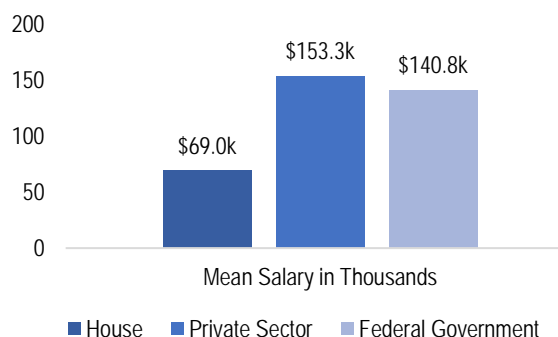
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$45,000	N/A	N/A
25%	\$60,000	\$80,510	\$116,410
50% (median)	\$70,000	\$127,640	\$145,160
Mean	\$69,031	\$153,260	\$140,800
75%	\$80,000	\$202,840	\$164,200
Maximum	\$125,000	N/A	N/A



For each year that Counsel/Senior Counsel are in their positions, they receive a **4.8%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	9.7%	N/A
Annual Salary Increase/Raise	38.7%	15.3%
Bonuses (Lump Sum)/Pay Adjustments	62.5%	\$3,950.00



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	91.3%	15.3
Paid Sick Leave	84.8%	10.3
Paid FMLA Leave	60.0%	44.7
Paid Administrative Leave	33.3%	4.0
Paid Bereavement Leave	46.7%	5.6

8.3% and 10.4% of Counsel/Senior Counsel have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

58.5% can roll over *PTO/vacation* days

- 12.2% can roll over unlimited days
- 46.3% can roll over an average of 10.2 days

31.6% can roll over *sick* days

- 23.7% can roll over unlimited days
- 7.9% can roll a limited number of days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment

2.1%

All employees in office receive the **same** amount

44.7%

All employees in office receive **varying** amounts

21.3%

Some employees in office receive benefit

2.1%

I do not know

29.8%

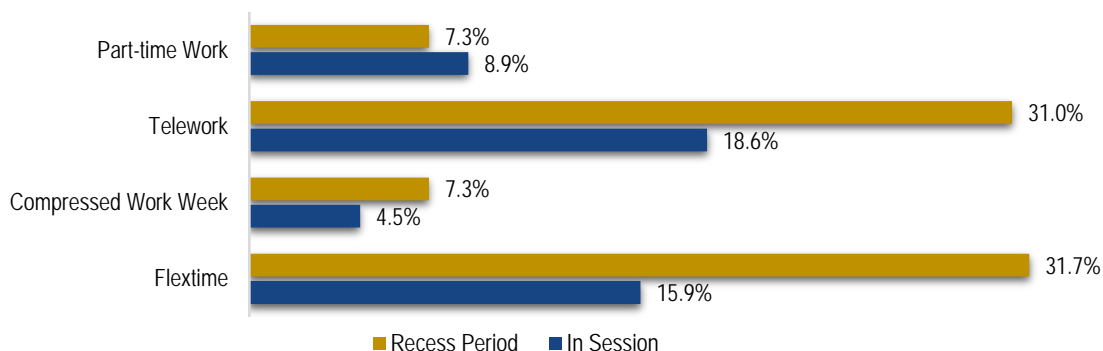


33.3% of Counsel/Senior Counsel receive student loan repayments. The average amount of student loan repayment is **\$640.71** per month.



49.0% of Counsel/Senior Counsel receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



98.0% Not Military

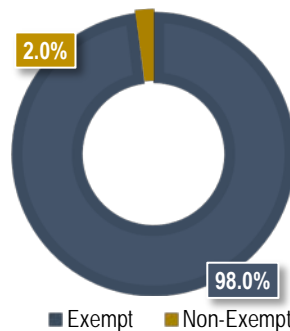


0.0% Reservist



2.0% Previous Military

Exempt Status



Tenure



2.6 average years working at House of Representatives

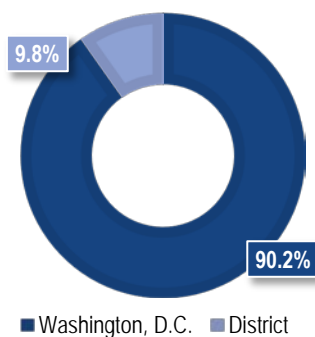
1.5 average years in current position

2.7 average years in Federal Government

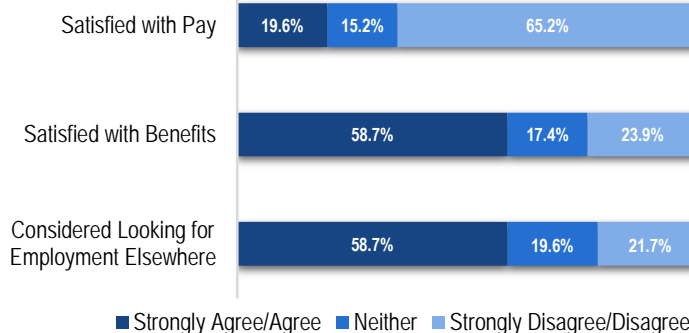
Work Status

2.0% of Counsel/Senior Counsel are part-time.

Duty Location

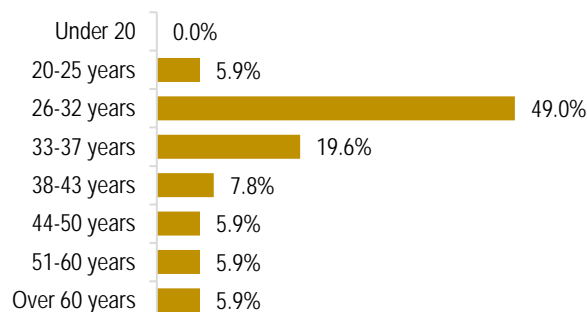


Job Perceptions

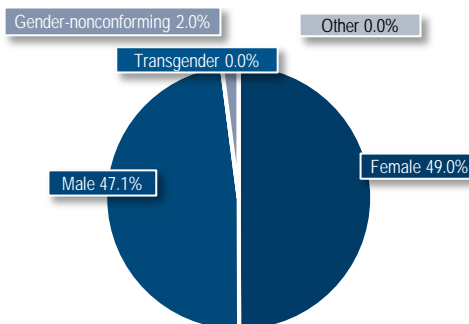


DEMOGRAPHICS

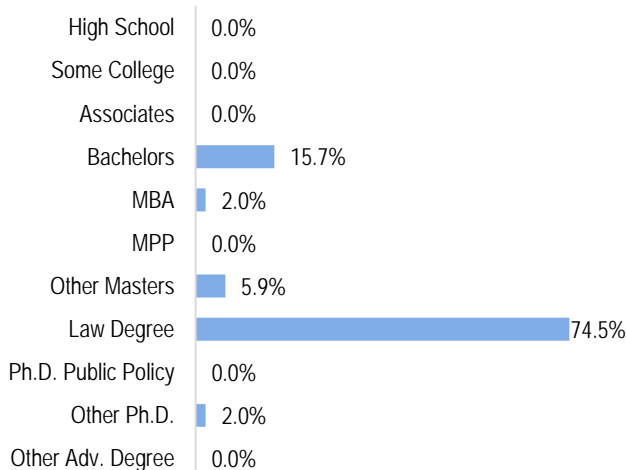
Age



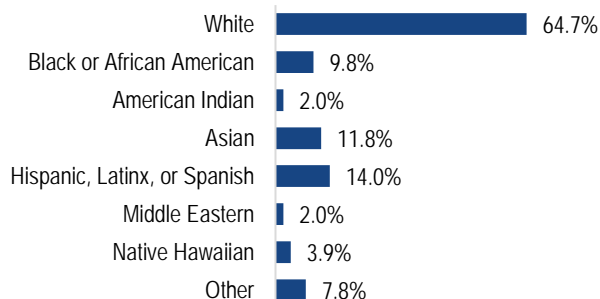
Gender/Gender Identity



Education



Race/Ethnicity

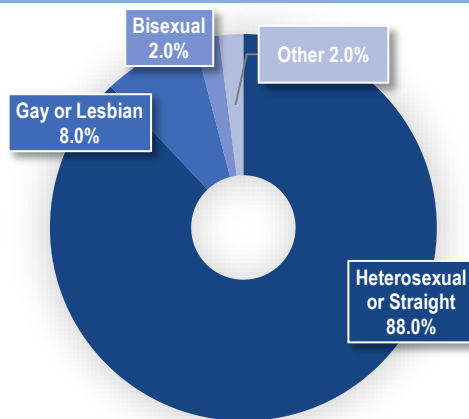


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	37.5%
Agnostic	10.4%
Christian	37.5%
Buddhist	0.0%
Hindu	4.2%
Jewish	6.3%
Muslim	0.0%
Sikh	0.0%
Other	4.2%

Sexual Orientation



Legislative Assistant/Aide

POSITION DETAILS

Position Summary

- Earns \$50,810 annually, on average.
- Works in the Washington, D.C. office.
- Has been in the position for 1.3 years.
- Has a bachelor's degree.
- Receives 25.2 days of paid time off (PTO)/vacation and sick leave per year.
- 24.3% can telework to some extent during the year.

Number of Respondents = 437 Legislative Assistants/Aides

Summary of Primary Duties

Legislative Assistants/Aides track legislation and other developments in an assigned issue area; draft constituent correspondence for the Member; prepare for committee meetings and hearings related to specific issues; and answer constituent letters and help constituents with federal matters.

COMPENSATION AND BENEFITS

Salary

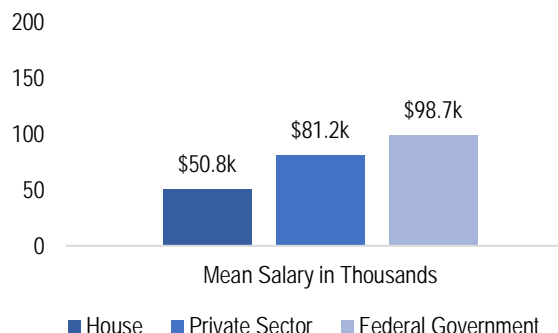
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$3,500	\$30,000	N/A	N/A
25%	\$45,000	\$42,000	\$51,640	\$81,565
50% (median)	\$50,000	\$47,000	\$79,325	\$96,700
Mean	\$50,810	\$48,762	\$81,225	\$98,655
75%	\$55,091	\$52,000	\$104,340	\$114,580
Maximum	\$105,000	\$96,000	N/A	N/A



For each year that Legislative Assistants/Aides are in their positions, they receive a **4.0%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	9.2%	3.4%
Annual Salary Increase/Raise	54.5%	10.2%
Bonuses (Lump Sum)/Pay Adjustments	72.7%	\$3,360.36



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	96.2%	15.8
Paid Sick Leave	87.9%	9.4
Paid FMLA Leave	52.3%	56.4
Paid Administrative Leave	33.9%	7.9
Paid Bereavement Leave	48.8%	4.8

14.5% and 24.5% of Legislative Assistants/Aides have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

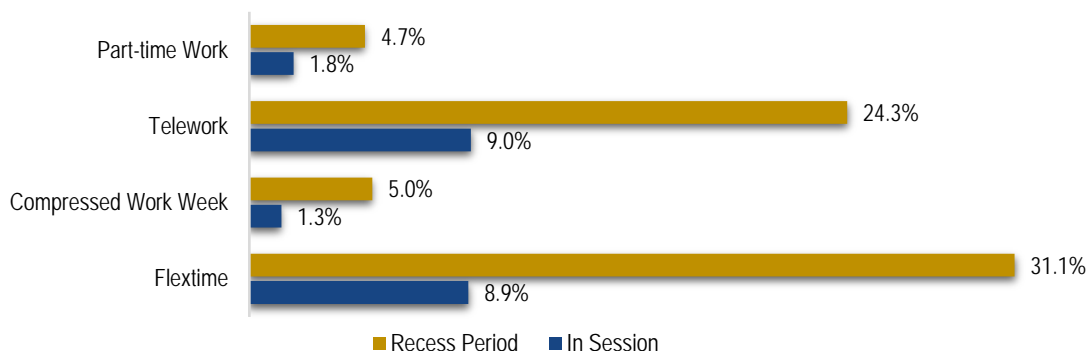
44.2% can roll over *PTO/vacation* days

- 9.3% can roll over unlimited days
- 34.9% can roll over an average of 11.0 days

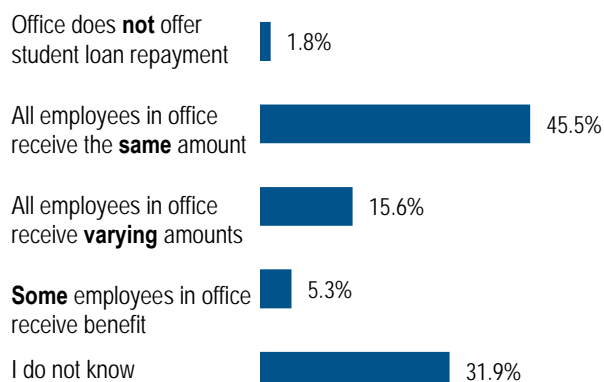
21.6% can roll over *sick* days

- 12.6% can roll over unlimited days
- 9.0% can roll over an average of 18.4 days

Flexible Work Arrangements



Student Loan and Transit Benefits



27.7% of Legislative Assistants/Aides receive student loan repayments. The average amount of student loan repayment is **\$674.89** per month.



42.6% of Legislative Assistants/Aides receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



97.9% Not Military

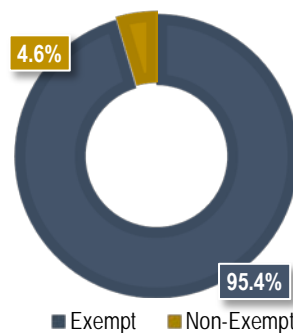


0.5% Reservist



1.6% Previous Military

Exempt Status



Tenure



2.8 average years working at House of Representatives

1.3 average years in current position

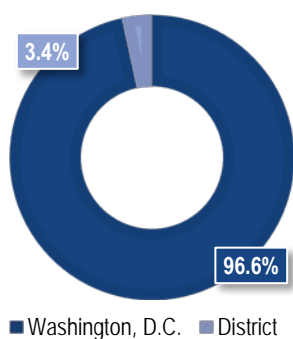
2.9 average years in Federal Government

Work Status

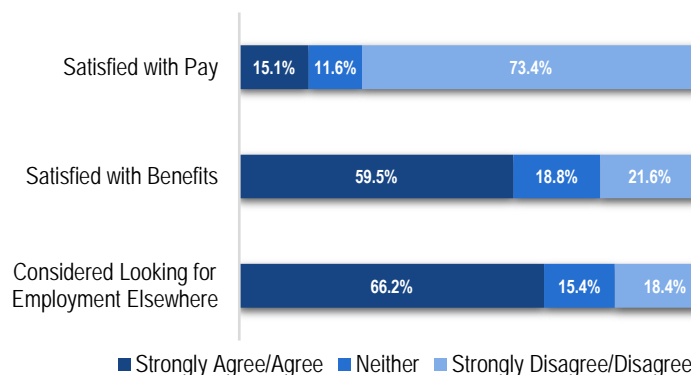
2.1% of Legislative Assistants/Aides are part-time.

Part-time employees work an average of **12.0** hours per week.

Duty Location

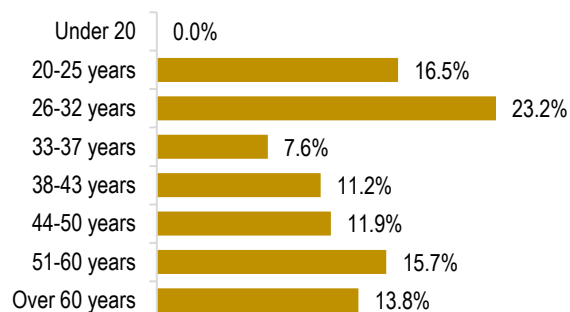


Job Perceptions

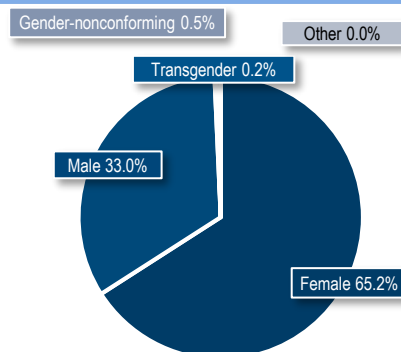


DEMOGRAPHICS

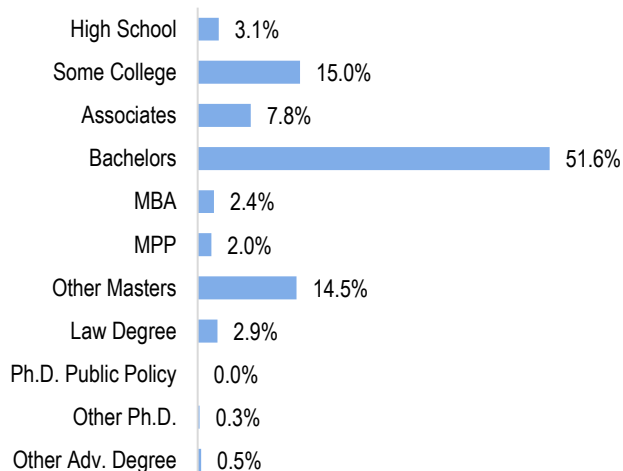
Age



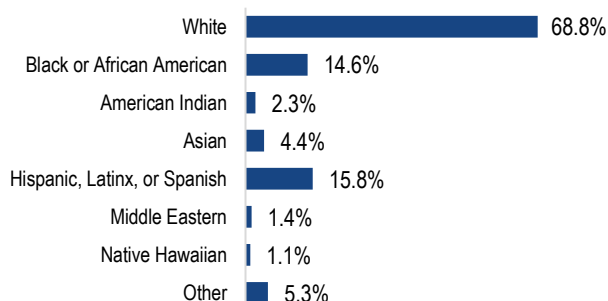
Gender/Gender Identity



Education



Race/Ethnicity

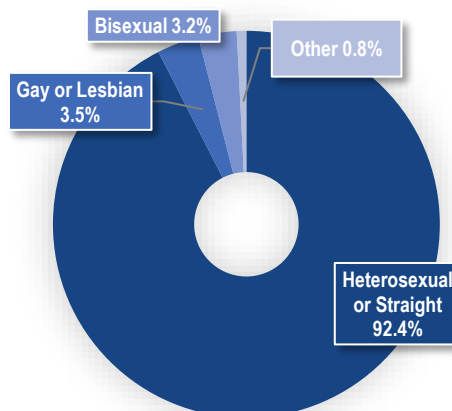


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	17.5%
Agnostic	5.1%
Christian	70.7%
Buddhist	0.6%
Hindu	0.5%
Jewish	3.4%
Muslim	1.0%
Sikh	0.0%
Other	1.3%

Sexual Orientation



Legislative Correspondent

POSITION DETAILS

Position Summary

- Earns \$40,086 annually, on average.
- Works in the Washington, D.C. office.
- Has been in the position for 1.0 year.
- Has a bachelor's degree.
- Receives 24.0 days of paid time off (PTO)/vacation and sick leave per year.
- 23.3% can telework to some extent during the year.

Number of Respondents = 162 Legislative Correspondents

Summary of Primary Duties

Legislative Correspondents perform research required to respond to letters from constituents; draft responses to letters from constituents; and provide administrative support and assistance to Legislative Aides.

COMPENSATION AND BENEFITS

Salary

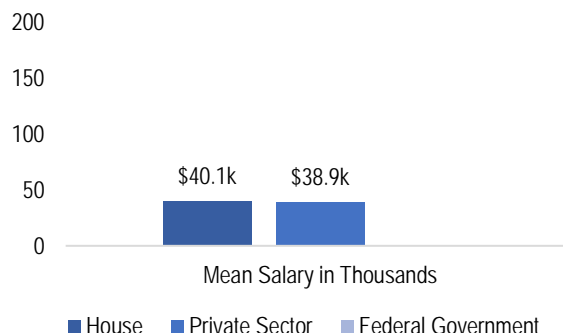
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$29,000	\$18,000	N/A	N/A
25%	\$35,015	\$32,500	\$30,330	N/A
50% (median)	\$39,000	\$35,000	\$37,280	N/A
Mean	\$40,086	\$35,177	\$38,910	N/A
75%	\$41,000	\$37,000	\$46,730	N/A
Maximum	\$100,000	\$53,000	N/A	N/A



For each year that Legislative Correspondents are in their positions, they receive a **4.3%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	5.2%	5.4%
Annual Salary Increase/Raise	50.5%	12.0%
Bonuses (Lump Sum)/Pay Adjustments	60.6%	\$2,878.91



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	91.8%	14.3
Paid Sick Leave	84.6%	9.7
Paid FMLA Leave	42.9%	68.0
Paid Administrative Leave	29.2%	N/A
Paid Bereavement Leave	45.7%	5.8

12.7% and 27.3% of Legislative Correspondents have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

43.5% can roll over *PTO/vacation days*

- 14.5% can roll over unlimited days
- 29.0% can roll over an average of 11.6 days

17.6% can roll over *sick days*

- 13.4% can roll over unlimited days
- 4.2% can roll over a limited number of days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment

0.7%

All employees in office receive the **same** amount

51.0%

All employees in office receive **varying** amounts

11.6%

Some employees in office receive benefit

0.0%

I do not know

36.7%

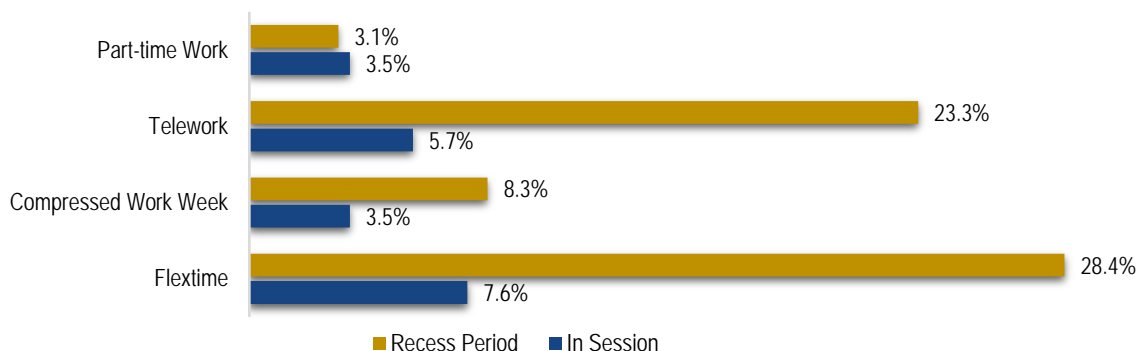


29.6% of Legislative Correspondents receive student loan repayments. The average amount of student loan repayment is **\$668.98** per month.



48.8% of Legislative Correspondents receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



98.1% Not Military

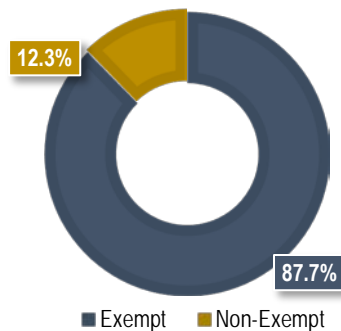


0.0% Reservist



1.9% Previous Military

Exempt Status



Tenure



1.5 average years working at House of Representatives

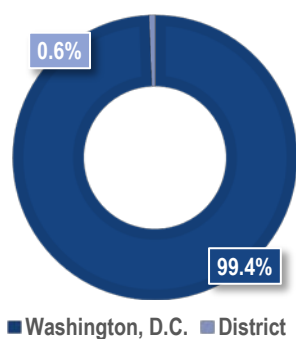
1.0 average year in current position

1.4 average years in Federal Government

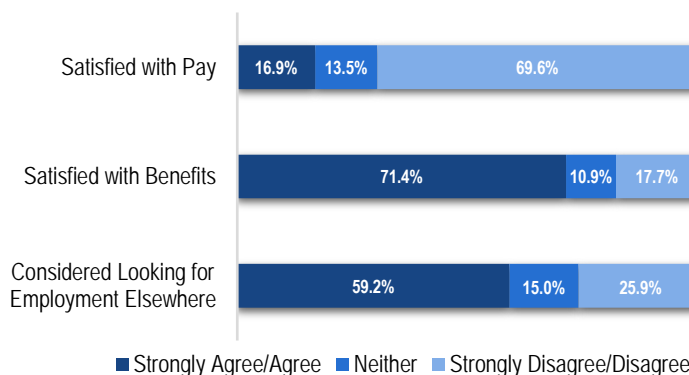
Work Status

1.2% of Legislative Correspondents are part-time.

Duty Location

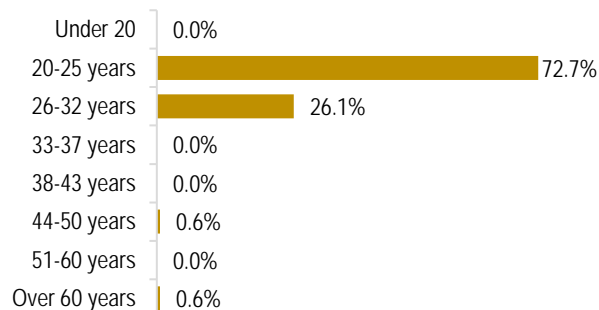


Job Perceptions

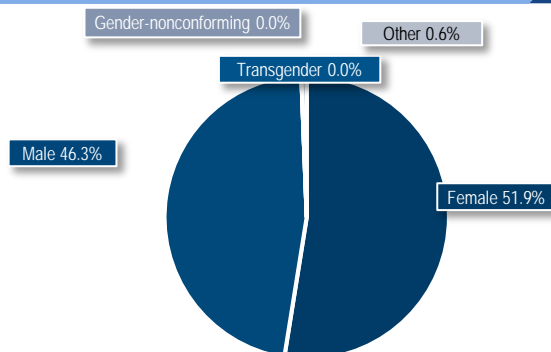


DEMOGRAPHICS

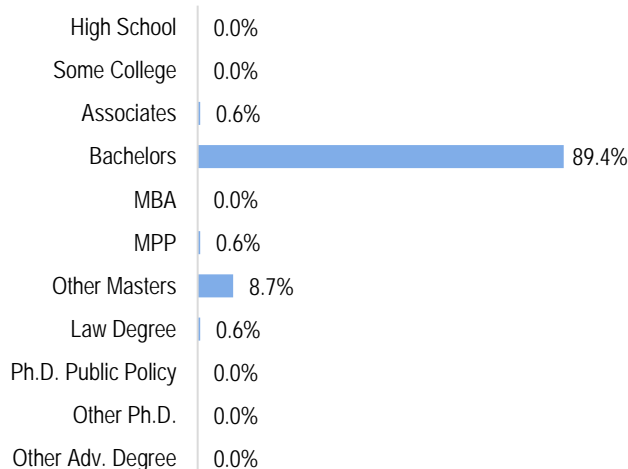
Age



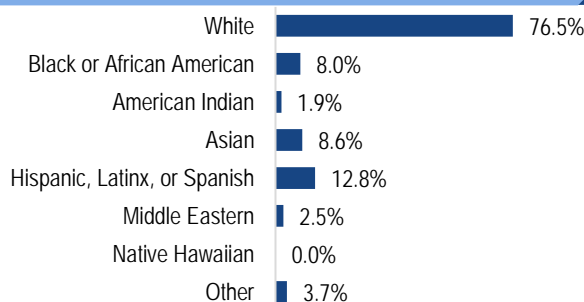
Gender/Gender Identity



Education



Race/Ethnicity

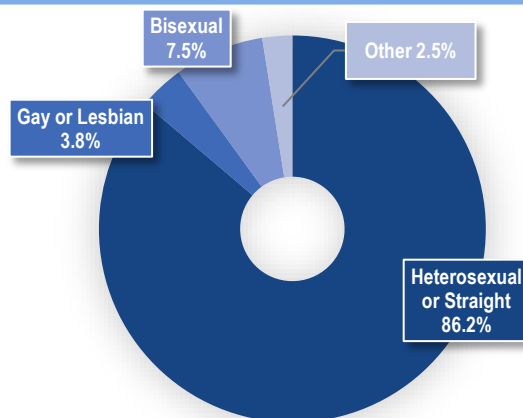


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	22.3%
Agnostic	5.7%
Christian	59.2%
Buddhist	0.0%
Hindu	0.6%
Jewish	8.9%
Muslim	1.9%
Sikh	0.6%
Other	0.6%

Sexual Orientation



Communications Director/Press Secretary

POSITION DETAILS

Position Summary

- Earns \$66,316 annually, on average.
- Works in the Washington, D.C. office.
- Has been in the position for 1.9 years.
- Has a bachelor's degree.
- Receives 24.6 days of paid time off (PTO)/vacation and sick leave per year.
- 38.6% can telework to some extent during the year.

Number of Respondents = 180 Communications Directors/Press Secretaries

Summary of Primary Duties

Communications Directors/Press Secretaries manage and coordinate all communication activities (including media contacts) for the Member and the office; develop and implement media and communications strategy for the Member; act as the formal spokesperson and media liaison for the Member; and write speeches for the Member.

COMPENSATION AND BENEFITS

Salary

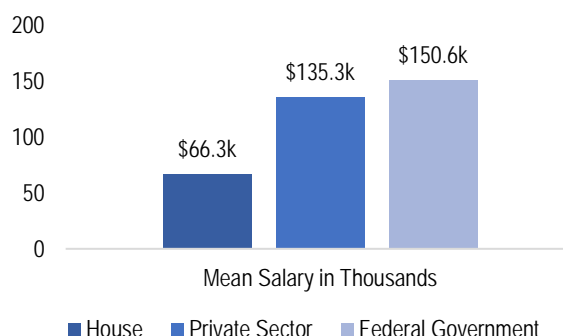
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$1,200	\$28,250	N/A	N/A
25%	\$56,469	\$47,000	\$85,890	\$143,790
50% (median)	\$65,000	\$60,000	\$117,680	\$157,260
Mean	\$66,316	\$60,452	\$135,300	\$150,560
75%	\$76,575	\$71,523	\$162,820	\$164,200
Maximum	\$125,000	\$120,000	N/A	N/A



For each year that Communications Directors/Press Secretaries are in their positions, they receive a **4.3%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	9.7%	2.2%
Annual Salary Increase/Raise	47.1%	8.8%
Bonuses (Lump Sum)/Pay Adjustments	61.5%	\$3,830.76



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	92.0%	15.3
Paid Sick Leave	89.0%	9.3
Paid FMLA Leave	58.4%	61.0
Paid Administrative Leave	38.7%	4.0
Paid Bereavement Leave	55.3%	4.6

16.8% and 29.9% of Communications Directors/Press Secretaries have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

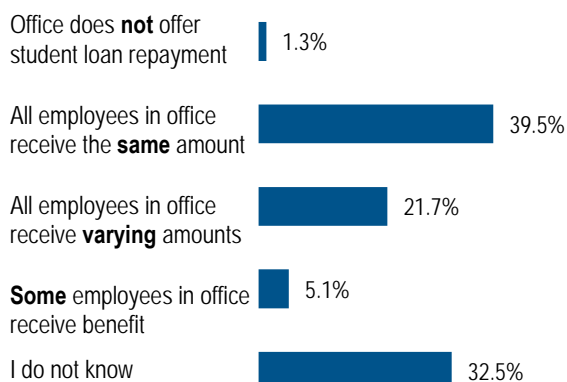
41.2% can roll over *PTO/vacation* days

- 14.2% can roll over unlimited days
- 27.0% can roll over an average of 10.4 days

18.2% can roll over *sick* days

- 12.9% can roll over unlimited days
- 5.3% can roll over a limited number of days

Student Loan and Transit Benefits

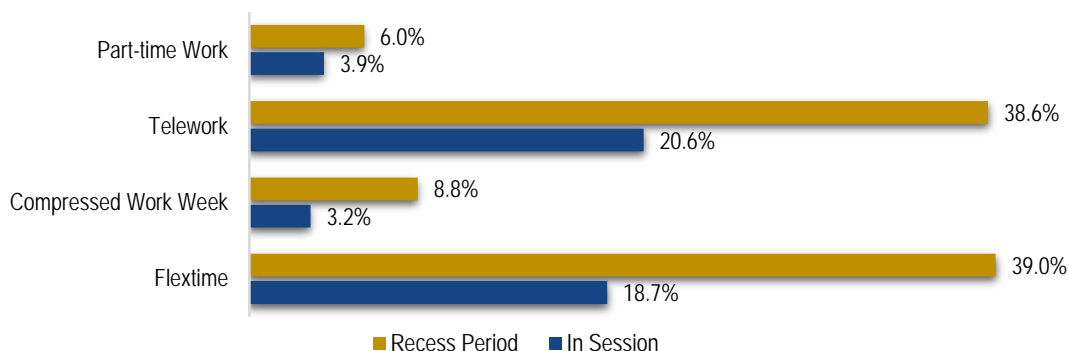


26.1% of Communications Directors/Press Secretaries receive student loan repayments. The average amount of student loan repayment is **\$722.94** per month.



30.0% of Communications Directors/Press Secretaries receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



98.3% Not Military

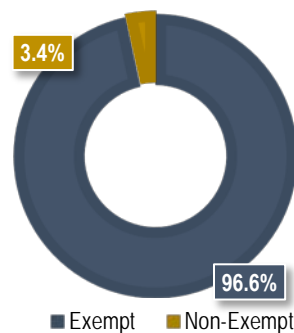


0.0% Reservist



1.7% Previous Military

Exempt Status



Tenure



3.3 average years working at House of Representatives

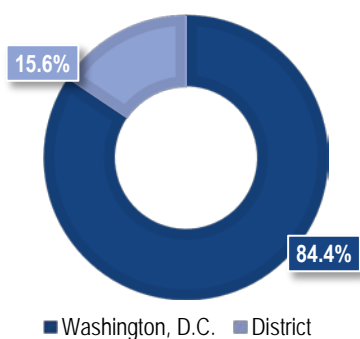
1.9 average years in current position

3.6 average years in Federal Government

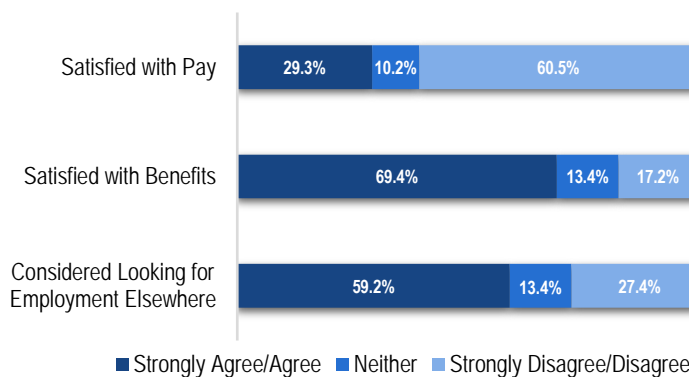
Work Status

2.8% of Communications Directors/Press Secretaries are part-time.

Duty Location

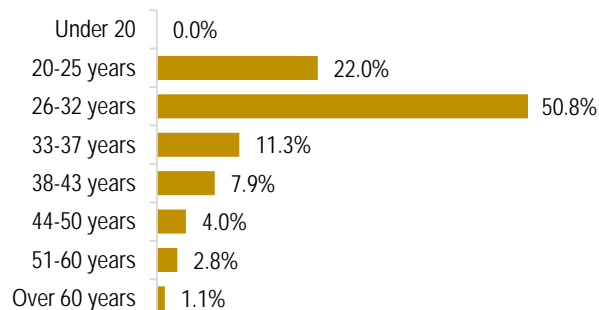


Job Perceptions

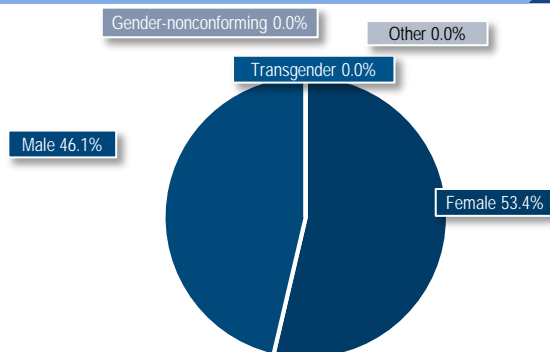


DEMOGRAPHICS

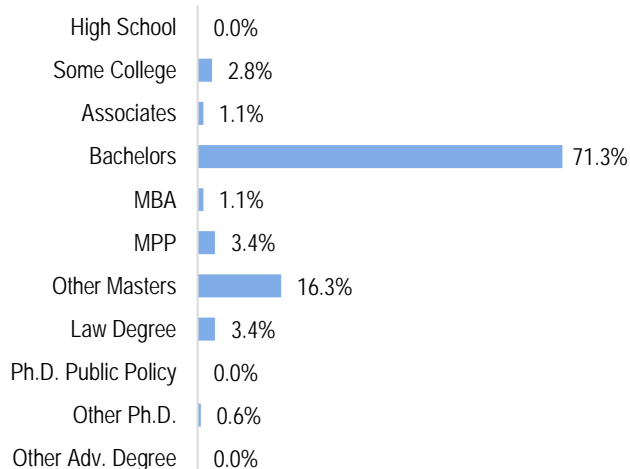
Age



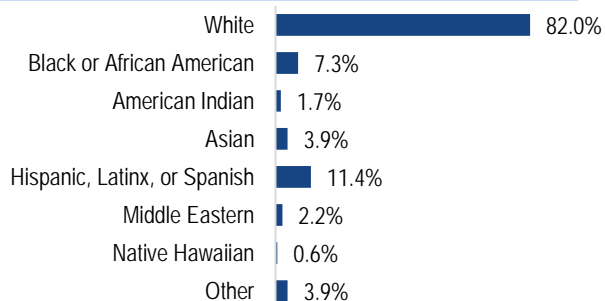
Gender/Gender Identity



Education



Race/Ethnicity

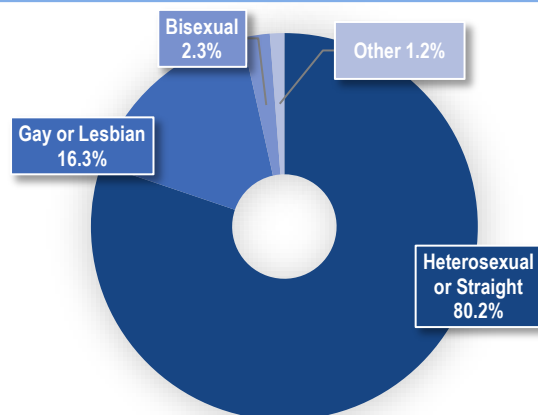


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	18.7%
Agnostic	6.0%
Christian	66.9%
Buddhist	0.0%
Hindu	0.6%
Jewish	6.0%
Muslim	1.2%
Sikh	0.0%
Other	0.6%

Sexual Orientation



Digital Media Director/Assistant Press Secretary

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$38,986 annually, on average. Works in the Washington, D.C. office. Has been in the position for 1.3 years. Has a bachelor's degree. Receives 24.3 days of paid time off (PTO)/vacation and sick leave per year. 36.2% can telework to some extent during the year. <p>Number of Respondents = 68 Digital Media Directors/Assistant Press Secretaries (DMDs/APSs)</p>	Digital Media Directors/Assistant Press Secretaries monitor media coverage and social media; compile daily press clips; draft press releases and organize press events; produce graphics and videos; and meticulously proofread, draft, and fact-check written materials (e.g., briefing memos, social media posts, press statements, newsletters, talking points).

COMPENSATION AND BENEFITS

Salary

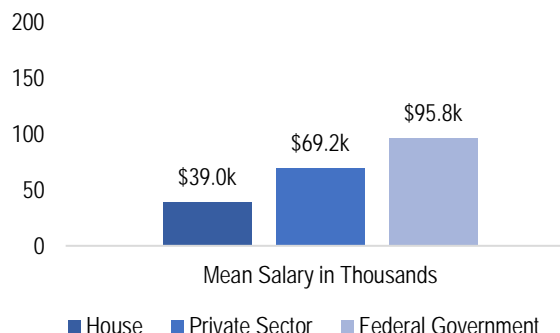
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$14,400	N/A	N/A
25%	\$35,000	\$44,260	\$75,820
50% (median)	\$38,000	\$59,920	\$95,030
Mean	\$38,986	\$69,190	\$95,810
75%	\$43,750	\$82,230	\$113,440
Maximum	\$77,000	N/A	N/A



For each year that DMDs/APSs are in their positions, they receive a **6.5%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	7.1%	N/A
Annual Salary Increase/Raise	23.8%	3.9%
Bonuses (Lump Sum)/Pay Adjustments	39.5%	\$2,493.57



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	89.1%	14.4
Paid Sick Leave	81.3%	9.9
Paid FMLA Leave	49.2%	57.3
Paid Administrative Leave	32.3%	N/A
Paid Bereavement Leave	42.9%	4.4

4.6% and 16.9% of DMDs/APSs have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

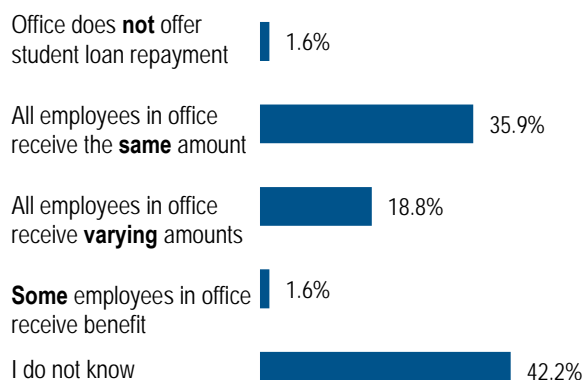
56.1% can roll over *PTO/vacation* days

- 17.5% can roll over unlimited days
- 38.6% can roll over an average of 8.8 days

21.6% can roll over *sick* days

- 15.7% can roll over unlimited days
- 5.9% can roll over a limited number of days

Student Loan and Transit Benefits

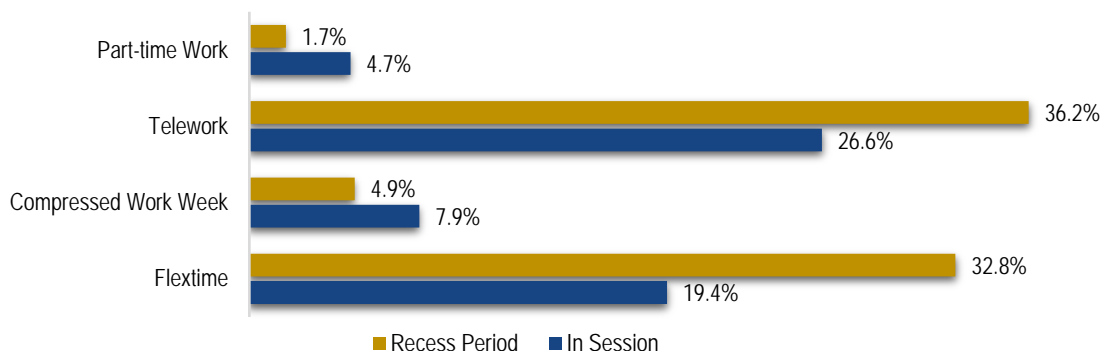


19.1% of DMDs/APSs receive student loan repayments. The average amount of student loan repayment is **\$596.80** per month.



23.5% of DMDs/APSs receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100% Not Military

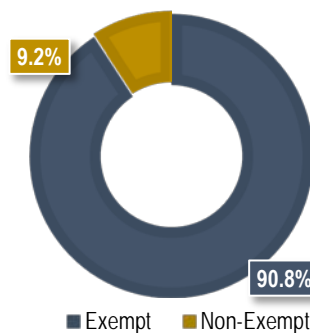


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



1.6 average years working at House of Representatives

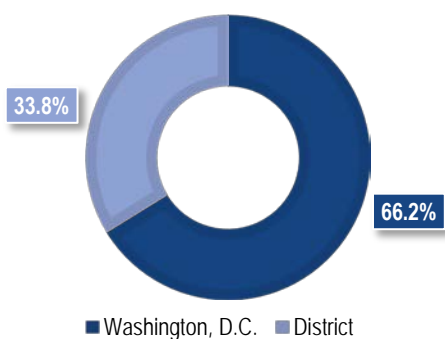
1.3 average years in current position

1.4 average years in Federal Government

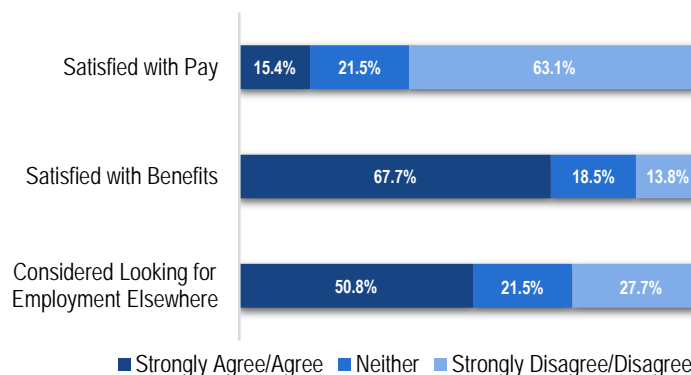
Work Status

4.4% of DMDs/APSs are part-time.

Duty Location

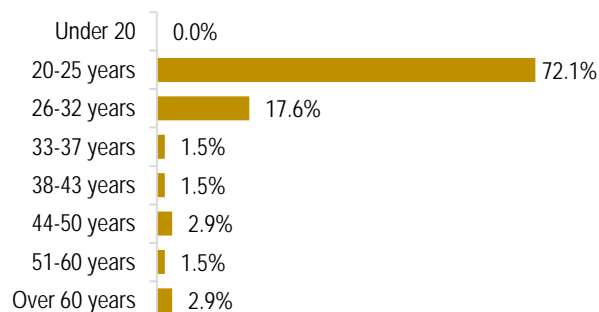


Job Perceptions

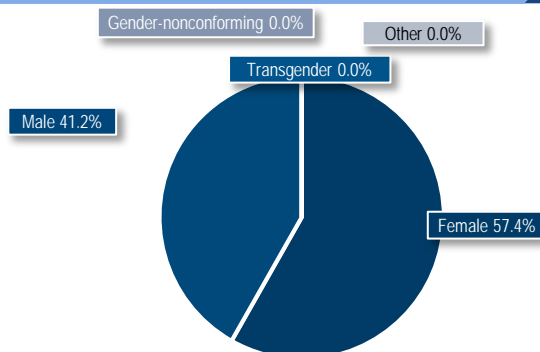


DEMOGRAPHICS

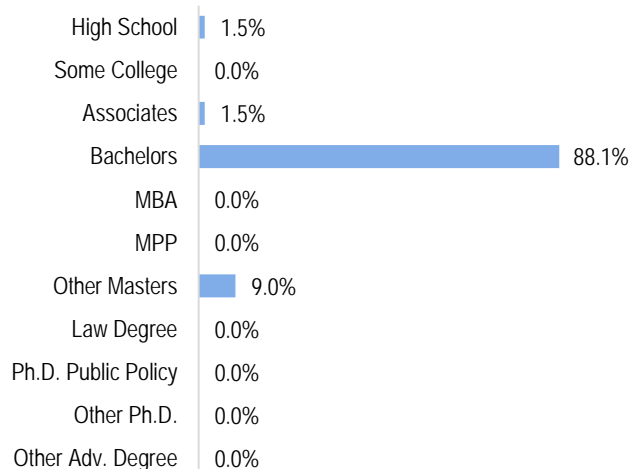
Age



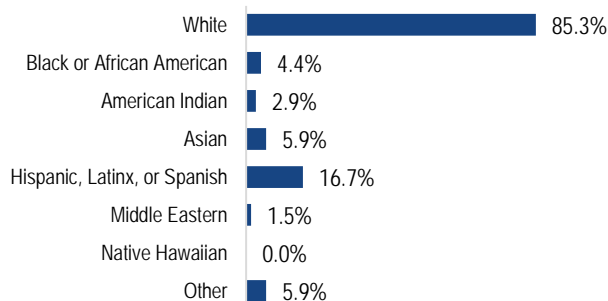
Gender/Gender Identity



Education



Race/Ethnicity

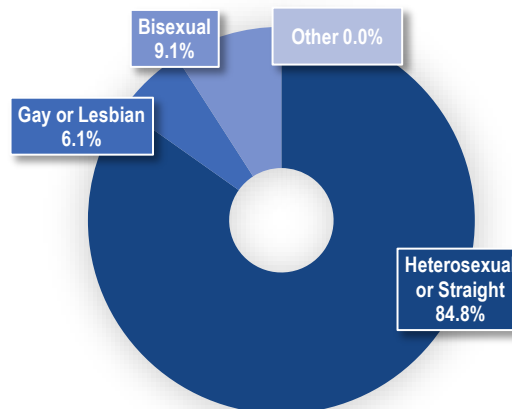


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	24.2%
Agnostic	15.2%
Christian	51.5%
Buddhist	0.0%
Hindu	0.0%
Jewish	6.1%
Muslim	0.0%
Sikh	0.0%
Other	3.0%

Sexual Orientation



Office Manager/Scheduler/Executive Assistant

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$51,798 annually, on average. Works in the Washington, D.C. office. Has been in the position for 2.6 years. Has a bachelor's degree. Receives 25.6 days of paid time off (PTO)/vacation and sick leave per year. 30.7% can telework to some extent during the year. <p>Number of Respondents = 273 Office Managers/Schedulers/Executive Assistants (OMs/Ss/EAs)</p>	<p>Office Managers/Schedulers/Executive Assistants maintain the Member's official schedule, travel plans, and related records; brief the Member on all scheduling activities and make recommendations on proposed future meetings; schedule all staff meetings and briefings; and coordinate scheduling of press, interview, radio, and television time with the Press Secretary.</p>

COMPENSATION AND BENEFITS

Salary

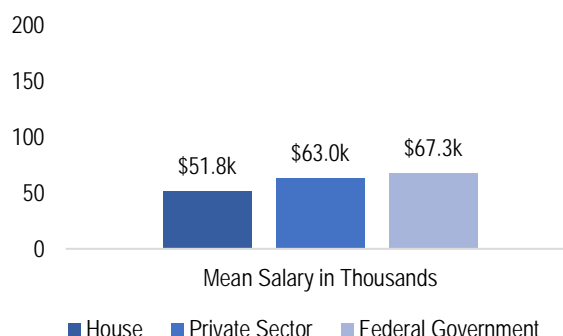
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$6,000	\$12,000	N/A	N/A
25%	\$42,000	\$40,500	\$47,780	\$59,820
50% (median)	\$50,000	\$58,000	\$61,040	\$66,000
Mean	\$51,798	\$62,165	\$63,030	\$67,310
75%	\$59,000	\$81,200	\$76,090	\$76,220
Maximum	\$168,411	\$126,000	N/A	N/A



For each year that OMs/Ss/EAs are in their positions, they receive a **7.6%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	7.0%	4.0%
Annual Salary Increase/Raise	38.8%	10.5%
Bonuses (Lump Sum)/Pay Adjustments	62.9%	\$3,150.27



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	95.6%	15.7
Paid Sick Leave	90.1%	9.9
Paid FMLA Leave	54.5%	60.4
Paid Administrative Leave	45.3%	11.3
Paid Bereavement Leave	60.1%	4.7

13.4% and 19.5% of OMs/Ss/EAs have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

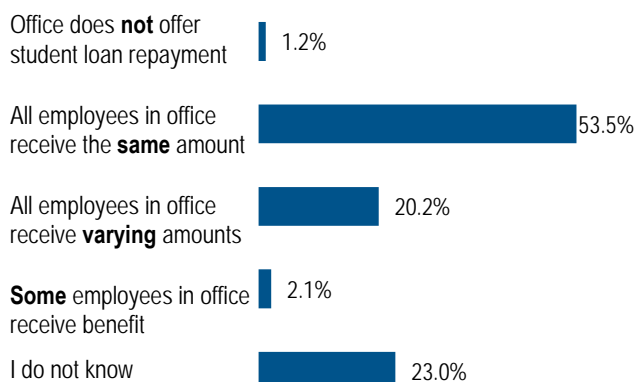
49.0% can roll over *PTO/vacation days*

- 11.4% can roll over unlimited days
- 37.6% can roll over an average of 10.6 days

24.5% can roll over *sick days*

- 17.8% can roll over unlimited days
- 6.7% can roll over an average of 19.1 days

Student Loan and Transit Benefits

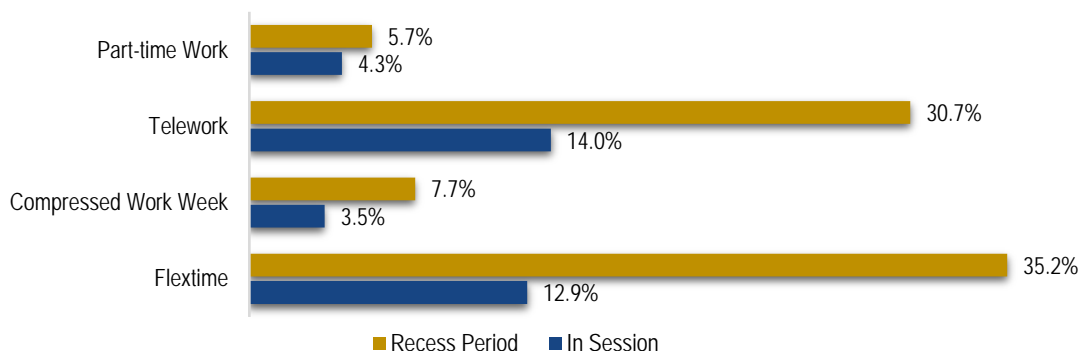


23.4% of OMs/Ss/EAs receive student loan repayments. The average amount of student loan repayment is **\$696.67** per month.



21.6% of OMs/Ss/EAs receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



98.5% Not Military

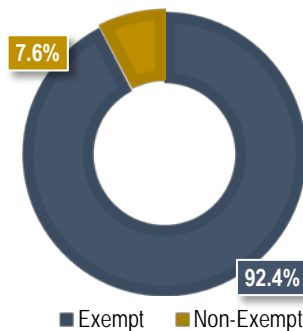


0.4% Reservist



1.1% Previous Military

Exempt Status



Tenure



3.8 average years working at House of Representatives

2.6 average years in current position

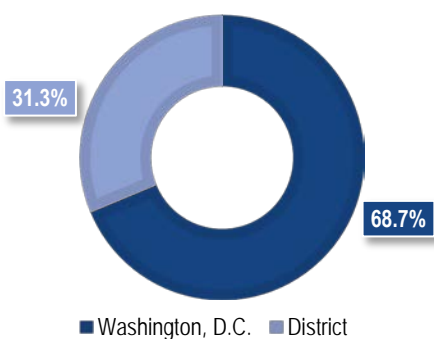
3.9 average years in Federal Government

Work Status

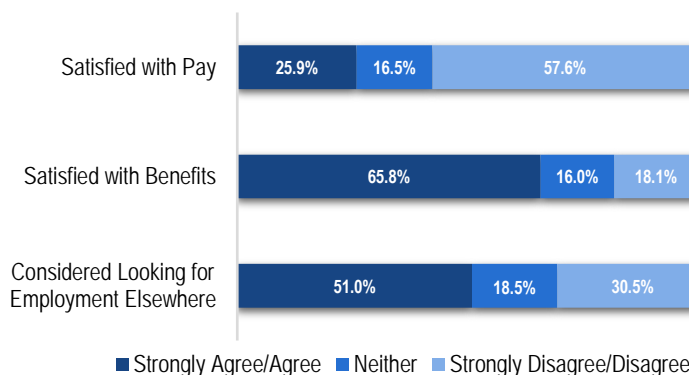
3.3% of OM/Ss/EAs are part-time.

Part-time employees work an average of **19.0** hours per week.

Duty Location

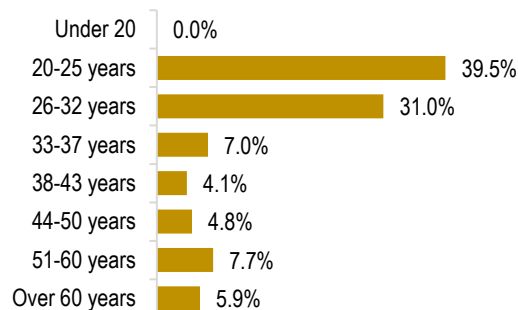


Job Perceptions

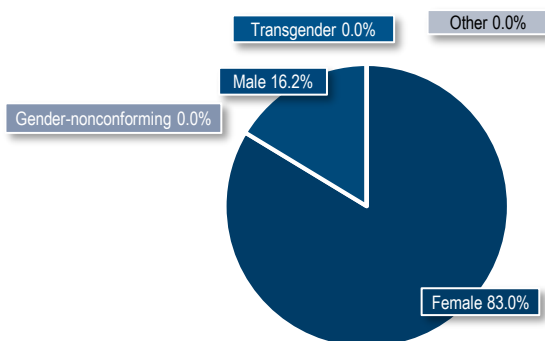


DEMOGRAPHICS

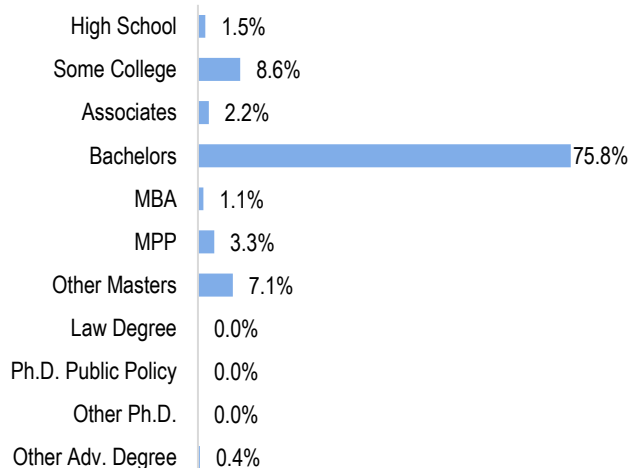
Age



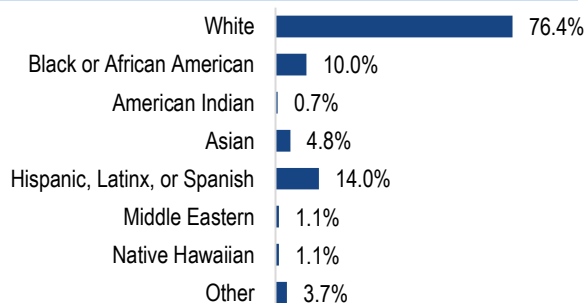
Gender/Gender Identity



Education



Race/Ethnicity

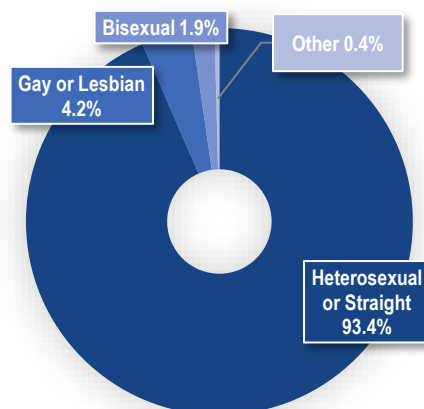


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	17.9%
Agnostic	7.4%
Christian	67.7%
Buddhist	0.4%
Hindu	1.2%
Jewish	4.7%
Muslim	0.4%
Sikh	0.0%
Other	0.4%

Sexual Orientation



Staff Assistant

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$34,425 annually, on average. Works in the Washington, D.C. office. Has been in the position for 1.4 years. Has a bachelor's degree. Receives 22.8 days of paid time off (PTO)/vacation and sick leave per year. 16.0% can telework to some extent during the year. <p>Number of Respondents = 278 Staff Assistants</p>	Staff Assistants greet and screen visitors; respond to constituent requests for information; maintain handout literature regarding the district and the House; host Capitol tours; and perform general administrative duties.

COMPENSATION AND BENEFITS

Salary

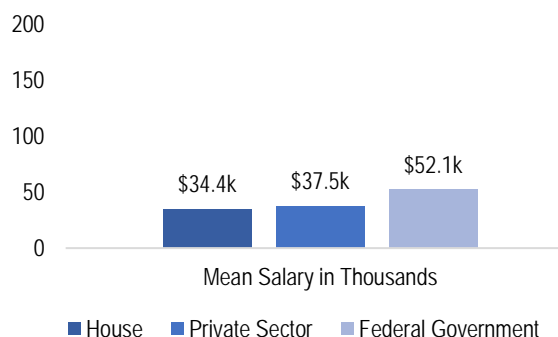
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$10,800	\$9,150	N/A	N/A
25%	\$31,000	\$29,000	\$28,440	\$44,460
50% (median)	\$34,560	\$31,000	\$36,140	\$50,950
Mean	\$34,425	\$31,593	\$37,470	\$52,110
75%	\$37,500	\$35,000	\$45,620	\$59,420
Maximum	\$64,000	\$45,000	N/A	N/A



For each year that Staff Assistants are in their positions, they receive a **3.6%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	6.9%	3.4%
Annual Salary Increase/Raise	18.5%	13.3%
Bonuses (Lump Sum)/Pay Adjustments	29.3%	\$2,526.91



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	84.8%	13.1
Paid Sick Leave	77.7%	9.7
Paid FMLA Leave	40.0%	55.2
Paid Administrative Leave	31.9%	18.8
Paid Bereavement Leave	42.9%	4.8

9.8% and 18.4% of Staff Assistants have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

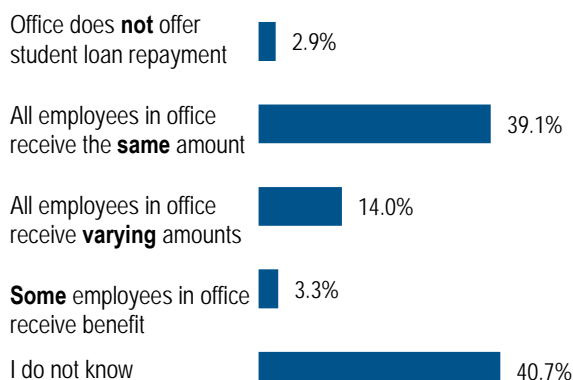
34.5% can roll over *PTO/vacation* days

- 13.0% can roll over unlimited days
- 21.5% can roll over an average of 11.6 days

18.5% can roll over *sick* days

- 12.9% can roll over unlimited days
- 5.6% can roll over an average of 16.2 days

Student Loan and Transit Benefits

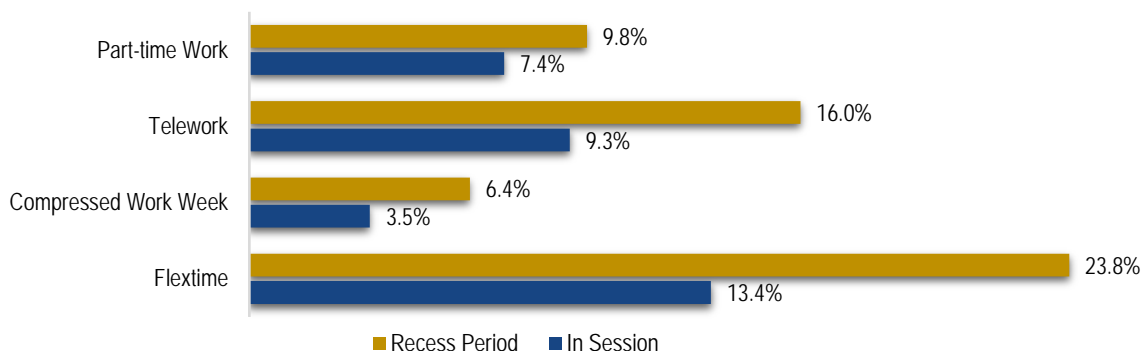


17.3% of Staff Assistants receive student loan repayments. The average amount of student loan repayment is **\$611.19** per month.



16.2% of Staff Assistants receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



97.5% Not Military

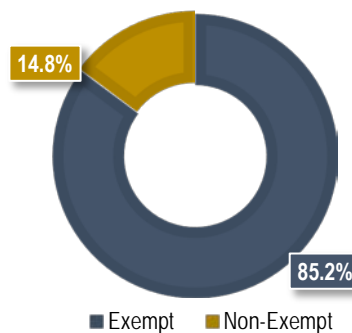


0.7% Reservist



1.8% Previous Military

Exempt Status



Tenure



1.5 average years working at House of Representatives

1.4 average years in current position

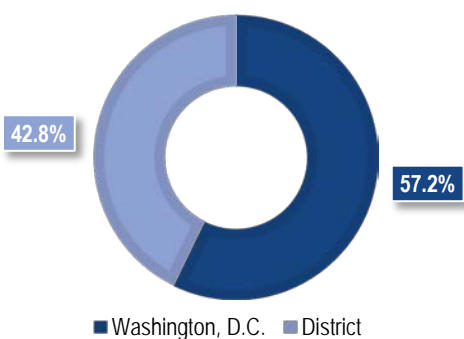
1.5 average years in Federal Government

Work Status

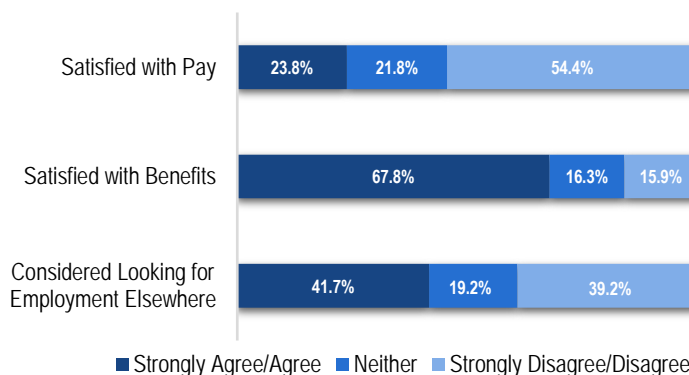
6.2% of Staff Assistants are part-time.

Part-time employees work an average of **17.7** hours per week.

Duty Location

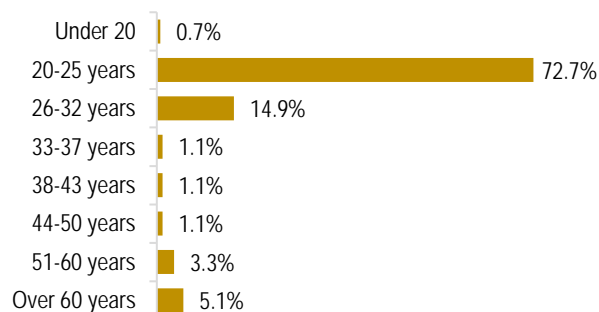


Job Perceptions

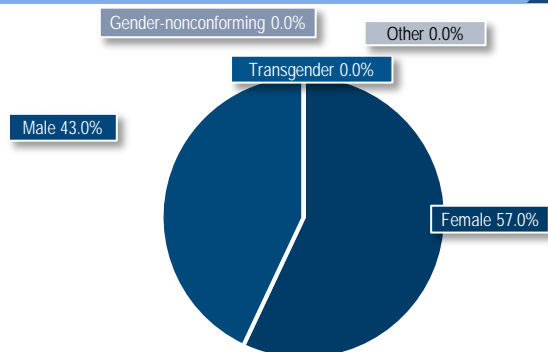


DEMOGRAPHICS

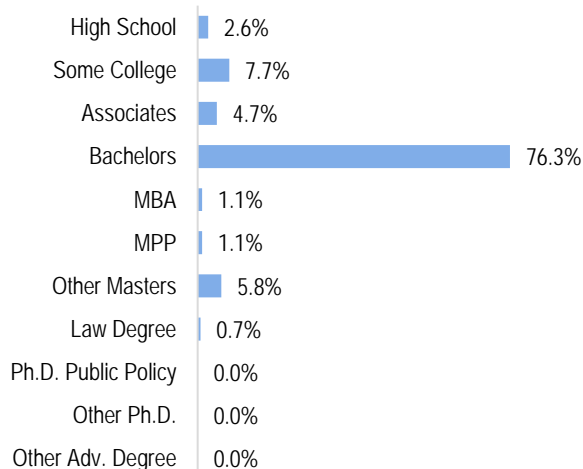
Age



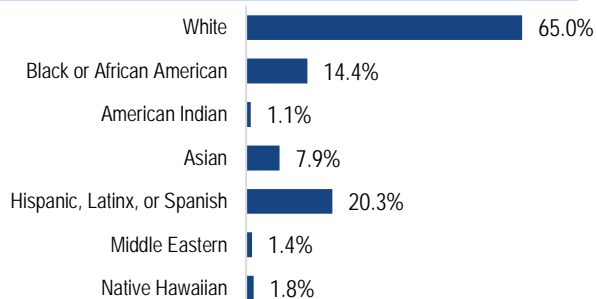
Gender/Gender Identity



Education



Race/Ethnicity

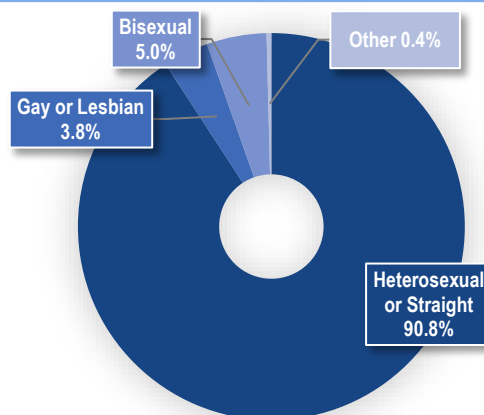


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	19.8%
Agnostic	5.4%
Christian	63.6%
Buddhist	0.4%
Hindu	0.8%
Jewish	7.0%
Muslim	1.9%
Sikh	0.0%
Other	1.2%

Sexual Orientation



Constituent Services Representative/Caseworker

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$46,890 annually, on average. Works in the District office. Has been in the position for 4.4 years. Has a bachelor's degree. Receives 24.7 days of paid time off (PTO)/vacation and sick leave per year. 19.3% can telework to some extent during the year. <p>Number of Respondents = 668 Constituent Services Representatives/Caseworkers</p>	<p>Constituent Services Representatives/Caseworkers act as the community representative for the Member within his or her area of responsibility; monitor and update the Member and District Director on district and local issues; and answer casework correspondence and verbal communications with constituents.</p>

COMPENSATION AND BENEFITS

Salary

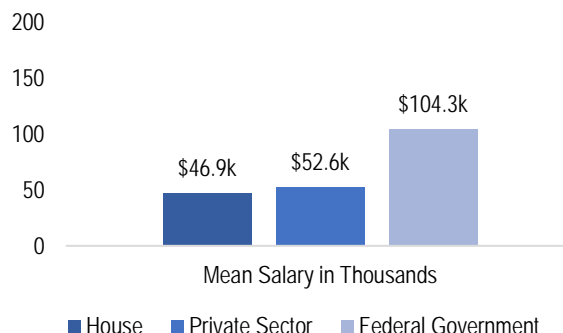
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$5,000	\$9,000	N/A	N/A
25%	\$39,000	\$38,000	\$37,985	\$95,980
50% (median)	\$45,000	\$46,000	\$48,120	\$102,840
Mean	\$46,890	\$47,543	\$52,615	\$104,290
75%	\$55,000	\$54,000	\$62,170	\$113,380
Maximum	\$110,000	\$97,000	N/A	N/A



For each year that Constituent Services Representatives/Caseworkers are in their positions, they receive a **3.1%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	10.5%	3.4%
Annual Salary Increase/Raise	42.2%	7.5%
Bonuses (Lump Sum)/Pay Adjustments	63.3%	\$3,361.28



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	92.8%	15.2
Paid Sick Leave	84.8%	9.5
Paid FMLA Leave	46.9%	56.3
Paid Administrative Leave	33.9%	7.0
Paid Bereavement Leave	52.2%	4.5

7.9% and 15.7% of Constituent Services Representatives/Caseworkers have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

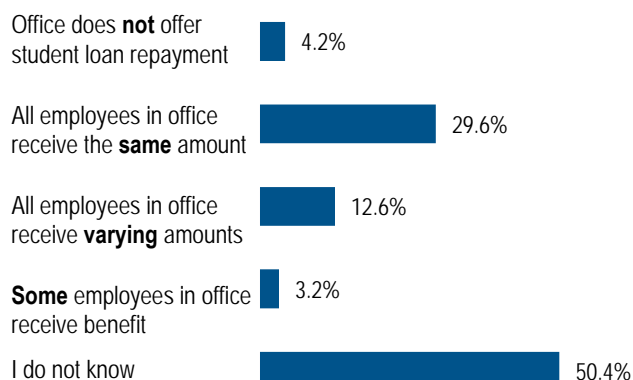
43.4% can roll over *PTO/vacation days*

- 7.7% can roll over unlimited days
- 35.7% can roll over an average of 11.1 days

20.0% can roll over *sick days*

- 13.9% can roll over unlimited days
- 6.1% can roll over an average of 18.8 days

Student Loan and Transit Benefits

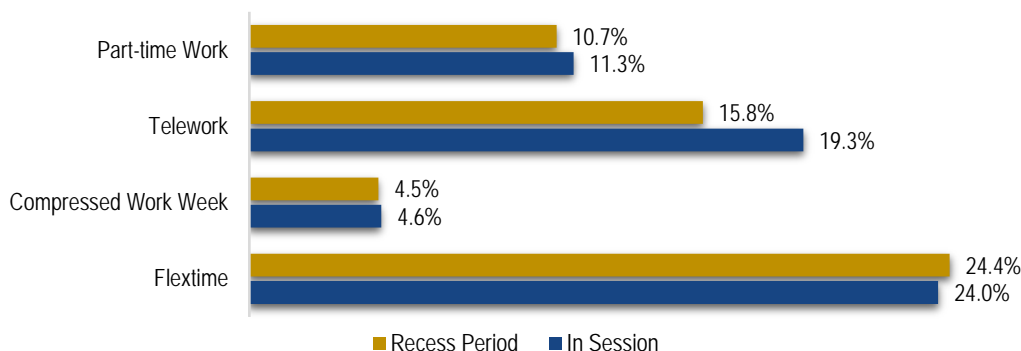


15.9% of Constituent Services Representatives/Caseworkers receive student loan repayments. The average amount of student loan repayment is **\$631.46** per month.



0.3% of Constituent Services Representatives/Caseworkers receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



87.4% Not Military

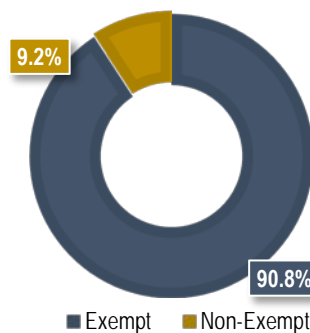


0.5% Reservist



12.1% Previous Military

Exempt Status



Tenure



5.8 average years working at House of Representatives

4.4 average years in current position

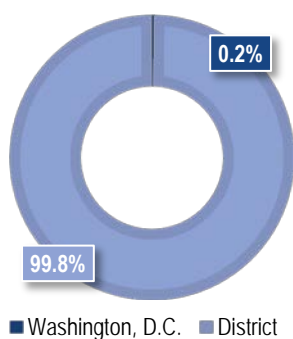
6.0 average years in Federal Government

Work Status

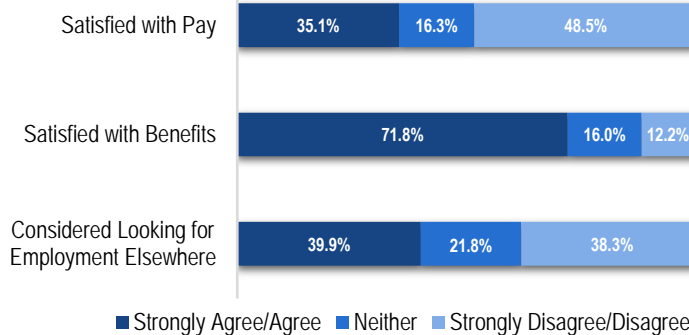
6.5% of Constituent Services Representatives/Caseworkers are part-time.

Part-time employees work an average of **22.2** hours per week.

Duty Location

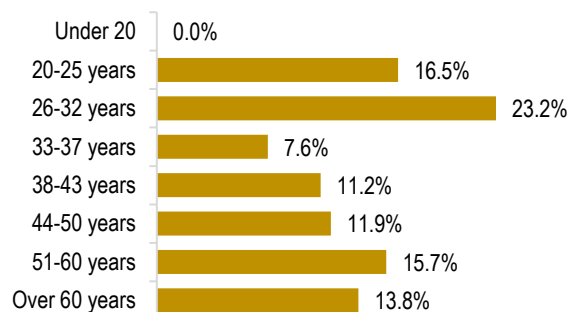


Job Perceptions

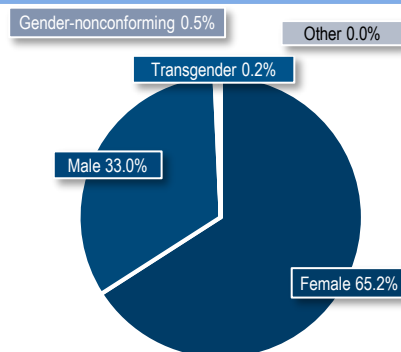


DEMOGRAPHICS

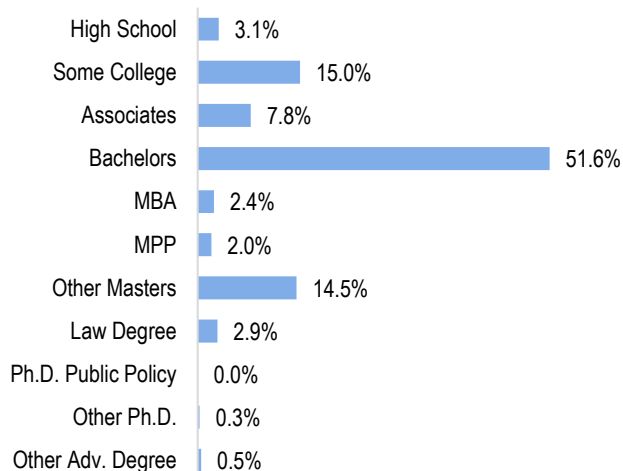
Age



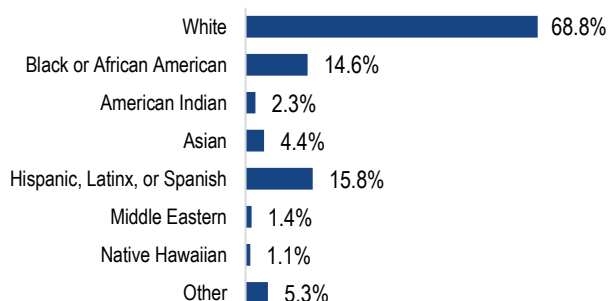
Gender/Gender Identity



Education



Race/Ethnicity

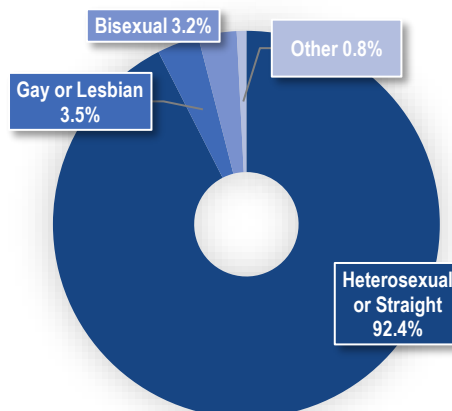


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	17.5%
Agnostic	5.1%
Christian	70.7%
Buddhist	0.6%
Hindu	0.5%
Jewish	3.4%
Muslim	1.0%
Sikh	0.0%
Other	1.3%

Sexual Orientation



Field Representative/District Representative

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$47,629 annually, on average. Works in the District office. Has been in the position for 2.8 years. Has a bachelor's degree. Receives 25.2 days of paid time off (PTO)/vacation and sick leave per year. 32.8% can telework to some extent during the year. <p>Number of Respondents = 428 Field Representatives/ District Representatives</p>	Field Representatives/District Representatives act as liaisons with federal, district, and local agencies for the Member and constituents; assess casework for problems requiring legislative action; and make recommendations to the District Director and Chief of Staff.

COMPENSATION AND BENEFITS

Salary

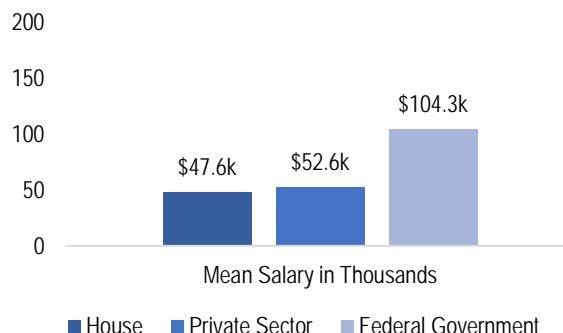
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$1,200	\$5,000	N/A	N/A
25%	\$39,000	\$36,000	\$37,985	\$95,980
50% (median)	\$45,816	\$45,000	\$48,120	\$102,840
Mean	\$47,629	\$47,284	\$52,615	\$104,290
75%	\$55,000	\$60,000	\$62,170	\$113,380
Maximum	\$123,000	\$103,000	N/A	N/A



For each year that Field Representatives/District Representatives are in their positions, they receive a **1.2%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	10.6%	2.1%
Annual Salary Increase/Raise	39.5%	7.4%
Bonuses (Lump Sum)/Pay Adjustments	57.2%	\$3,035.34



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	88.6%	15.6
Paid Sick Leave	78.6%	9.6
Paid FMLA Leave	44.0%	47.2
Paid Administrative Leave	32.0%	8.0
Paid Bereavement Leave	50.1%	4.9

10.0% and 14.4% of Field Representatives/District Representatives have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

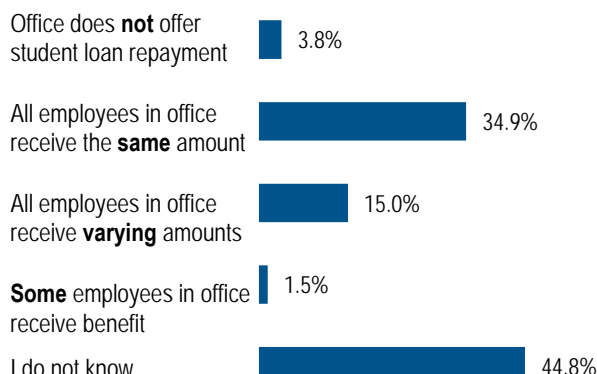
46.3% can roll over *PTO/vacation days*

- 9.7% can roll over unlimited days
- 36.6% can roll over an average of 9.3 days

22.6% can roll over *sick days*

- 13.9% can roll over unlimited days
- 8.7% can roll over an average of 9.1 days

Student Loan and Transit Benefits

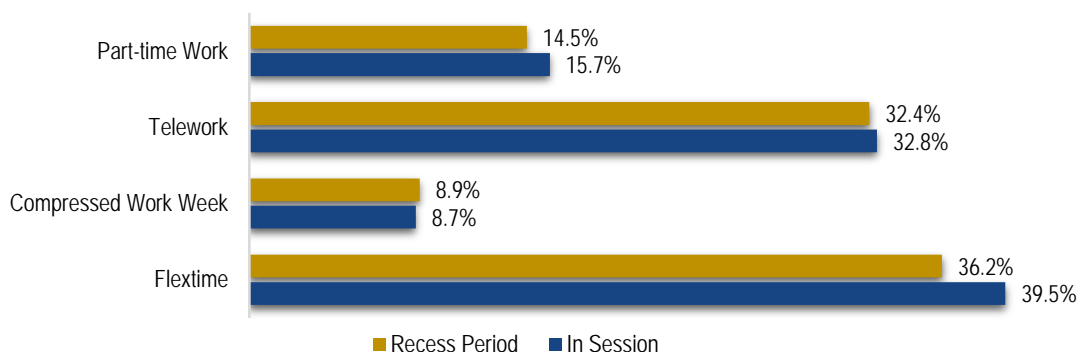


22.2% of Field Representatives/District Representatives receive student loan repayments. The average amount of student loan repayment is **\$610.23** per month.



0.5% of Field Representatives/District Representatives receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



88.4% Not Military

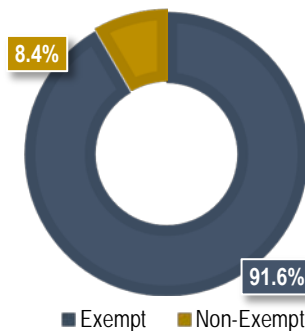


1.2% Reservist



10.4% Previous Military

Exempt Status



Tenure



3.8 average years working at House of Representatives

2.8 average years in current position

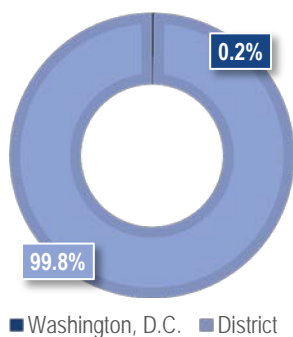
3.8 average years in Federal Government

Work Status

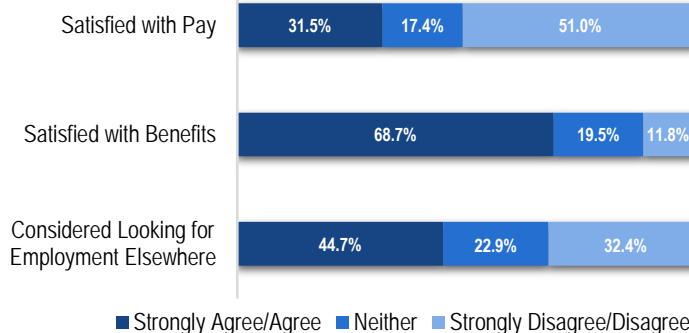
8.6% of Field Representatives/District Representatives are part-time.

Part-time employees work an average of **21.2** hours per week.

Duty Location

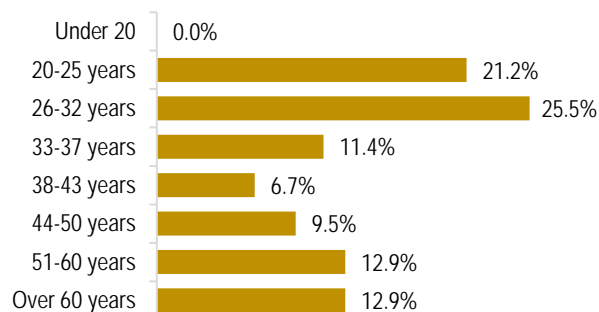


Job Perceptions

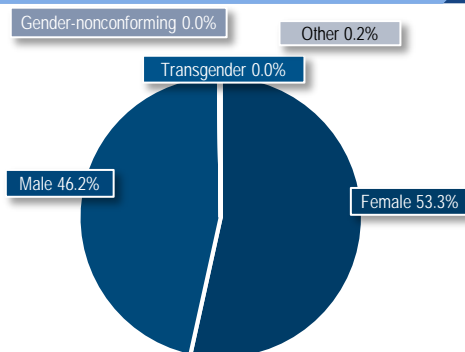


DEMOGRAPHICS

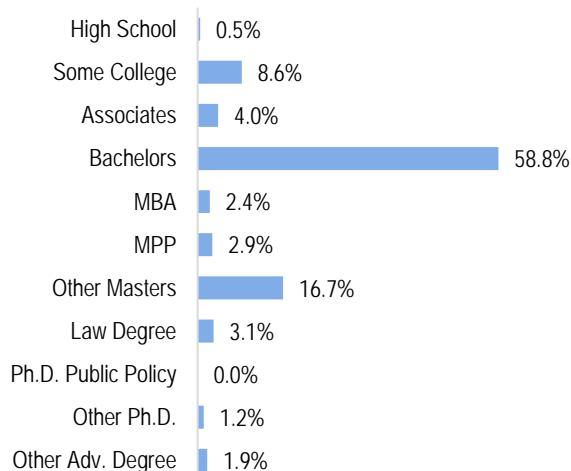
Age



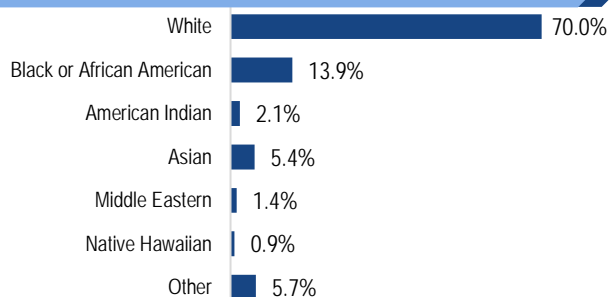
Gender/Gender Identity



Education



Race/Ethnicity

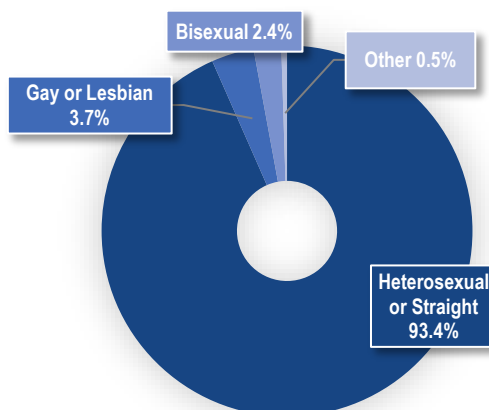


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	15.7%
Agnostic	4.2%
Christian	70.9%
Buddhist	1.5%
Hindu	0.0%
Jewish	4.0%
Muslim	1.2%
Sikh	0.0%
Other	2.5%

Sexual Orientation



Financial Administrator

POSITION DETAILS

Position Summary

- Earns \$69,249 annually, on average.
- Works in the District office.
- Has been in the position for 12.5 years.
- Has a bachelor's degree.
- Receives 31.6 days of paid time off (PTO)/vacation and sick leave per year.
- 50.0% can telework to some extent during the year.

Number of Respondents = 9 Financial Administrators

Summary of Primary Duties

Financial Administrators handle all office finances, which includes, but is not limited to, the processing of vouchers for payment or reimbursement of official expenses and payroll processing.

COMPENSATION AND BENEFITS

Salary

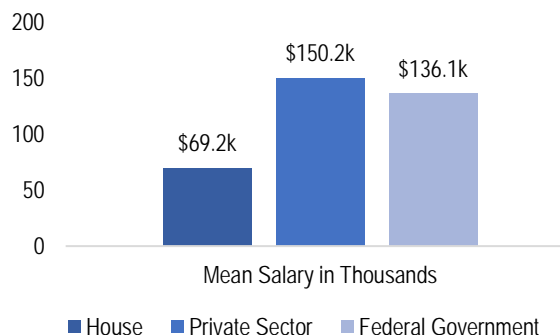
Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$16,500	\$14,550	N/A	N/A
25%	\$40,000	\$15,225	\$92,530	\$120,300
50% (median)	\$61,000	\$21,000	\$130,680	\$134,700
Mean	\$69,249	\$29,375	\$150,210	\$136,050
75%	\$91,500	\$40,625	\$185,540	\$149,580
Maximum	\$154,240	\$79,000	N/A	N/A



For each year that Financial Administrators are in their positions, they receive a **3.2%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	25.0%	N/A
Annual Salary Increase/Raise	50.0%	N/A
Bonuses (Lump Sum)/Pay Adjustments	71.4%	N/A



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	19.0
Paid Sick Leave	100.0%	12.6
Paid FMLA Leave	100.0%	N/A
Paid Administrative Leave	100.0%	N/A
Paid Bereavement Leave	100.0%	N/A

11.1% and 11.1% of Financial Administrators have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

87.5% can roll over *PTO/vacation* days

- 12.5% can roll over unlimited days
- 75.0% can roll over a limited number of days

50.0% can roll over *sick* days

- 25.0% can roll over unlimited days
- 25.0% can roll over a limited number of days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 66.7%

All employees in office receive **varying** amounts 22.2%

Some employees in office receive benefit 0.0%

I do not know 11.1%

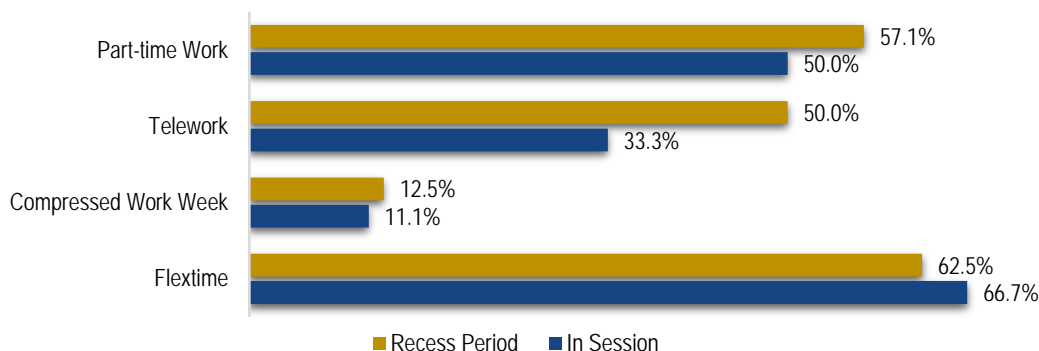


0% of Financial Administrators receive student loan repayments.



0% of Financial Administrators receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

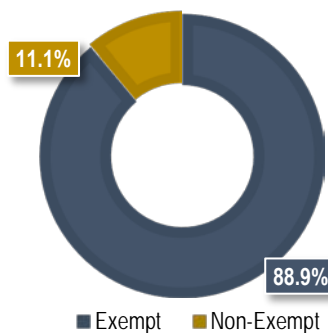


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



23.3 average years working at House of Representatives

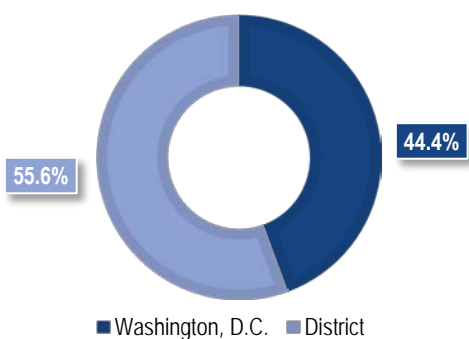
12.5 average years in current position

24.1 average years in Federal Government

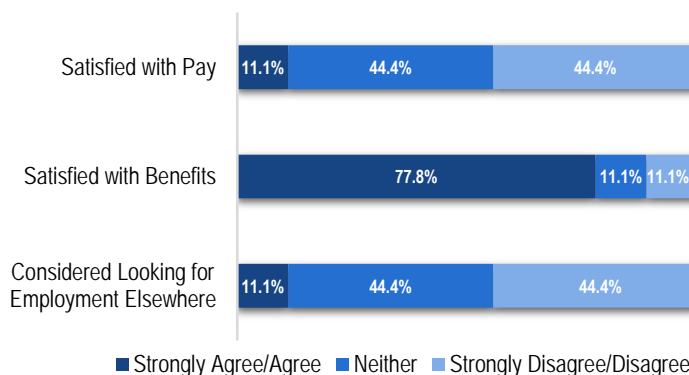
Work Status

44.4% of Financial Administrators are part-time.

Duty Location

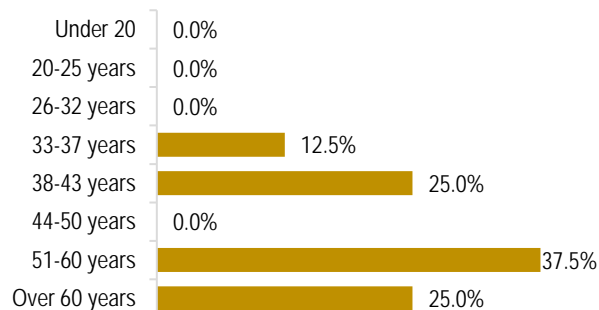


Job Perceptions

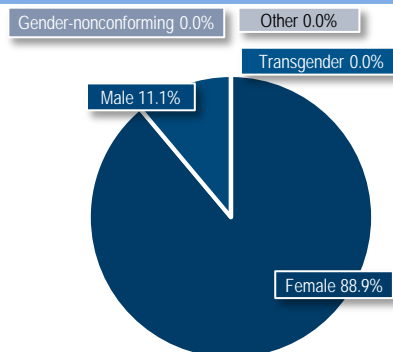


DEMOGRAPHICS

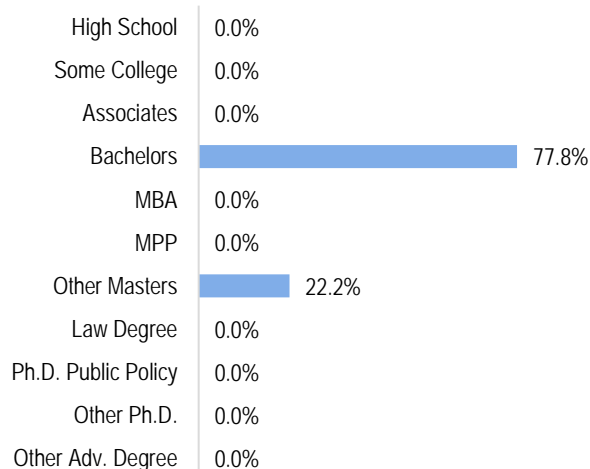
Age



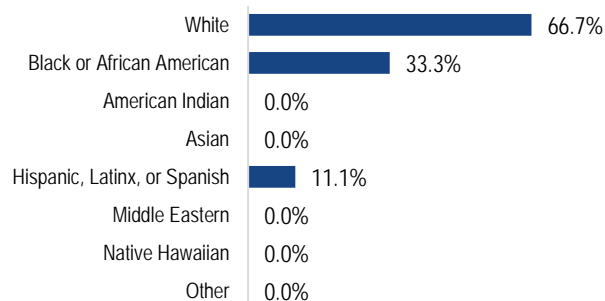
Gender/Gender Identity



Education



Race/Ethnicity

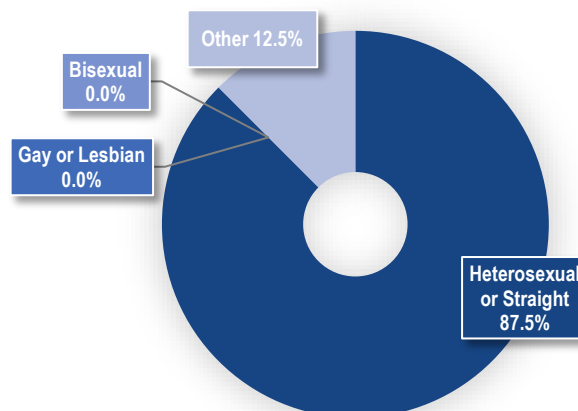


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	0.0%
Agnostic	11.1%
Christian	77.8%
Buddhist	0.0%
Hindu	0.0%
Jewish	11.1%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Professional Staff

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$47,914 annually, on average. Works in the District office. Has been in the position for 1.1 years. Has a bachelor's degree. Receives 20.6 days of paid time off (PTO)/vacation and sick leave per year. 27.3% can telework to some extent during the year. <p>Number of Respondents = 14 Professional Staff</p>	Professional Staff staff hearings; prepare memos and statements; conduct outreach to stakeholder groups; draft legislation; and conduct oversight.

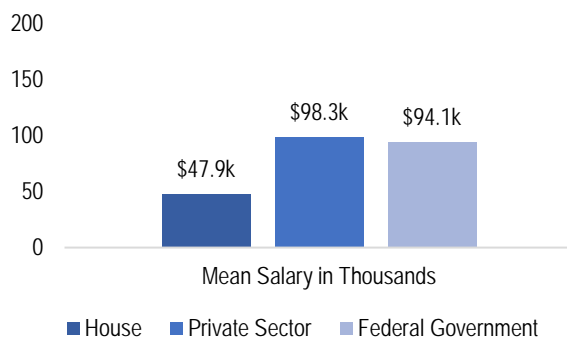
COMPENSATION AND BENEFITS

Salary

Percentile	House Survey		Benchmarking	
	2019	2010	Private Sector	Federal Govt.
Minimum	\$28,800	\$22,000	N/A	N/A
25%	\$38,750	\$50,000	\$63,220	\$77,130
50% (median)	\$46,500	\$60,000	\$85,910	\$95,120
Mean	\$47,914	\$63,508	\$98,280	\$94,120
75%	\$60,000	\$72,000	\$118,730	\$109,890
Maximum	\$75,000	\$150,000	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	7.7%	N/A
Annual Salary Increase/Raise	30.8%	N/A
Bonuses (Lump Sum)/Pay Adjustments	30.8%	N/A



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	92.9%	12.0
Paid Sick Leave	85.7%	8.6
Paid FMLA Leave	46.2%	N/A
Paid Administrative Leave	35.7%	N/A
Paid Bereavement Leave	35.7%	N/A

14.3% and 14.3% of Professional Staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

33.3% can roll over *PTO/vacation days*

- 33.3% can roll over a limited number of days

27.3% can roll over *sick days*

- 18.2% can roll over unlimited days
- 9.1% can roll over a limited number of days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 53.8%

All employees in office receive **varying** amounts 7.7%

Some employees in office receive benefit 0.0%

I do not know 38.5%

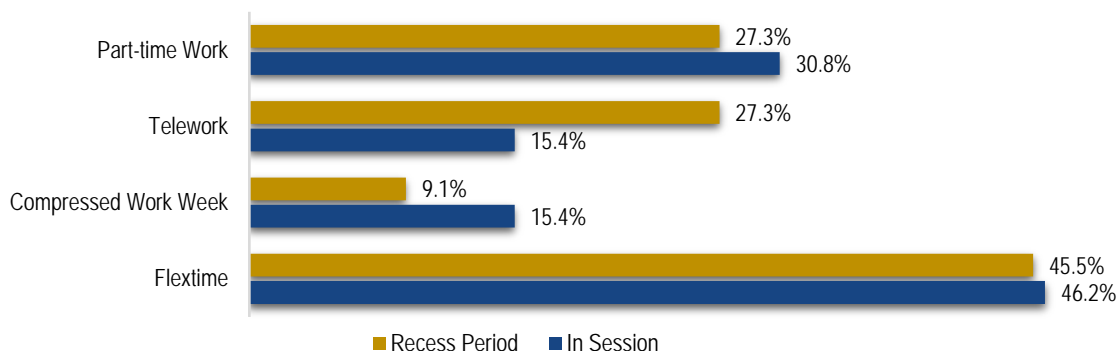


28.6% of Professional Staff receive student loan repayments.



14.3% of Professional Staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

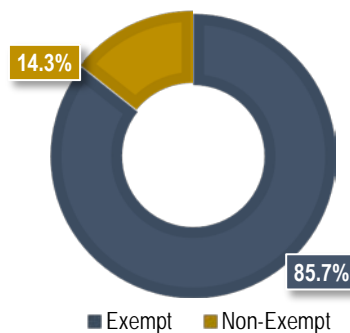


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



1.9 average years working at House of Representatives

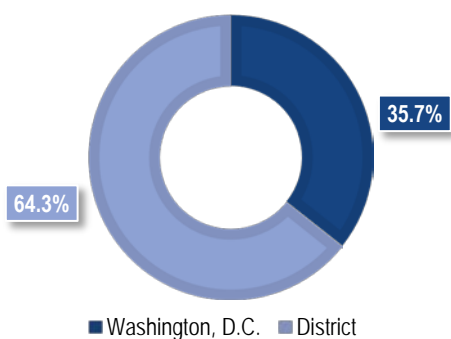
1.1 average years in current position

1.7 average years in Federal Government

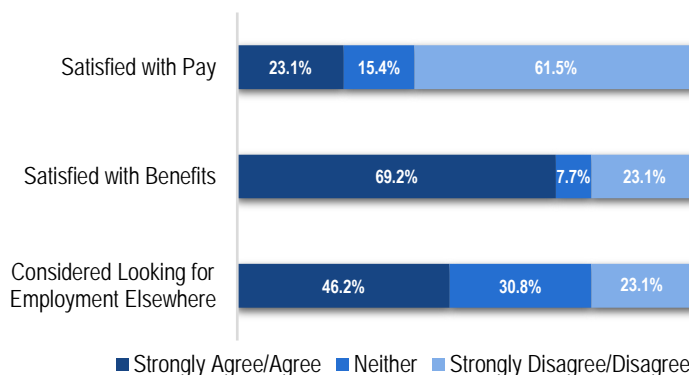
Work Status

28.6% of Professional Staff are part-time.

Duty Location

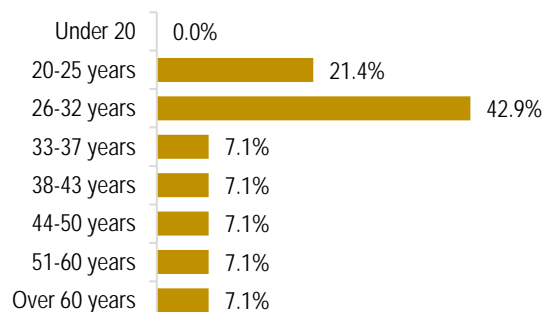


Job Perceptions

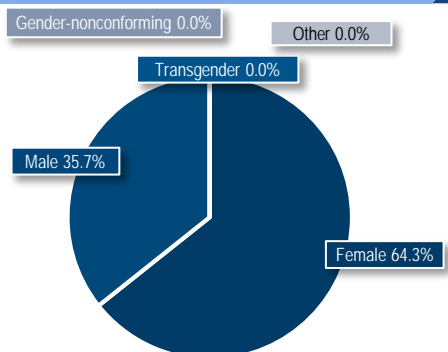


DEMOGRAPHICS

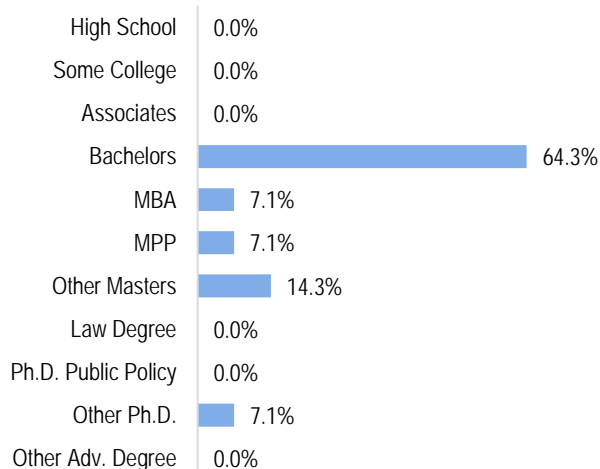
Age



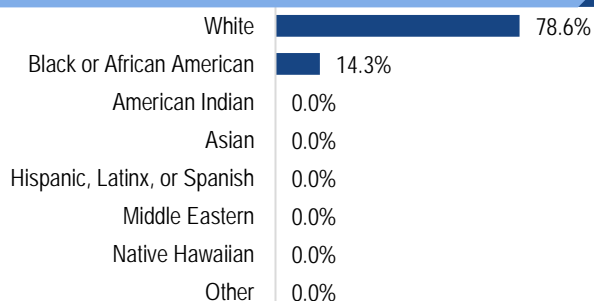
Gender/Gender Identity



Education



Race/Ethnicity

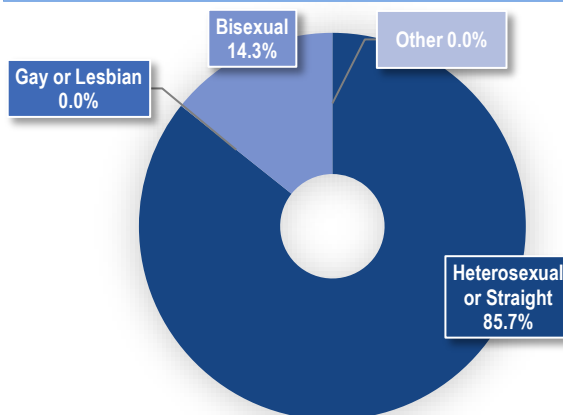


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	23.1%
Agnostic	15.4%
Christian	61.5%
Buddhist	0.0%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Paid Intern

POSITION DETAILS

Position Summary

- Earns \$12,900 annually, on average.
- Works in the Washington, D.C. office.
- Has been in the position for 0.2 years.
- Has some college experience.

Number of Respondents = 398 Paid Interns

Summary of Primary Duties

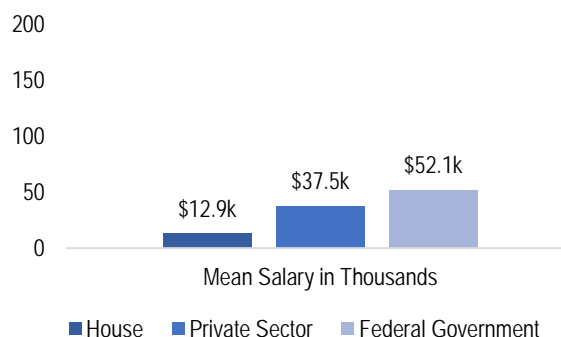
Paid Interns conduct operational tasks, including managing a front office, answering phones, and additional administrative tasks.

Note: Some results for this job type are not included because of small sample size.

COMPENSATION AND BENEFITS

Salary

	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$1,200	N/A	N/A
25%	\$8,300	\$28,440	\$44,460
50% (median)	\$12,000	\$36,140	\$50,950
Mean	\$12,900	\$37,470	\$52,110
75%	\$18,000	\$45,620	\$59,420
Maximum	\$21,600	N/A	N/A



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



99.0% Not Military

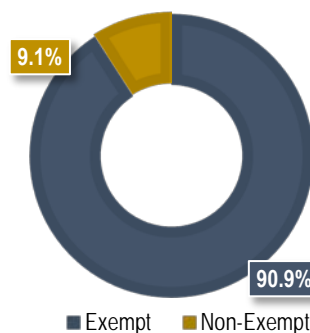


0.5% Reservist



0.5% Previous Military

Exempt Status



Tenure



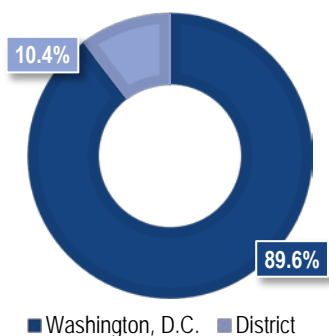
0.2 average years working at House of Representatives
0.2 average years in current position
0.1 average years in Federal Government

Work Status

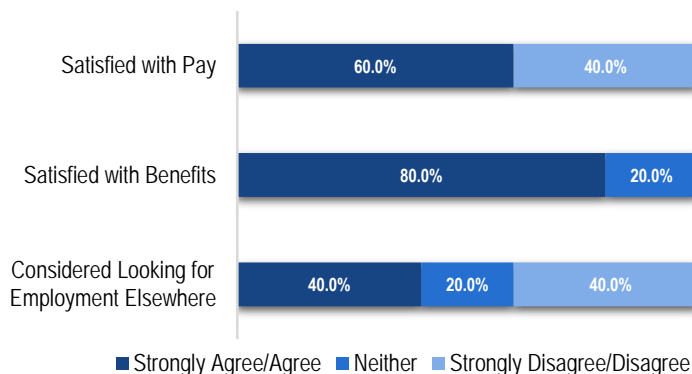
15.7% of Paid Interns are part-time.

Part-time employees work an average of **21.9** hours per week.

Duty Location

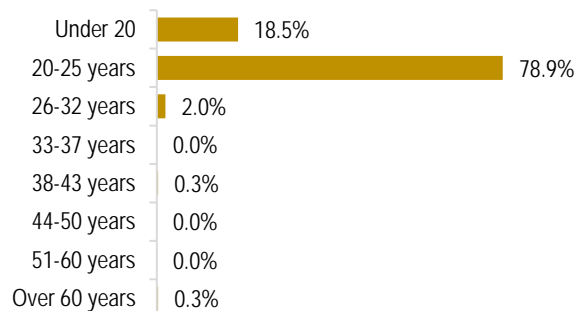


Job Perceptions

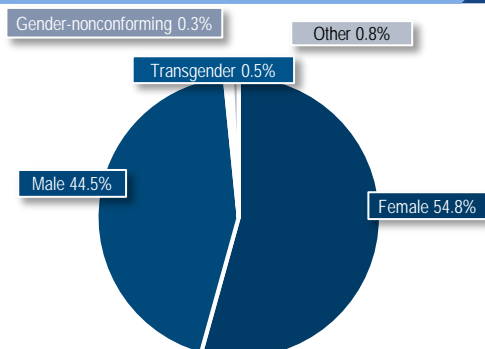


DEMOGRAPHICS

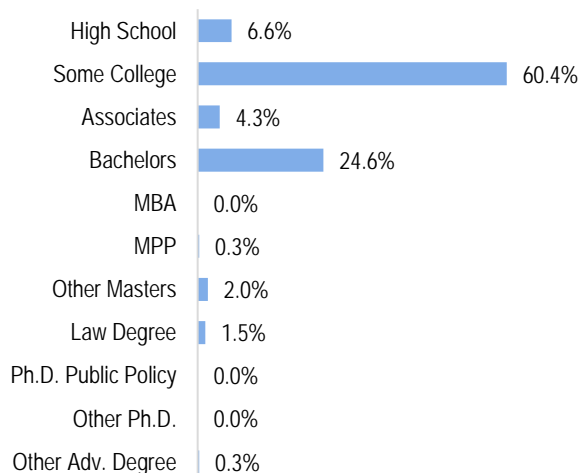
Age



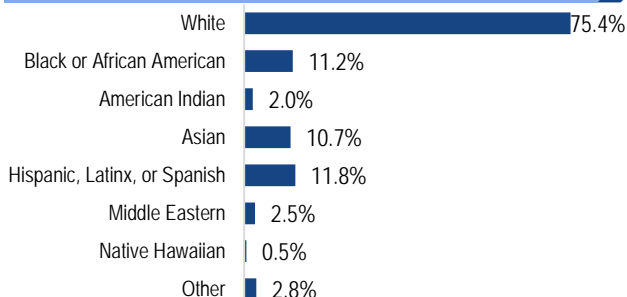
Gender/Gender Identity



Education



Race/Ethnicity

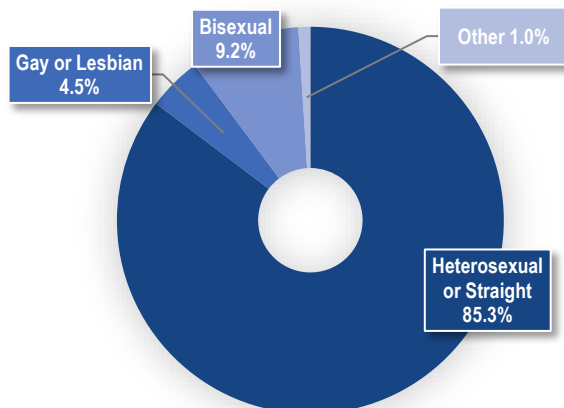


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	18.9%
Agnostic	9.2%
Christian	57.7%
Buddhist	0.3%
Hindu	1.0%
Jewish	10.0%
Muslim	1.8%
Sikh	0.3%
Other	0.8%

Sexual Orientation



Shared Employee

POSITION DETAILS

Position Summary

- Earns \$115,626 annually, on average.
- Works in the Washington, D.C. office.
- Has been in the position for 5.2 years.
- Has a bachelor's degree.
- Receives 30.3 days of paid time off (PTO)/vacation and sick leave per year.
- 42.1% can telework to some extent during the year.

Number of Respondents = 118 Shared Employees

COMPENSATION AND BENEFITS

Salary

Percentile	2019 House Survey
Minimum	\$36,000
25%	\$79,750
50% (median)	\$115,900
Mean	\$115,626
75%	\$158,227
Maximum	\$172,500



For each year that Shared Employees are in their positions, they receive a **2.4%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	12.5%	2.3%
Annual Salary Increase/Raise	44.3%	11.2%
Bonuses (Lump Sum)/Pay Adjustments	58.6%	\$4,443.23

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	90.4%	18.6
Paid Sick Leave	85.9%	11.7
Paid FMLA Leave	71.4%	52.2
Paid Administrative Leave	44.0%	N/A
Paid Bereavement Leave	67.0%	5.4

18.7% and 32.7% of Shared Employees have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

56.0% can roll over *PTO/vacation* days

- 15.5% can roll over unlimited days
- 40.5% can roll over an average of 11.0 days

26.9% can roll over *sick* days

- 17.9% can roll over unlimited days
- 9.0% can roll over an average of 28.1 days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment | 1.0%

All employees in office receive the **same** amount | 57.4%

All employees in office receive **varying** amounts | 14.9%

Some employees in office receive benefit | 3.0%

I do not know | 23.8%

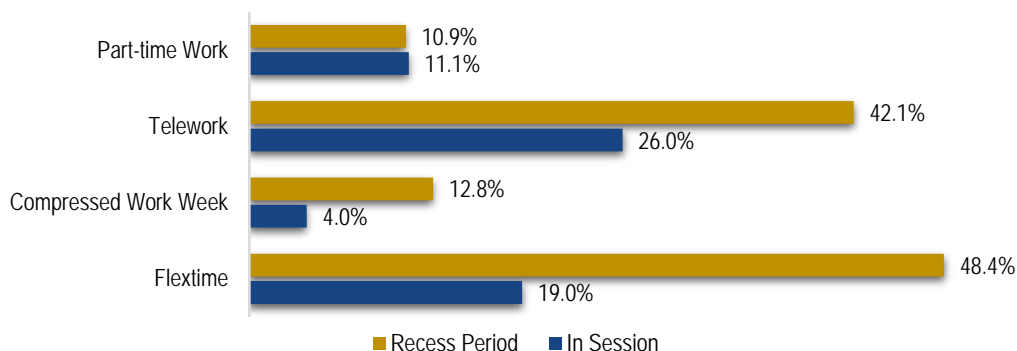


13.6% of Shared Employees receive student loan repayments. The average amount of student loan repayment is **\$707.52** per month.



26.3% of Shared Employees receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



96.5% Not Military

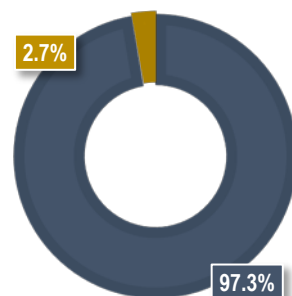


0.0% Reservist



3.5% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



9.9 average years working at House of Representatives

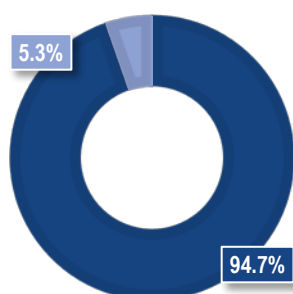
5.2 average years in current position

10.4 average years in Federal Government

Work Status

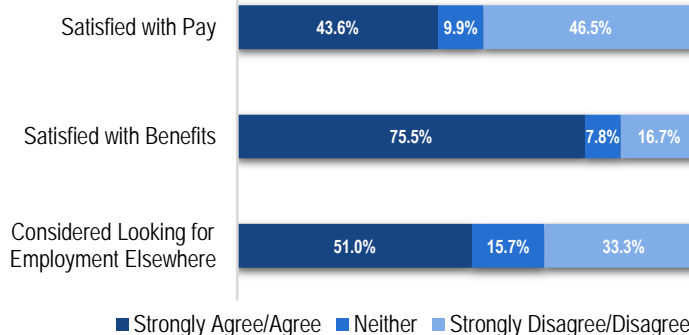
1.8% of Shared Employees are part-time.

Duty Location



■ Washington, D.C. ■ District

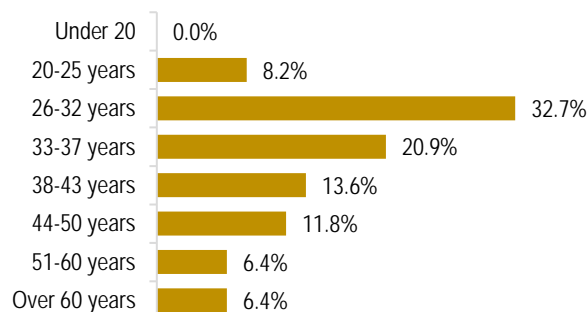
Job Perceptions



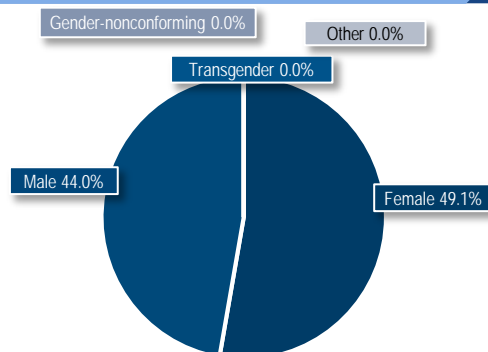
■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

DEMOGRAPHICS

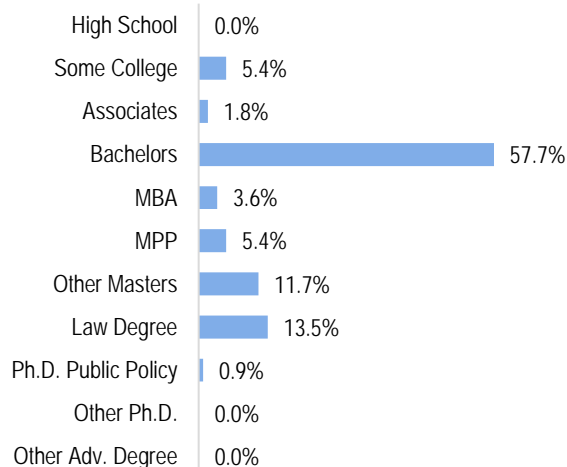
Age



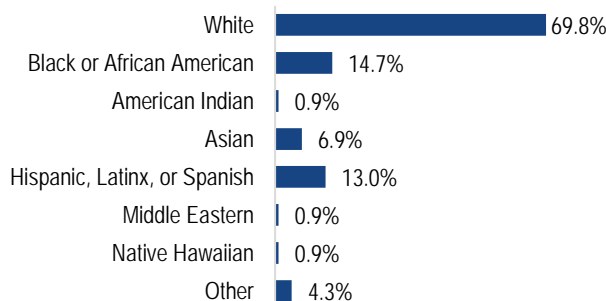
Gender/Gender Identity



Education



Race/Ethnicity

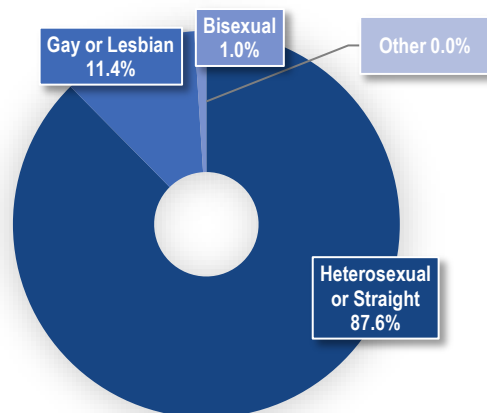


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	15.7%
Agnostic	4.9%
Christian	69.6%
Buddhist	0.0%
Hindu	0.0%
Jewish	8.8%
Muslim	0.0%
Sikh	0.0%
Other	1.0%

Sexual Orientation





Chapter 3

Committee Office and Leadership Office Results: Overall

Committee and Leadership Offices: Overall

COMMITTEE AND LEADERSHIP OFFICES SUMMARY

Committee and Leadership Offices Staff Summary	Committee and Leadership Office Job Types	
<ul style="list-style-type: none"> Earns \$102,376 annually, on average. Has been in the position for 2.7 years. Has a bachelor's degree. Receives 30.7 days of paid time off (PTO)/vacation and sick leave per year. 38.1% can telework to some extent during the year. <p>Number of Respondents = 733 Committee and Leadership Staff</p>	<ul style="list-style-type: none"> Staff Director/Deputy Counsel/Senior Counsel Communications Director/Press Secretary Digital Media Director/Assistant Press Secretary Operations Director Professional Staff Legislative Assistant/Aide 	<ul style="list-style-type: none"> Staff Assistant Member Services/Outreach Director Clerk Senior Policy Advisor/Policy Advisor Finance Administrator System Administrator Paid Intern Shared Employee

COMPENSATION AND BENEFITS

Salary

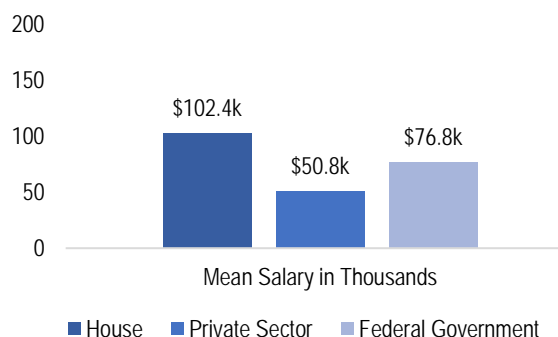
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$6,000	N/A	N/A
25%	\$60,000	\$24,960	\$49,950
50% (median)	\$105,000	\$36,750	\$65,610
Mean	\$102,376	\$50,830	\$76,810
75%	\$142,650	\$60,300	\$97,430
Maximum	\$172,500	N/A	N/A



For each year that Committee or Leadership Office staff are in their positions, they receive a **3.8%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	5.9%	2.3%
Annual Salary Increase/Raise	38.6%	10.8%
Bonuses (Lump Sum)/Pay Adjustments	46.0%	\$4,756.15



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	91.8%	18.1
Paid Sick Leave	86.8%	12.6
Paid FMLA Leave	59.4%	61.2
Paid Administrative Leave	41.7%	6.6
Paid Bereavement Leave	47.4%	5.0

16.4% and 21.8% of Committee and Leadership Office staff have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

55.6% can roll over *PTO/vacation days*

- 17.6% can roll over unlimited days
- 38.0% can roll over an average of 20.1 days

42.0% can roll over *sick days*

- 36.3% can roll over unlimited days
- 5.7% can roll over an average of 13.8 days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment 1.6%

All employees in office receive the **same** amount 44.1%

All employees in office receive **varying** amounts 8.2%

Some employees in office receive benefit 3.0%

I do not know 43.0%

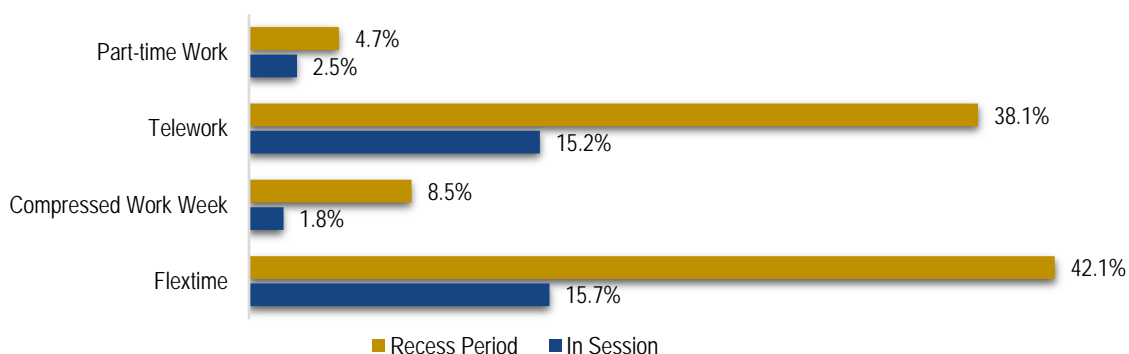


18.0% of Committee and Leadership staff receive student loan repayments. The average amount of student loan repayment is **\$791.06** per month.



32.1% of Committee and Leadership staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



94.0% Not Military

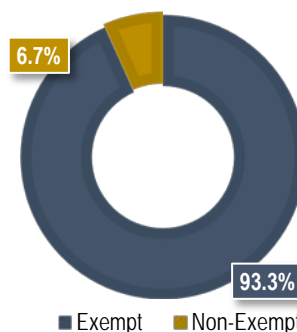


0.8% Reservist



5.1% Previous Military

Exempt Status



Tenure



6.3 average years working at House of Representatives

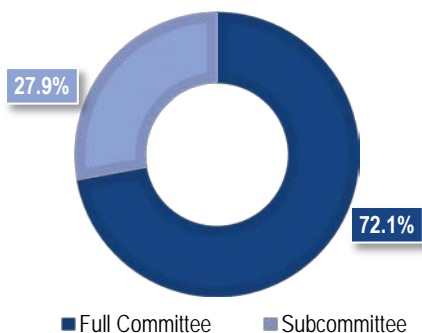
2.7 average years in current position

7.8 average years in Federal Government

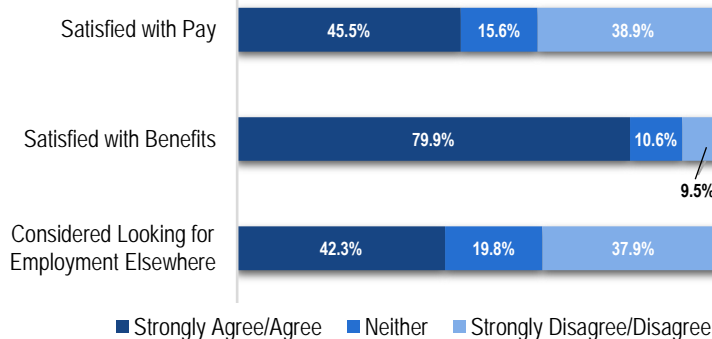
Work Status

1.4% of Committee and Leadership Office staff are part-time.

Committee Type

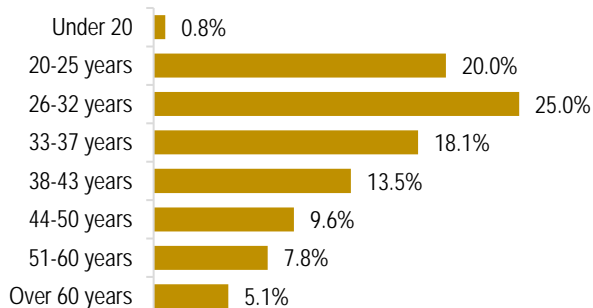


Job Perceptions

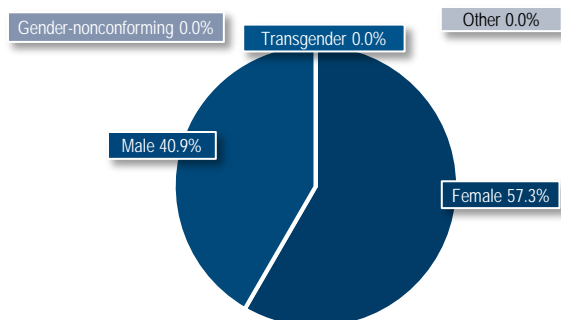


DEMOGRAPHICS

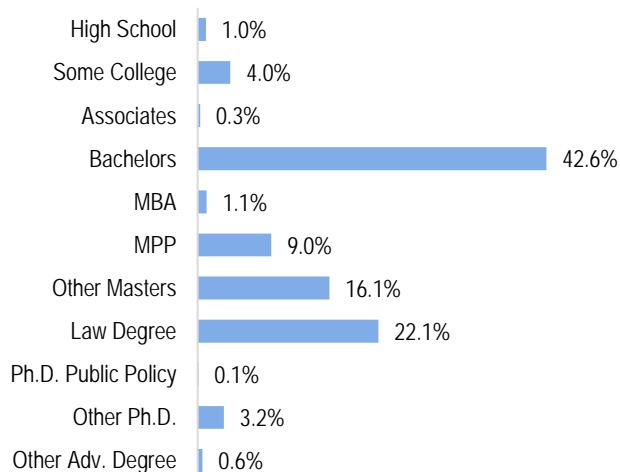
Age



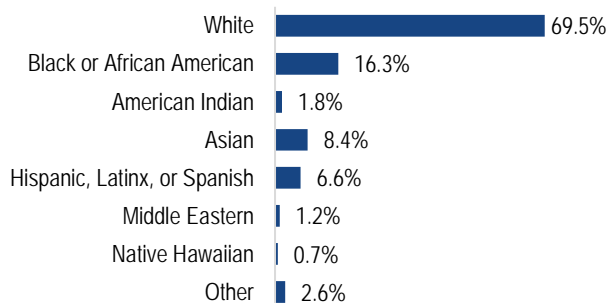
Gender/Gender Identity



Education



Race/Ethnicity

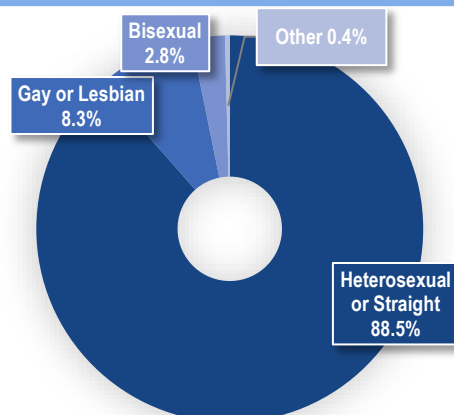


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	21.8%
Agnostic	7.9%
Christian	56.3%
Buddhist	0.4%
Hindu	1.3%
Jewish	9.6%
Muslim	1.5%
Sikh	0.3%
Other	0.9%

Sexual Orientation





Chapter 4

Committee Office and Leadership Office Results by Job Type

Staff Director/Deputy Staff Director

POSITION DETAILS

Position Summary

- Earns \$150,912 annually, on average.
- Has been in the position for 3.1 years.
- Has a bachelor's degree.
- Receives 37.7 days of paid time off (PTO)/vacation and sick leave per year.
- 54.5% can telework to some extent during the year.

Number of Respondents = 102 Staff Directors/Deputy Staff Directors

Summary of Primary Duties

Staff Directors/Deputy Staff Directors manage office work and staff; organize hearings; direct investigations; coordinate the development of legislation; serve as liaison to Leadership offices; and coordinate all staff activities.

COMPENSATION AND BENEFITS

Salary

	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$70,000	N/A	N/A
25%	\$134,250	\$97,535	\$134,465
50% (median)	\$158,693	\$100,410	\$148,775
Mean	\$150,912	\$169,755	\$150,610
75%	\$170,696	\$183,560*	\$161,940
Maximum	\$172,500	N/A	N/A

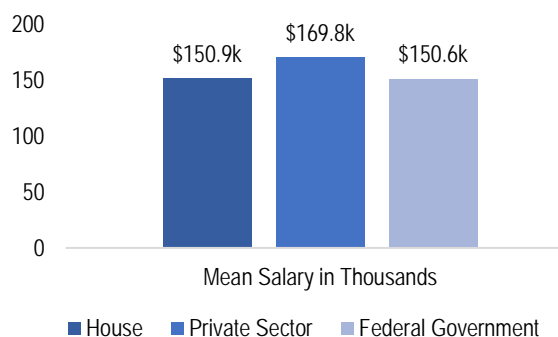
*Full salary information unavailable. Presented number may be an underestimate.



For each year that Staff Directors/Deputy Staff Directors are in their positions, they receive a **1.4%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	5.7%	N/A
Annual Salary Increase/Raise	35.1%	9.2%
Bonuses (Lump Sum)/Pay Adjustments	37.8%	\$4,935.52



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	98.9%	22.4
Paid Sick Leave	95.7%	15.3
Paid FMLA Leave	79.8%	67.0
Paid Administrative Leave	51.6%	5.0
Paid Bereavement Leave	67.4%	4.5

21.0% and 24.0% of Staff Directors/Deputy Staff Directors have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

70.4% can roll over *PTO/vacation days*

- 22.0% can roll over unlimited days
- 48.4% can roll over an average of 19.8 days

63.2% can roll over *sick days*

- 57.5% can roll over unlimited days
- 5.7% can roll over a limited number of days

Student Loan and Transit Benefits

Office does **not** offer student loan repayment | 1.0%

All employees in office receive the **same** amount | 61.2%

All employees in office receive **varying** amounts | 7.1%

Some employees in office receive benefit | 3.1%

I do not know | 27.6%

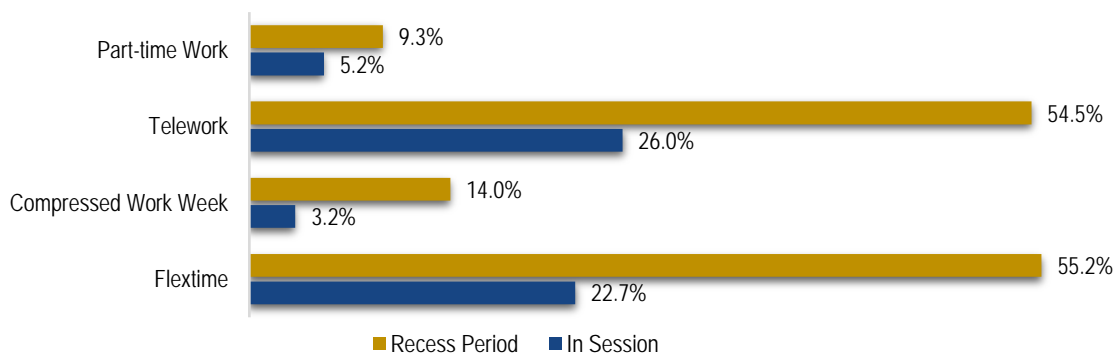


10.8% of Staff Directors/Deputy Staff Directors receive student loan repayments. The average amount of student loan repayment is **\$802.73** per month.



19.6% of Staff Directors/Deputy Staff Directors receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



90.0% Not Military

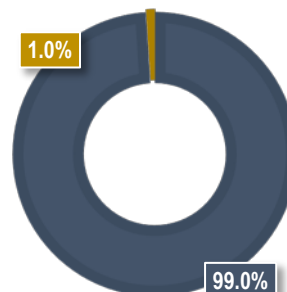


1.0% Reservist



9.0% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



12.3 average years working at House of Representatives

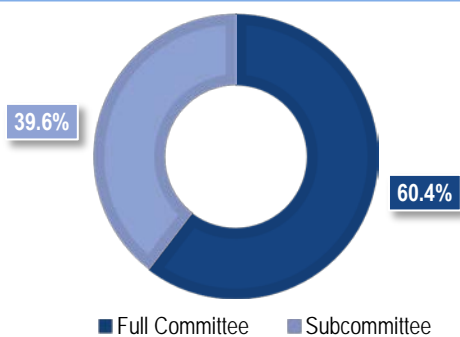
3.1 average years in current position

14.6 average years in Federal Government

Work Status

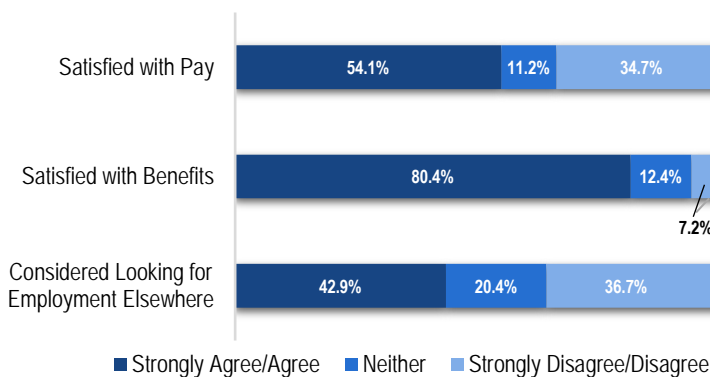
3.9% of Staff Directors/Deputy Staff Directors are part-time.

Committee Type



■ Full Committee ■ Subcommittee

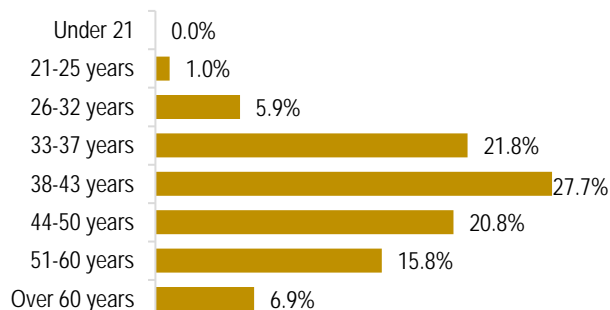
Job Perceptions



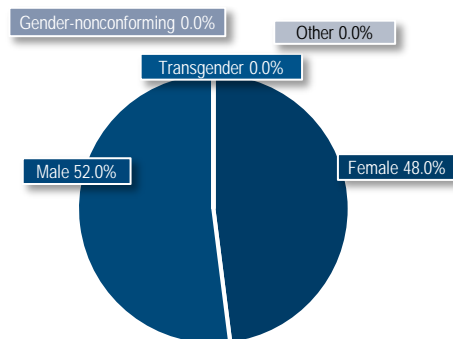
■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

DEMOGRAPHICS

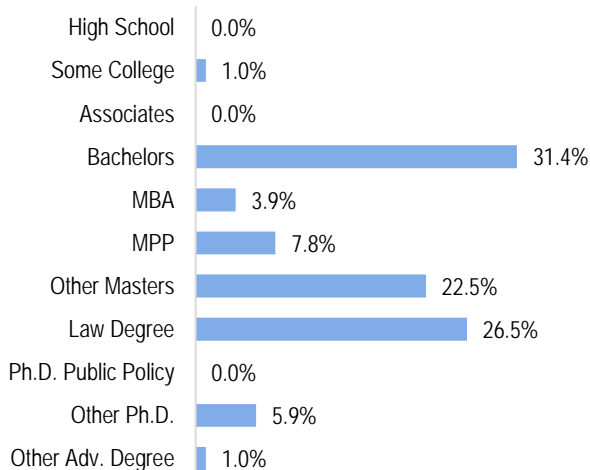
Age



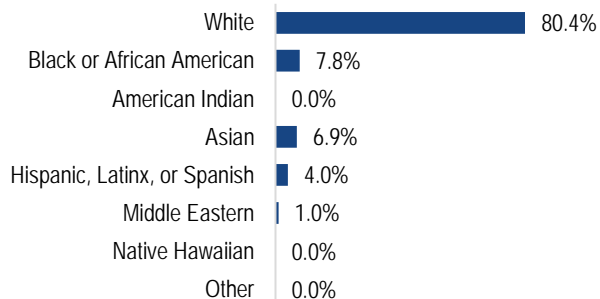
Gender/Gender Identity



Education



Race/Ethnicity

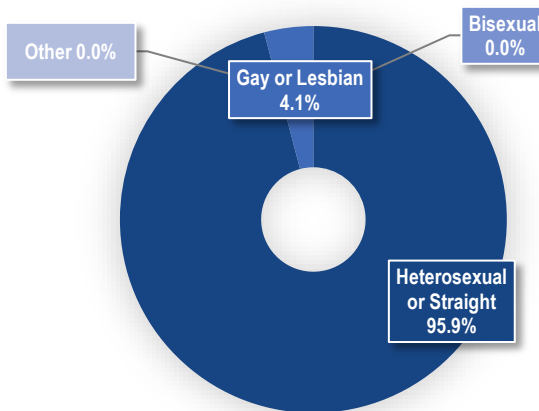


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	23.9%
Agnostic	6.5%
Christian	62.0%
Buddhist	0.0%
Hindu	1.1%
Jewish	4.3%
Muslim	0.0%
Sikh	1.1%
Other	1.1%

Sexual Orientation



Counsel/Senior Counsel

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$123,105 annually, on average. Has been in the position for 2.8 years. Has a law degree. Receives 30.2 days of paid time off (PTO)/vacation and sick leave per year. 29.5% can telework to some extent during the year. <p>Number of Respondents = 112 Counsel/Senior Counsel</p>	Counsel/Senior Counsel draft legislation, conduct research and/or investigations, provide legal counsel, and ensure the House and supporting functions comply with legal and regulatory requirements.

COMPENSATION AND BENEFITS

Salary

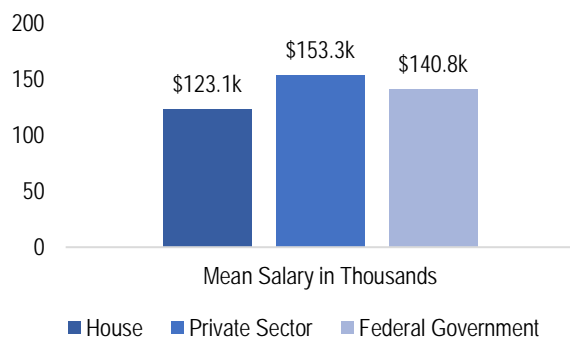
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$45,000	N/A	N/A
25%	\$100,000	\$80,510	\$116,410
50% (median)	\$122,500	\$127,640	\$145,160
Mean	\$123,105	\$153,260	\$140,800
75%	\$147,958	\$202,840	\$164,200
Maximum	\$172,500	N/A	N/A



For each year that Counsel/Senior Counsel are in their positions, they receive a **4.1%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	4.7%	N/A
Annual Salary Increase/Raise	42.9%	11.2%
Bonuses (Lump Sum)/Pay Adjustments	46.5%	\$5,461.39



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	94.1%	17.9
Paid Sick Leave	88.2%	12.3
Paid FMLA Leave	57.6%	62.7
Paid Administrative Leave	34.4%	5.2
Paid Bereavement Leave	41.2%	4.9

6.5% and 13.0% of Counsel/Senior Counsel have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

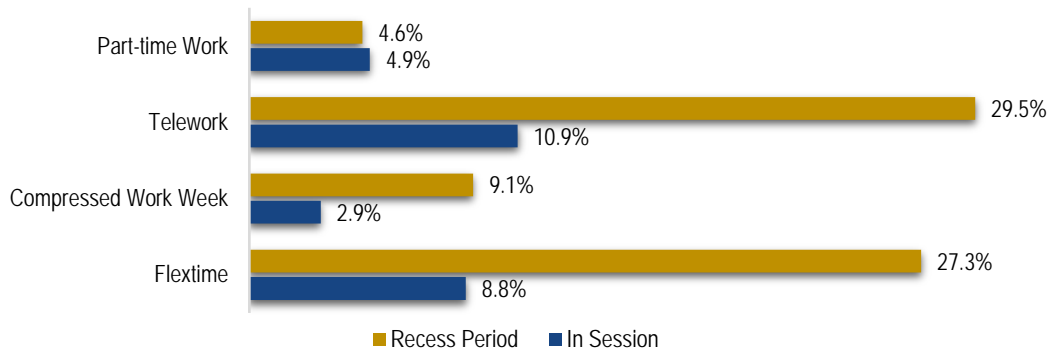
55.0% can roll over *PTO/vacation* days

- 16.5% can roll over unlimited days
- 38.5% can roll over an average of 16.6 days

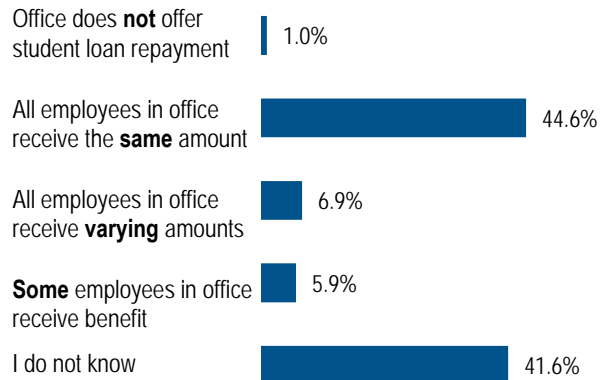
43.1% can roll over *sick* days

- 38.4% can roll over unlimited days
- 4.7% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits



27.7% of Counsel/Senior Counsel receive student loan repayments. The average amount of student loan repayment is **\$794.12** per month.



42.9% of Counsel/Senior Counsel receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



92.9% Not Military

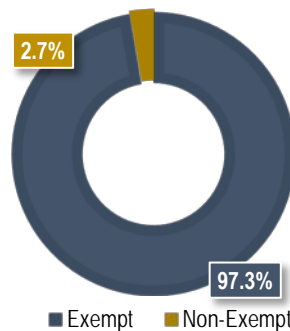


0.9% Reservist



6.3% Previous Military

Exempt Status



Tenure



5.1 average years working at House of Representatives

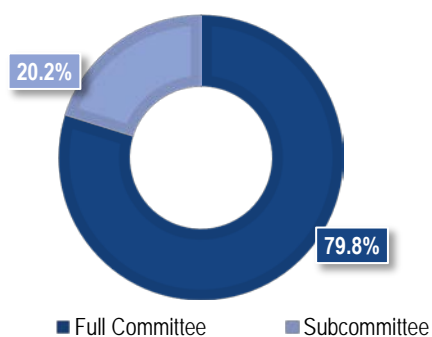
2.8 average years in current position

7.3 average years in Federal Government

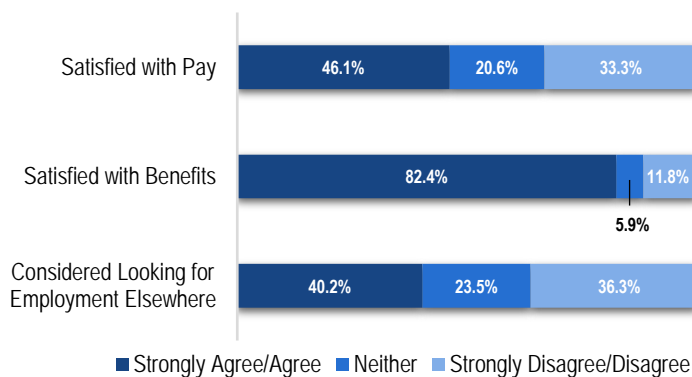
Work Status

0% of Counsel/Senior Counsel are part-time.

Committee Type

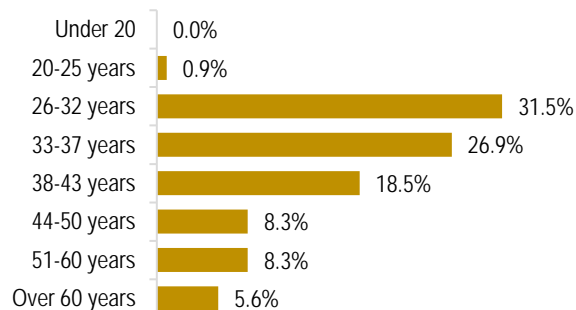


Job Perceptions

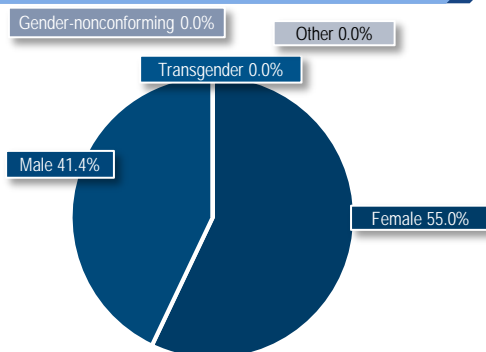


DEMOGRAPHICS

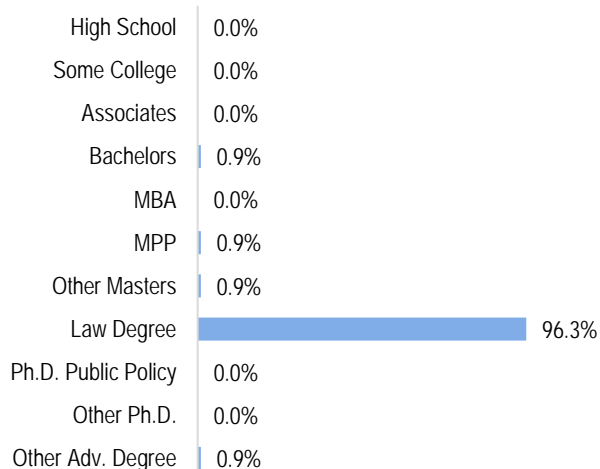
Age



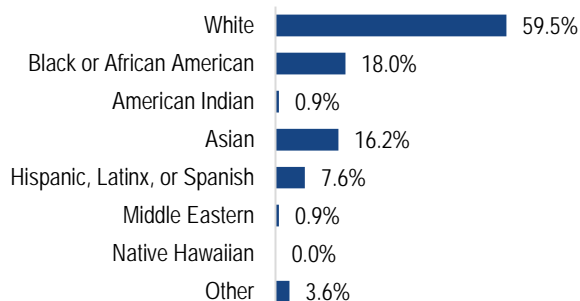
Gender/Gender Identity



Education



Race/Ethnicity

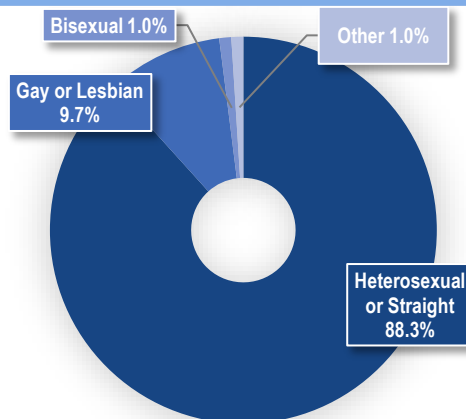


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	17.0%
Agnostic	5.0%
Christian	50.0%
Buddhist	2.0%
Hindu	3.0%
Jewish	16.0%
Muslim	5.0%
Sikh	1.0%
Other	1.0%

Sexual Orientation



Communications Director/Press Secretary

POSITION DETAILS

Position Summary

- Earns \$100,586 annually, on average.
- Has been in the position for 1.6 years.
- Has a bachelor's degree.
- Receives 29.7 days of paid time off (PTO)/vacation and sick leave per year.
- 50.0% can telework to some extent during the year.

Number of Respondents = 35 Communications Directors/Press Secretaries

Summary of Primary Duties

Communications Directors/Press Secretaries provide planning and services related to supporting effective communication between different offices and with the public; manage and coordinate all communication activities (including media contacts) between different offices and the public; develop and implement media and communications strategy for the Member; act as the formal spokesperson and media liaison for the Member; and write speeches for the Member.

COMPENSATION AND BENEFITS

Salary

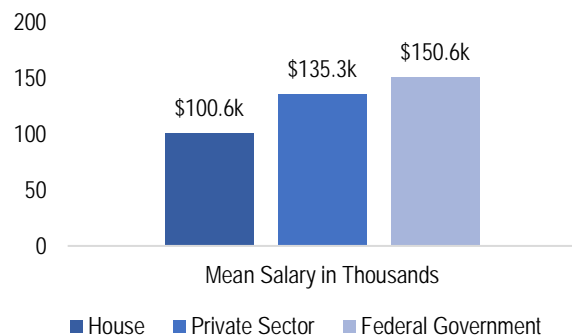
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$45,000	N/A	N/A
25%	\$75,000	\$85,890	\$143,790
50% (median)	\$95,000	\$117,680	\$157,260
Mean	\$100,586	\$135,300	\$150,560
75%	\$126,000	\$162,820	\$164,200
Maximum	\$165,000	N/A	N/A



For each year that Communications Directors/Press Secretaries are in their positions, they receive a **1.0%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	0.0%	N/A
Annual Salary Increase/Raise	38.5%	14.9%
Bonuses (Lump Sum)/Pay Adjustments	66.7%	\$8,331.82



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	96.7%	17.3
Paid Sick Leave	80.8%	12.4
Paid FMLA Leave	64.3%	N/A
Paid Administrative Leave	40.7%	N/A
Paid Bereavement Leave	40.7%	N/A

16.1% and 16.1% of Communications Directors/Press Secretaries have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

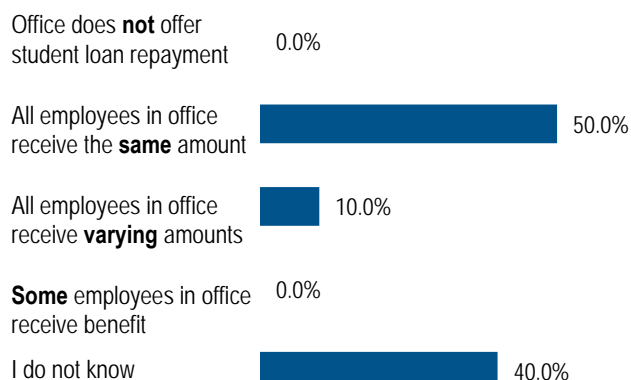
51.7% can roll over *PTO/vacation days*

- 13.8% can roll over unlimited days
- 37.9% can roll over an average of 19.0 days

33.3% can roll over *sick days*

- 19.0% can roll over unlimited days
- 14.3% can roll over a limited number of days

Student Loan and Transit Benefits

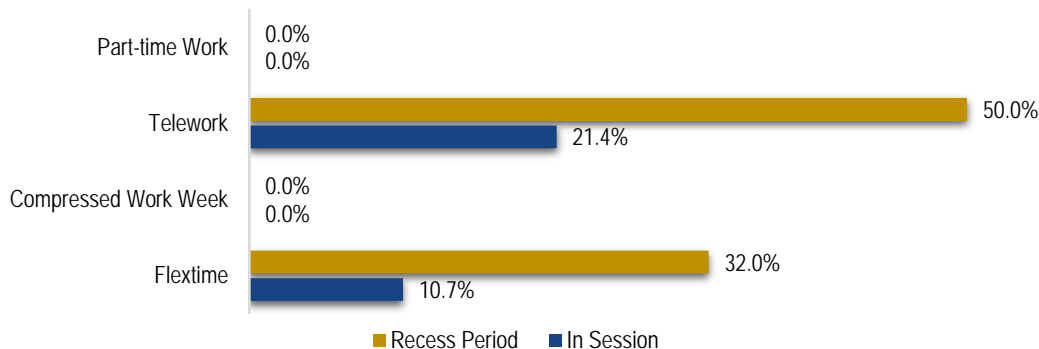


20.0% of Communications Directors/Press Secretaries receive student loan repayments. The average amount of student loan repayment is **\$756.86** per month.



45.7% of Communications Directors/Press Secretaries receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



94.3% Not Military

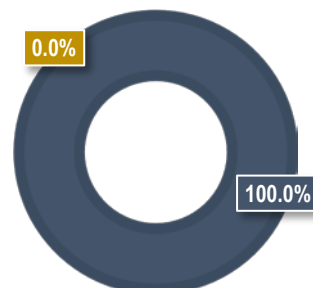


2.9% Reservist



2.9% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



5.2 average years working at House of Representatives

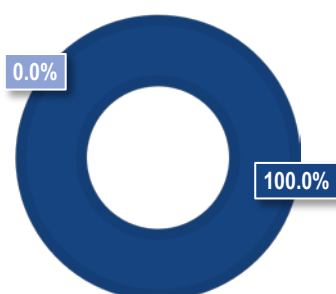
1.6 average years in current position

5.6 average years in Federal Government

Work Status

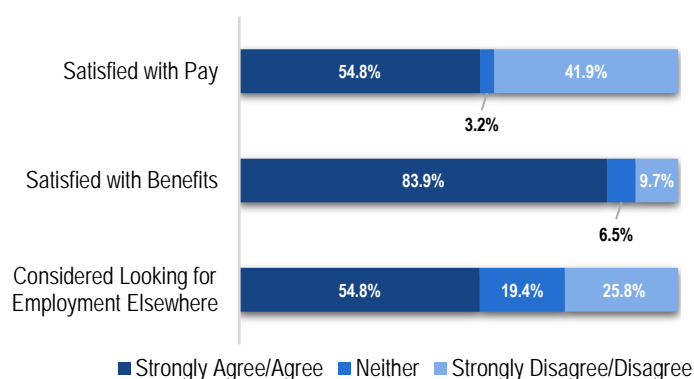
0% of Communications Directors/ Press Secretaries are part-time.

Committee Type



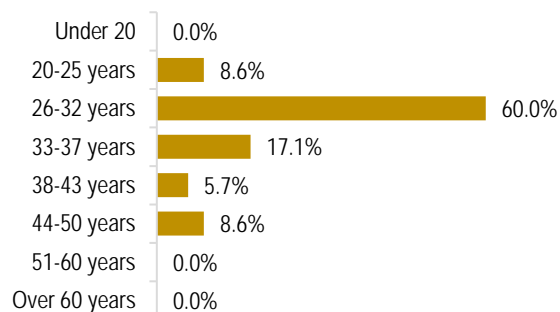
■ Full Committee ■ Subcommittee

Job Perceptions

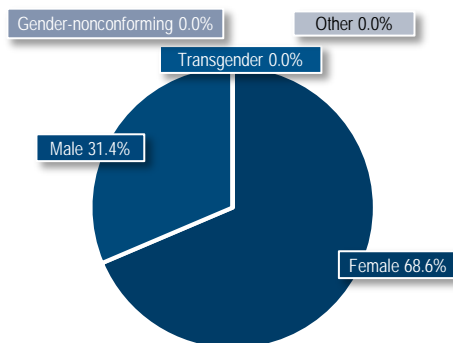


DEMOGRAPHICS

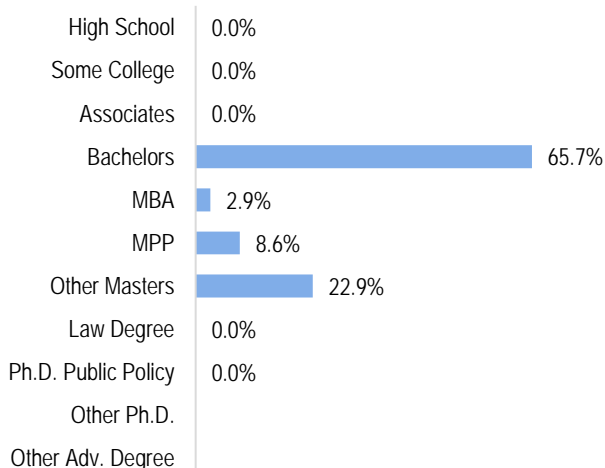
Age



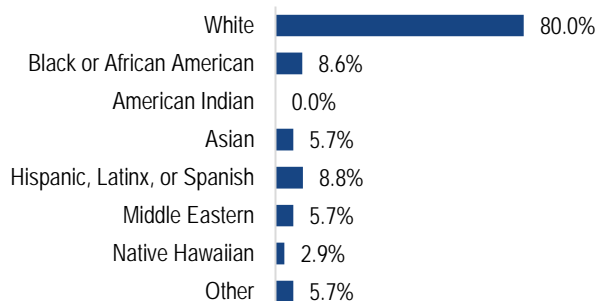
Gender/Gender Identity



Education



Race/Ethnicity

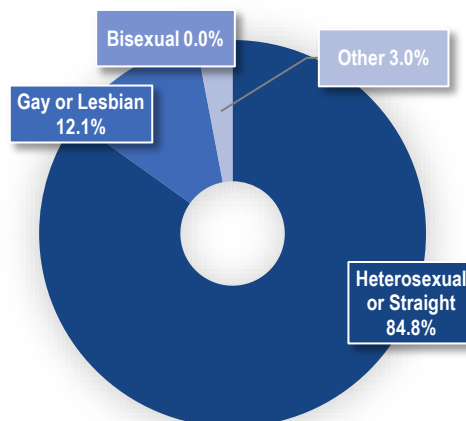


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	36.4%
Agnostic	15.2%
Christian	42.4%
Buddhist	0.0%
Hindu	0.0%
Jewish	6.1%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Digital Media Director/Assistant Press Secretary

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$64,147 annually, on average. Has been in the position for 0.6 years. Has a bachelor's degree. Receives 24.2 days of paid time off (PTO)/vacation and sick leave per year. 50.0% can telework to some extent during the year. <p>Number of Respondents = 17 Digital Media Directors/Assistant Press Secretaries</p>	Digital Media Directors/Assistant Press Secretaries monitor media coverage and social media; compile daily press clips; draft press releases and organize press events; produce graphics and videos; and draft and fact-check written materials (e.g., briefing memos, social media posts, press statements, newsletters, and talking points).

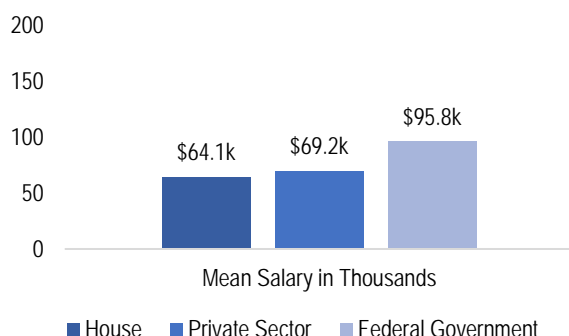
COMPENSATION AND BENEFITS

Salary

	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$35,000	N/A	N/A
25%	\$50,000	\$44,260	\$75,820
50% (median)	\$59,000	\$59,920	\$95,030
Mean	\$64,147	\$69,190	\$95,810
75%	\$71,500	\$82,230	\$113,440
Maximum	\$156,000	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	10.0%	N/A
Annual Salary Increase/Raise	45.5%	13.0%
Bonuses (Lump Sum)/Pay Adjustments	54.5%	\$5,540.00



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	92.9%	13.4
Paid Sick Leave	84.6%	10.8
Paid FMLA Leave	57.1%	N/A
Paid Administrative Leave	46.2%	N/A
Paid Bereavement Leave	57.1%	N/A

7.1% and 7.1% of Digital Media Directors/Assistant Press Secretaries have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

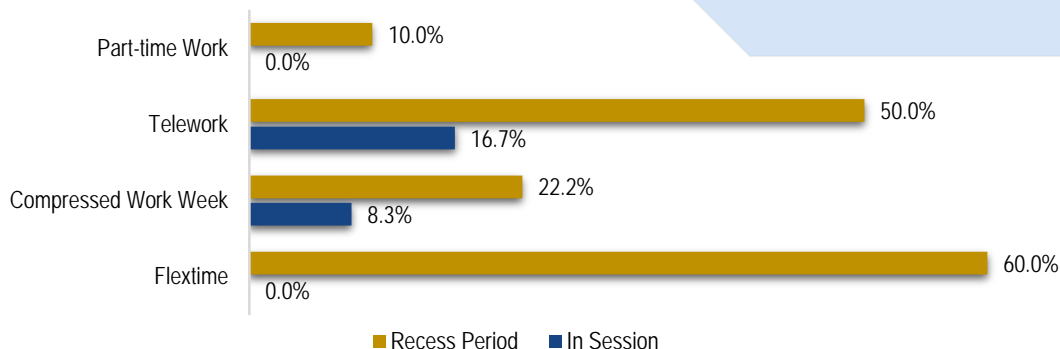
33.4% can roll over *PTO/vacation days*

- 16.7% can roll over unlimited days
- 16.7% can roll over an average of 5.0 days

10.0% can roll over *sick days*

- 10.0% can roll over unlimited days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 30.8%

All employees in office receive **varying** amounts 0.0%

Some employees in office receive benefit 7.7%

I do not know 61.5%



5.9% of Digital Media Directors/Assistant Press Secretaries receive student loan repayments.



41.2% of Digital Media Directors/Assistant Press Secretaries receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

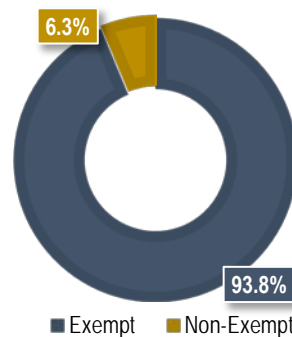


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



2.1 average years working at House of Representatives

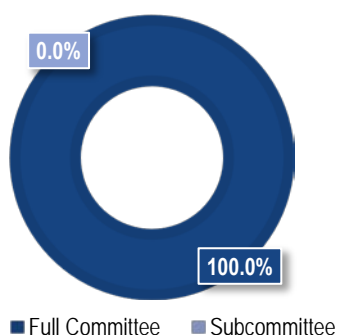
0.6 average years in current position

2.3 average years in Federal Government

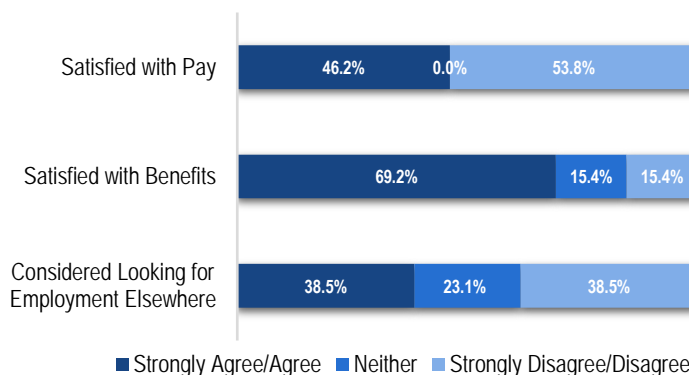
Work Status

0% of Digital Media Directors/Assistant Press Secretaries are part-time.

Committee Type

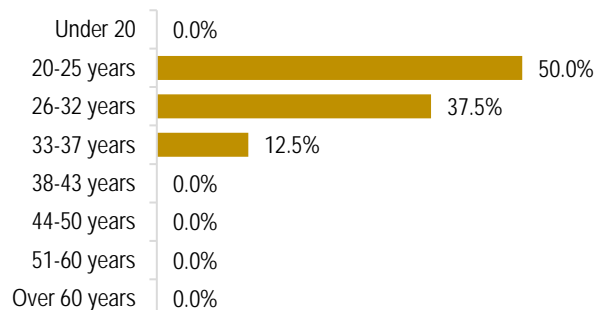


Job Perceptions

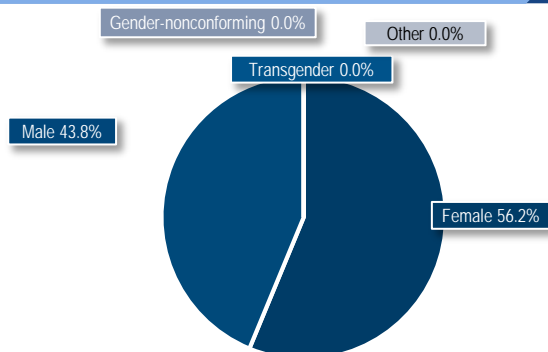


DEMOGRAPHICS

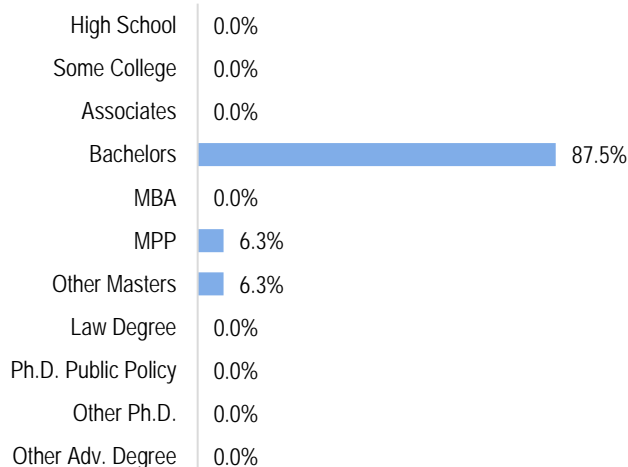
Age



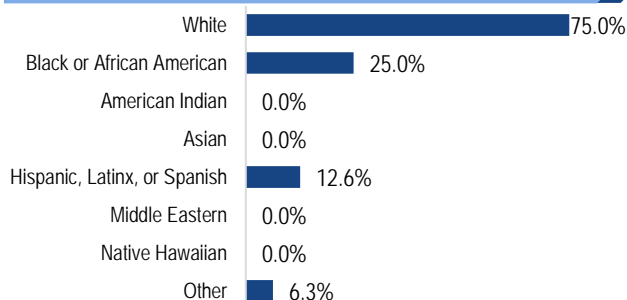
Gender/Gender Identity



Education



Race/Ethnicity

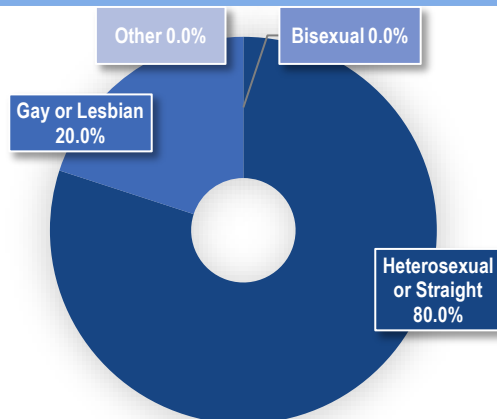


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	13.3%
Agnostic	6.7%
Christian	66.7%
Buddhist	0.0%
Hindu	0.0%
Jewish	13.3%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Operations Director

POSITION DETAILS

Position Summary

- Earns \$109,825 annually, on average.
- Has been in the position for 3.8 years.
- Has a bachelor's degree.
- Receives 29.7 days of paid time off (PTO)/vacation and sick leave per year.
- 40.0% can telework to some extent during the year.

Number of Respondents = 18 Operations Directors

Summary of Primary Duties

Operations Directors plan, organize, and direct operations within or across offices and support the management of human resources and office policies.

COMPENSATION AND BENEFITS

Salary

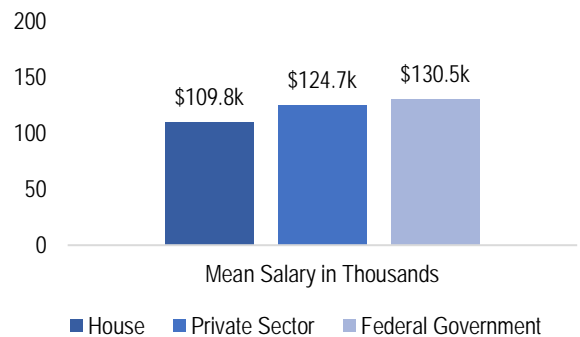
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$45,000	N/A	N/A
25%	\$78,875	\$64,880	\$113,440
50% (median)	\$112,500	\$100,410	\$133,340
Mean	\$109,825	\$124,680	\$130,530
75%	\$132,500	\$159,120	\$149,380
Maximum	\$172,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	0.0%	N/A
Annual Salary Increase/Raise	75.0%	7.6%
Bonuses (Lump Sum)/Pay Adjustments	58.3%	\$4,500.00



For each year that Operations Directors are in their positions, they receive a **4.4%** average increase in salary.



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	18.4
Paid Sick Leave	100.0%	11.3
Paid FMLA Leave	73.3%	N/A
Paid Administrative Leave	66.7%	N/A
Paid Bereavement Leave	53.3%	N/A

11.8% and 29.4% of Operations Directors have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

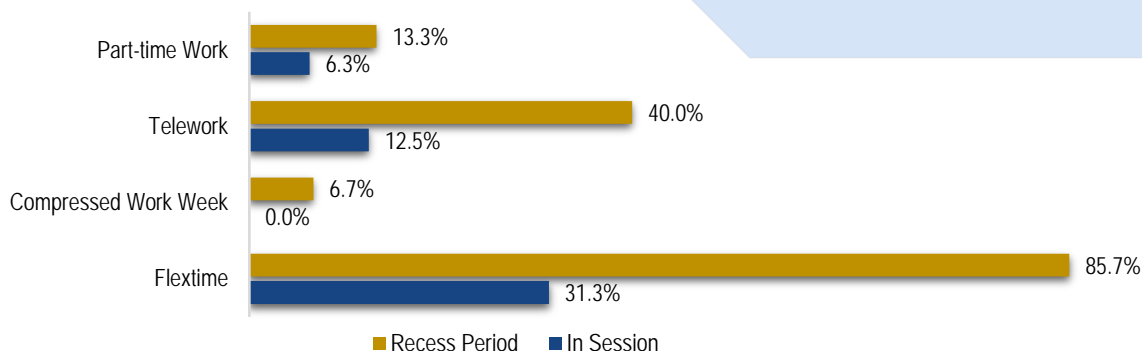
52.9% can roll over *PTO/vacation* days

- 17.6% can roll over unlimited days
- 35.3% can roll over a limited number of days

43.8% can roll over *sick* days

- 43.8% can roll over unlimited days
- 0% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 70.6%

All employees in office receive **varying** amounts 11.8%

Some employees in office receive benefit 5.9%

I do not know 11.8%



5.6% of Operations Directors receive student loan repayments.



16.7% of Operations Directors receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

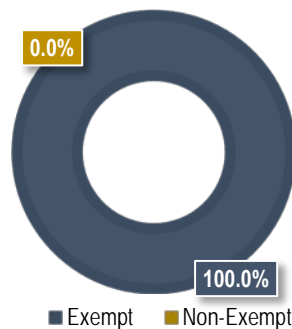


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



9.1 average years working at House of Representatives

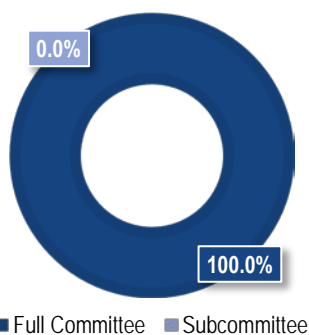
3.8 average years in current position

9.8 average years in Federal Government

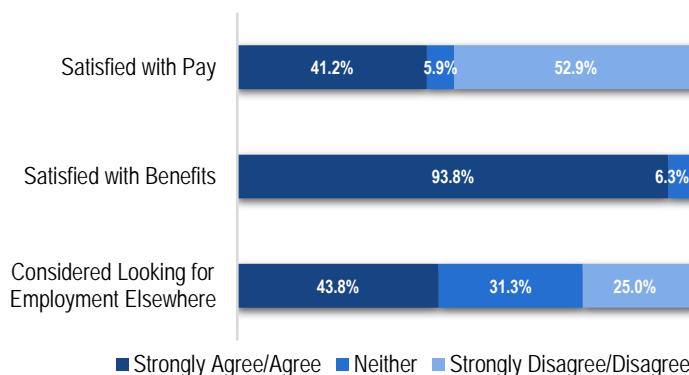
Work Status

0% of Operations Directors are part-time.

Committee Type

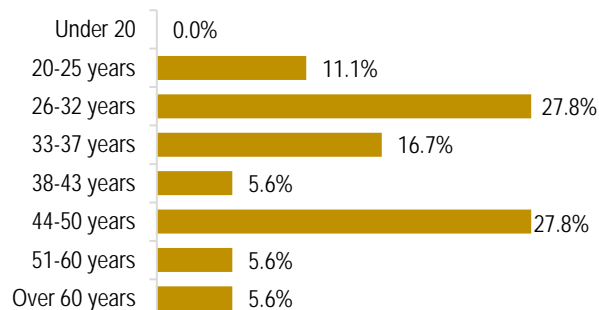


Job Perceptions

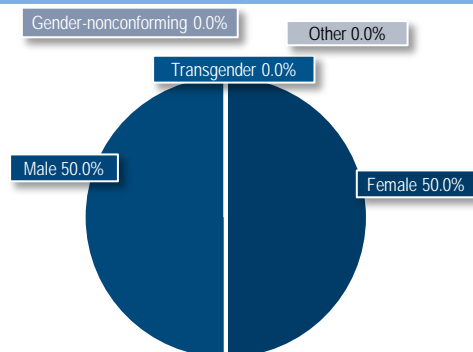


DEMOGRAPHICS

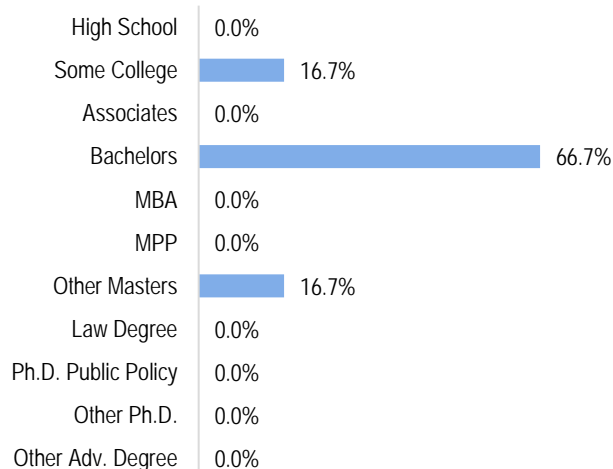
Age



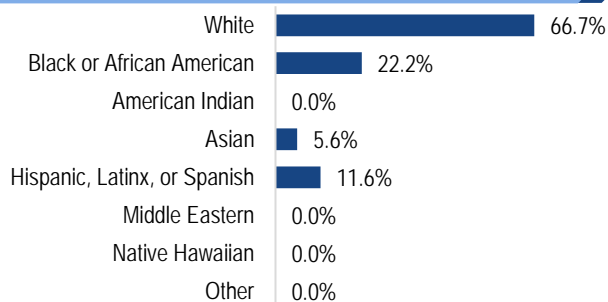
Gender/Gender Identity



Education



Race/Ethnicity

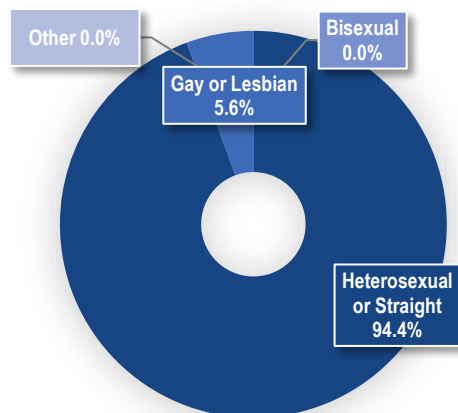


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	33.3%
Agnostic	11.1%
Christian	55.6%
Buddhist	0.0%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Professional Staff

POSITION DETAILS

Position Summary

- Earns \$112,225 annually, on average.
- Has been in the position for 3.1 years.
- Has a bachelor's degree.
- Receives 29.9 days of paid time off (PTO)/vacation and sick leave per year.
- 38.7% can telework to some extent during the year.

Number of Respondents = 187 Professional Staff

Summary of Primary Duties

Professional Staff staff hearings; prepare memos, statements, and speeches; conduct outreach to stakeholder groups; and draft legislation and conduct oversight.

COMPENSATION AND BENEFITS

Salary

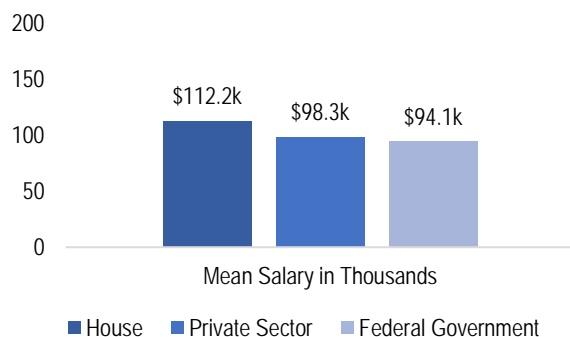
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$36,500	N/A	N/A
25%	\$80,000	\$63,220	\$77,130
50% (median)	\$115,000	\$85,910	\$95,120
Mean	\$112,225	\$98,280	\$94,120
75%	\$147,950	\$118,730	\$109,890
Maximum	\$170,696	N/A	N/A



For each year that Professional Staff are in their positions, they receive a **1.5%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	5.2%	N/A
Annual Salary Increase/Raise	41.2%	11.5%
Bonuses (Lump Sum)/Pay Adjustments	50.0%	\$3,367.64



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	98.2%	17.9
Paid Sick Leave	92.0%	12.0
Paid FMLA Leave	58.9%	50.1
Paid Administrative Leave	45.2%	6.0
Paid Bereavement Leave	50.9%	5.5

25.3% and 31.1% of Professional Staff have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

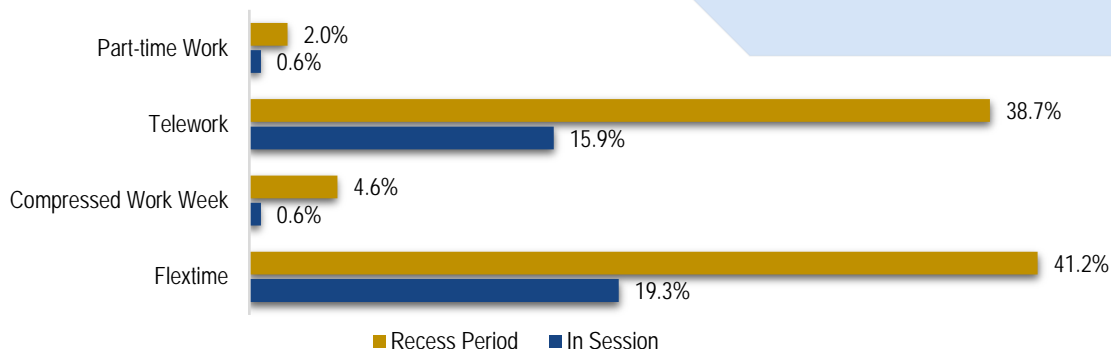
49.3% can roll over *PTO/vacation* days

- 14.9% can roll over unlimited days
- 34.4% can roll over an average of 18.8 days

40.8% can roll over *sick* days

- 34.5% can roll over unlimited days
- 6.3% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 2.4%

All employees in office receive the **same** amount 37.1%

All employees in office receive **varying** amounts 4.7%

Some employees in office receive benefit 1.8%

I do not know 54.1%



23.0% of Professional Staff receive student loan repayments. The average amount of student loan repayment is **\$781.09** per month.



30.5% of Professional Staff receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



91.4% Not Military

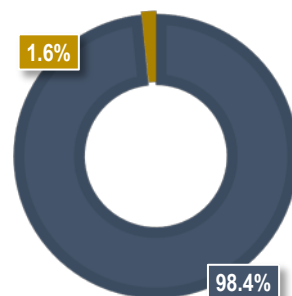


0.5% Reservist



8.1% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



5.6 average years working at House of Representatives

3.1 average years in current position

8.2 average years in Federal Government

Work Status

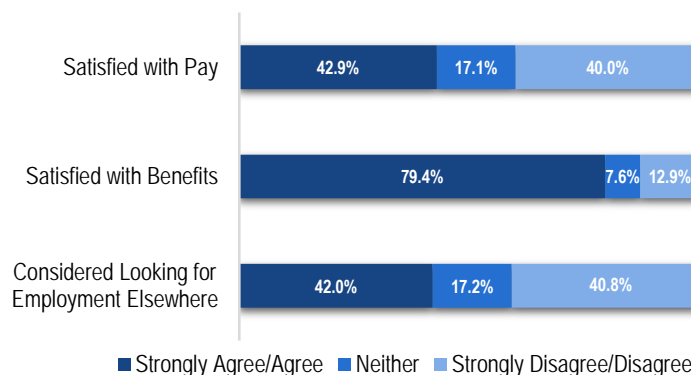
1.1% of Professional Staff are part-time.

Committee Type



■ Full Committee ■ Subcommittee

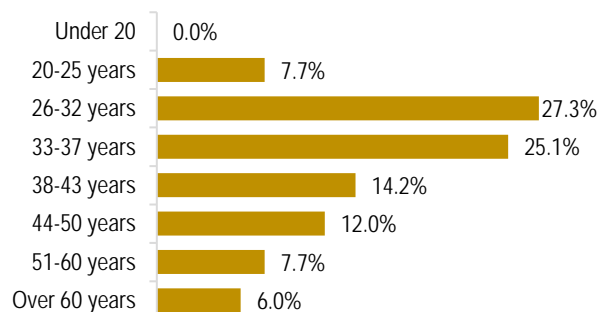
Job Perceptions



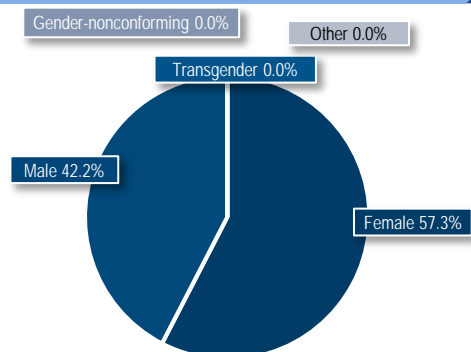
■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

DEMOGRAPHICS

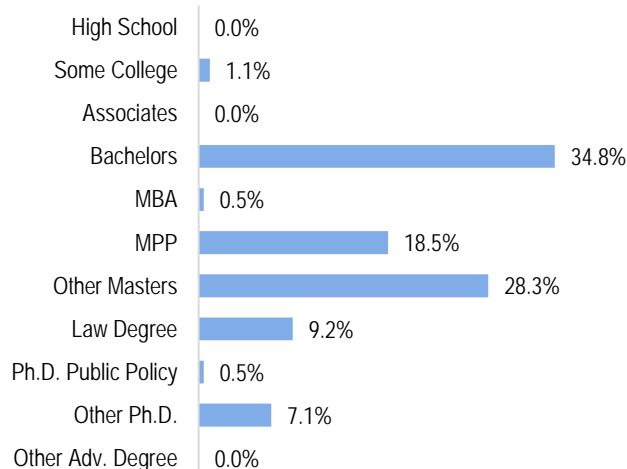
Age



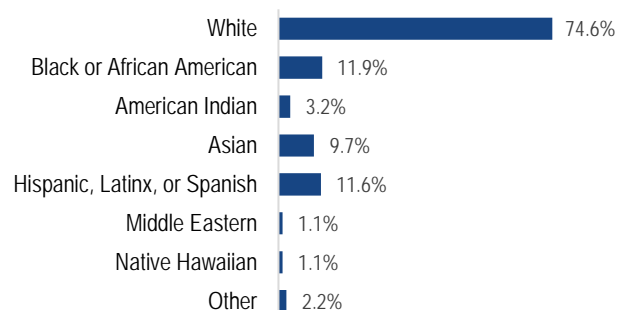
Gender/Gender Identity



Education



Race/Ethnicity

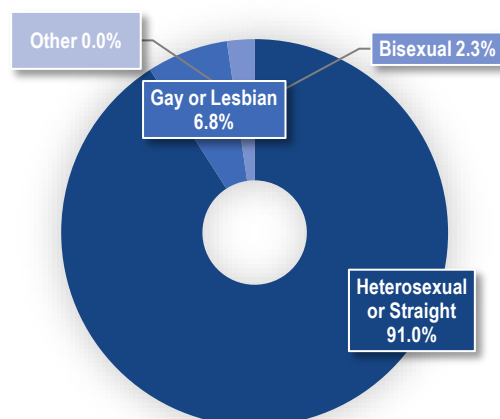


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	23.8%
Agnostic	5.2%
Christian	56.4%
Buddhist	0.6%
Hindu	1.2%
Jewish	10.5%
Muslim	1.2%
Sikh	0.0%
Other	1.2%

Sexual Orientation



Legislative Assistant/Aide

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$52,680 annually, on average. Has been in the position for 0.9 years. Has a bachelor's degree. Receives 25.8 days of paid time off (PTO)/vacation and sick leave per year. 23.8% can telework to some extent during the year. <p>Number of Respondents = 25 Legislative Assistants/Aides</p>	Legislative Assistants/Aides track legislation and other developments in an assigned issue area; draft constituent correspondence for the Member; prepare for committee meetings and hearings related to specific issues; answer constituent letters; and help constituents with federal matters.

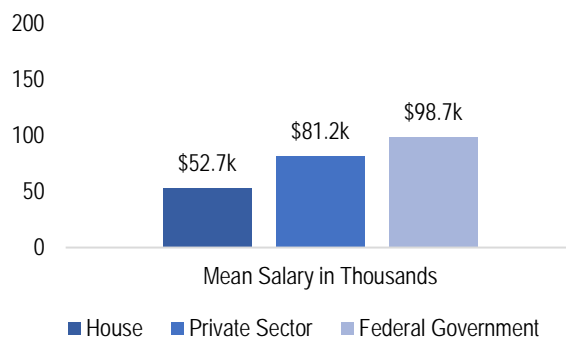
COMPENSATION AND BENEFITS

Salary

Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$30,000	N/A	N/A
25%	\$40,000	\$51,640	\$81,565
50% (median)	\$47,500	\$79,325	\$96,700
Mean	\$52,680	\$81,225	\$98,655
75%	\$60,000	\$104,340	\$114,580
Maximum	\$105,000	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	5.9%	N/A
Annual Salary Increase/Raise	35.3%	N/A
Bonuses (Lump Sum)/Pay Adjustments	55.6%	\$4,300.00



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	14.0
Paid Sick Leave	95.8%	11.8
Paid FMLA Leave	47.6%	N/A
Paid Administrative Leave	27.3%	N/A
Paid Bereavement Leave	40.9%	4.6

8.0% and 8.0% of Legislative Assistants/Aides have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

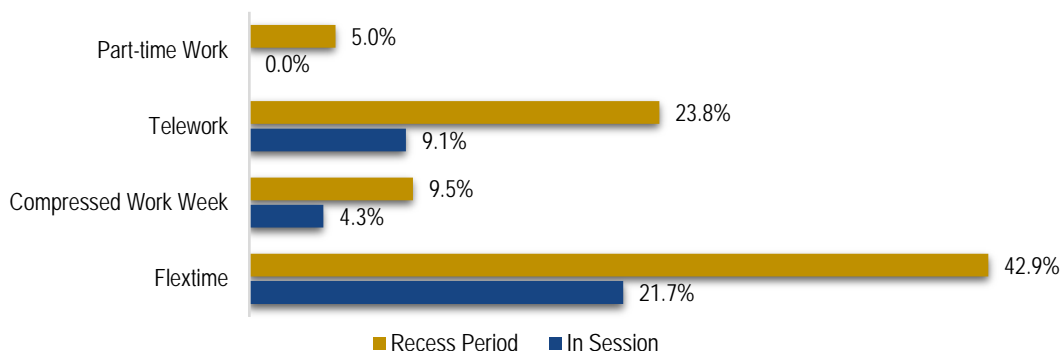
57.1% can roll over *PTO/vacation* days

- 19.0% can roll over unlimited days
- 38.1% can roll over an average of 18.0 days

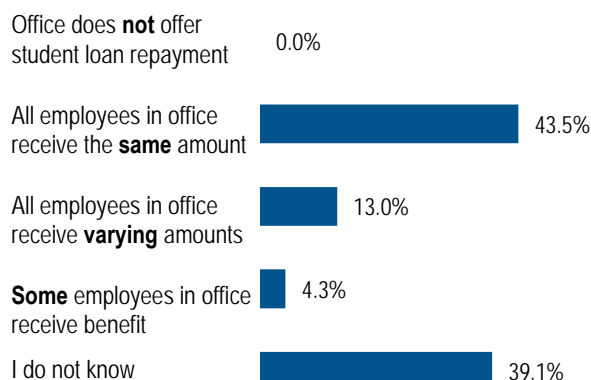
40.9% can roll over *sick* days

- 31.8% can roll over unlimited days
- 9.1% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits



28.0% of Legislative Assistants/Aides receive student loan repayments. The average amount of student loan repayment is **\$737.86** per month.



40.0% of Legislative Assistants/Aides receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



92.0% Not Military

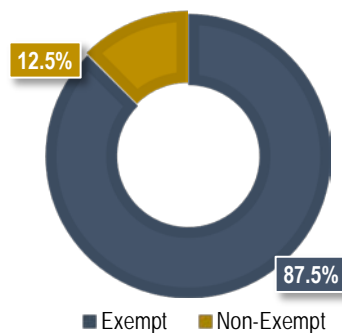


0.0% Reservist



8.0% Previous Military

Exempt Status



Tenure



3.3 average years working at House of Representatives

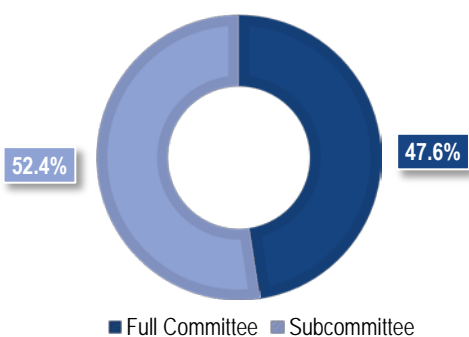
0.9 average years in current position

3.2 average years in Federal Government

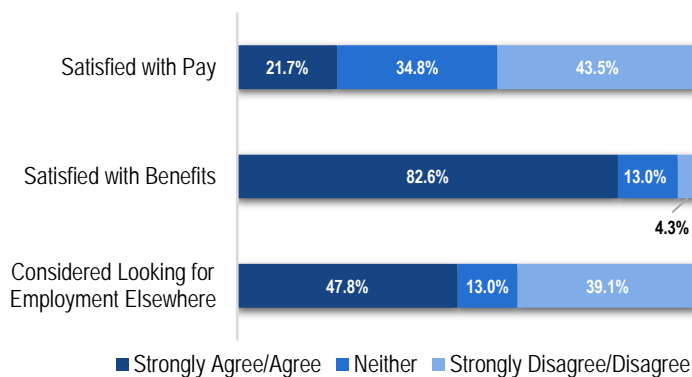
Work Status

0% of Legislative Assistants/Aides are part-time.

Committee Type

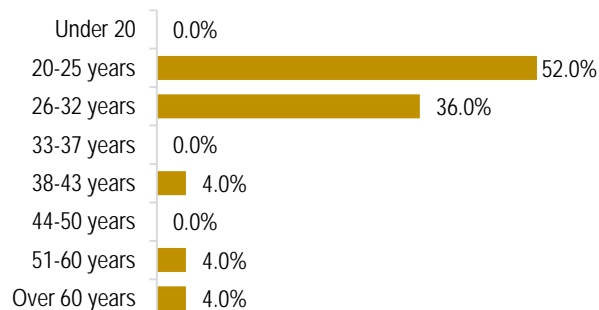


Job Perceptions

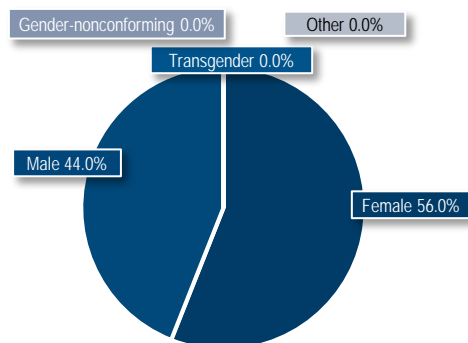


DEMOGRAPHICS

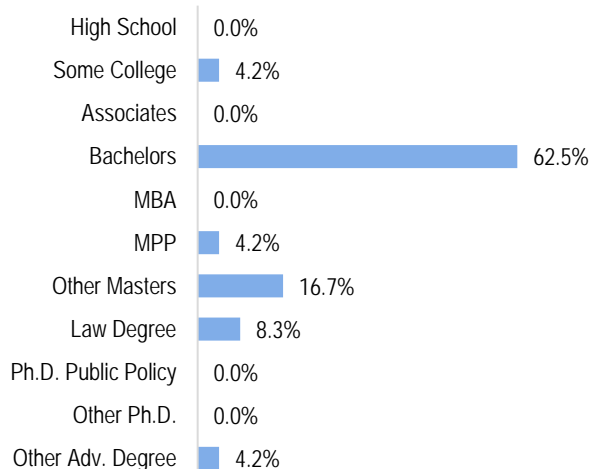
Age



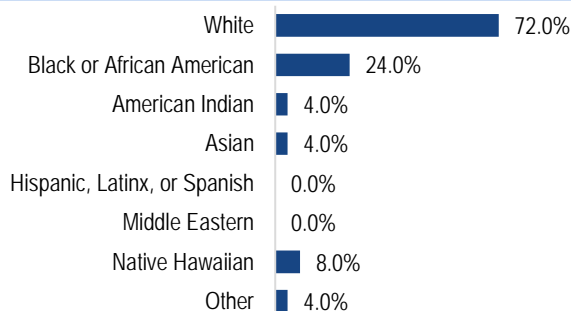
Gender/Gender Identity



Education



Race/Ethnicity

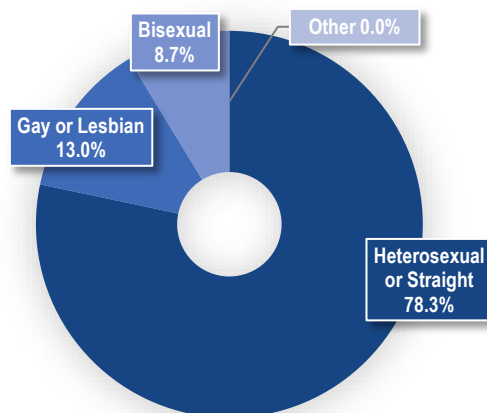


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	4.3%
Agnostic	26.1%
Christian	60.9%
Buddhist	0.0%
Hindu	0.0%
Jewish	8.7%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Staff Assistant

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$39,541 annually, on average. Has been in the position for 1.3 years. Has a bachelor's degree. Receives 25.1 days of paid time off (PTO)/vacation and sick leave per year. 25.5% can telework to some extent during the year. <p>Number of Respondents = 57 Staff Assistants</p>	Staff Assistants greet and screen visitors; respond to requests for information; maintain handout literature; and perform general administrative duties.

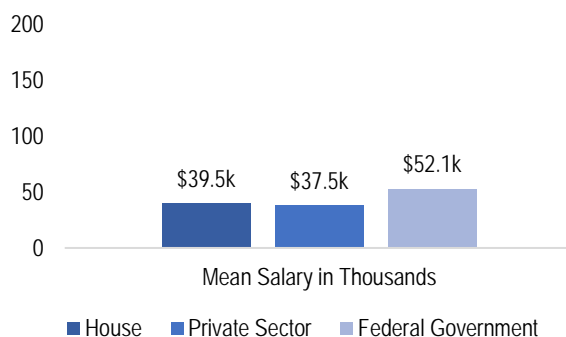
COMPENSATION AND BENEFITS

Salary

Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$21,599	N/A	N/A
25%	\$32,250	\$28,440	\$44,460
50% (median)	\$38,000	\$36,140	\$50,950
Mean	\$39,541	\$37,470	\$52,110
75%	\$45,000	\$45,620	\$59,420
Maximum	\$81,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	6.3%	N/A
Annual Salary Increase/Raise	23.5%	N/A
Bonuses (Lump Sum)/Pay Adjustments	32.4%	\$3,089.38



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	83.6%	14.1
Paid Sick Leave	74.5%	11.0
Paid FMLA Leave	45.3%	51.5
Paid Administrative Leave	34.5%	N/A
Paid Bereavement Leave	34.0%	N/A

10.7% and 12.5% of Staff Assistants have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

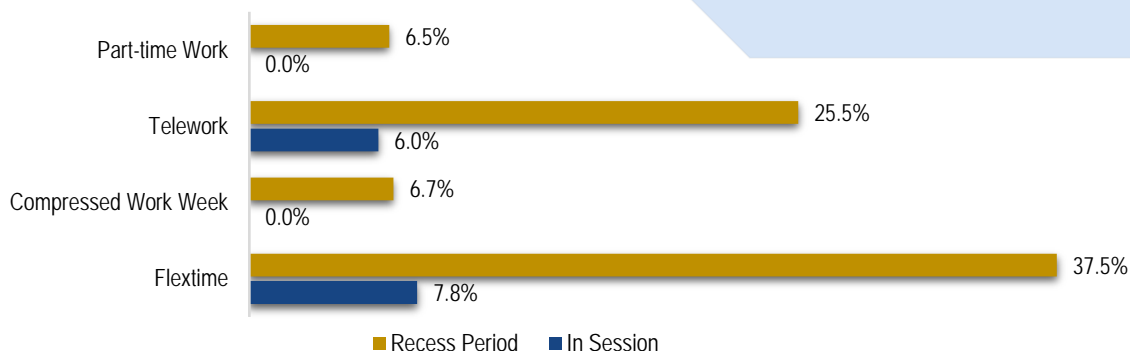
56.5% can roll over *PTO/vacation* days

- 30.4% can roll over unlimited days
- 26.1% can roll over an average of 15.9 days

31.7% can roll over *sick* days

- 26.8% can roll over unlimited days
- 4.9% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 1.8%

All employees in office receive the **same** amount 47.3%

All employees in office receive **varying** amounts 16.4%

Some employees in office receive benefit 0.0%

I do not know 34.5%



23.0% of Staff Assistants receive student loan repayments. The average amount of student loan repayment is **\$807.38** per month.



35.1% of Staff Assistants receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



98.2% Not Military

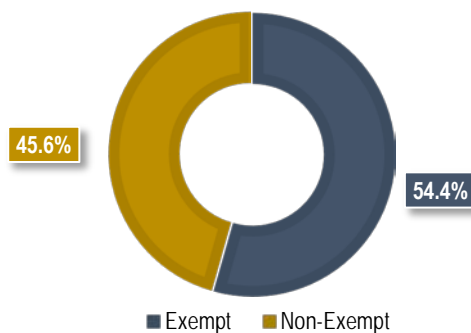


0.0% Reservist



1.8% Previous Military

Exempt Status



Tenure



1.3 average years working at House of Representatives

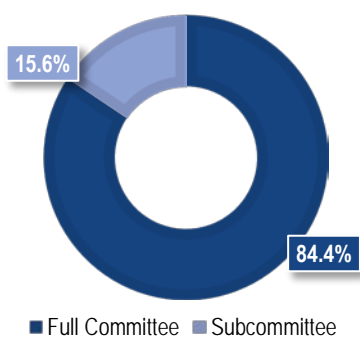
1.3 average years in current position

1.1 average years in Federal Government

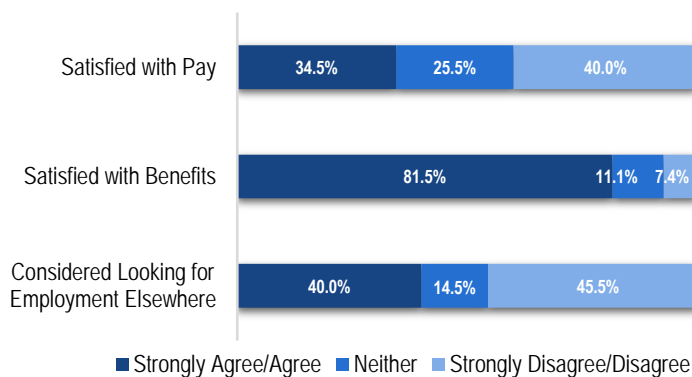
Work Status

1.8% Staff Assistants are part-time.

Committee Type

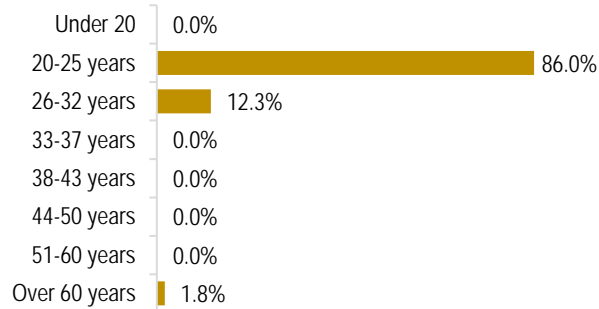


Job Perceptions

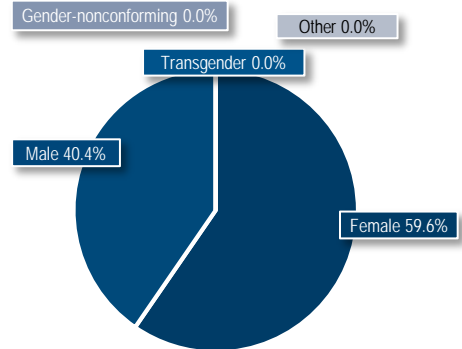


DEMOGRAPHICS

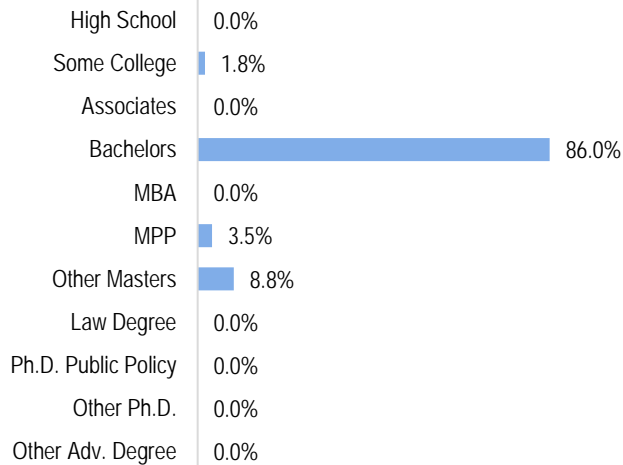
Age



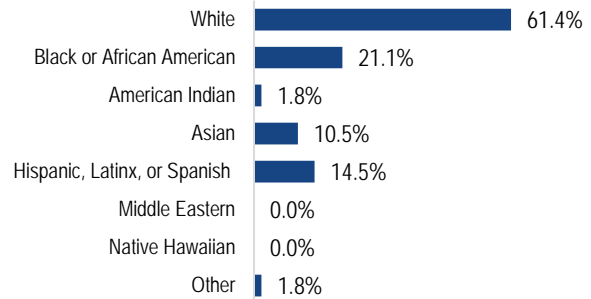
Gender/Gender Identity



Education



Race/Ethnicity

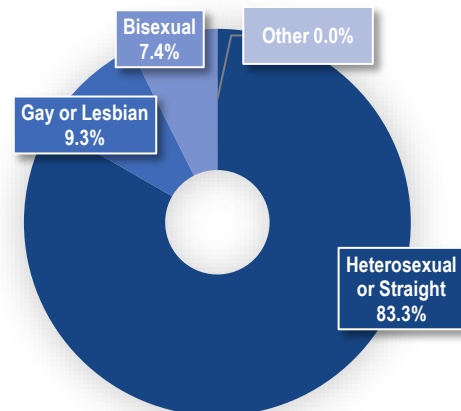


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	26.9%
Agnostic	13.5%
Christian	44.2%
Buddhist	0.0%
Hindu	1.9%
Jewish	11.5%
Muslim	1.9%
Sikh	0.0%

Sexual Orientation



Member Services/Outreach Director

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$97,046 annually, on average. Has been in the position for 2.0 years. Has a bachelor's degree. Receives 25.4 days of paid time off (PTO)/vacation and sick leave per year. 34.8% can telework to some extent during the year. <p>Number of Respondents = 26 Member Services/Outreach Directors</p>	Member Services/Outreach Directors serve as liaisons for Committees or Member offices to address Member needs and/or advance legislative initiatives, and ensure Member requests and questions are addressed.

COMPENSATION AND BENEFITS

Salary

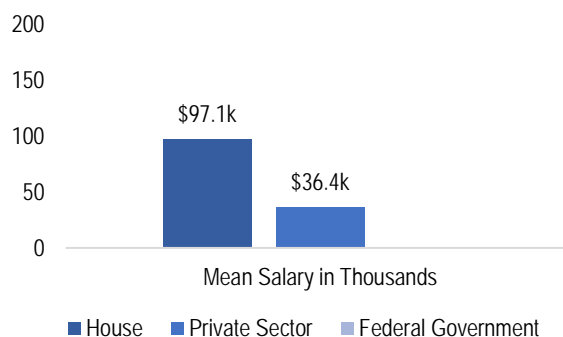
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$40,000	N/A	N/A
25%	\$68,750	\$26,670	N/A
50% (median)	\$93,250	\$33,680	N/A
Mean	\$97,046	\$36,430	N/A
75%	\$125,000	\$42,930	N/A
Maximum	\$162,000	N/A	N/A



For each year that Member Services/Outreach Directors are in their positions, they receive a **5.0%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	6.3%	N/A
Annual Salary Increase/Raise	50.0%	10.2%
Bonuses (Lump Sum)/Pay Adjustments	55.6%	\$4,166.67



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	96.0%	15.0
Paid Sick Leave	100.0%	10.4
Paid FMLA Leave	76.9%	47.7
Paid Administrative Leave	44.0%	N/A
Paid Bereavement Leave	45.8%	5.2

19.2% and 15.4% of Member Services/Outreach Directors have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

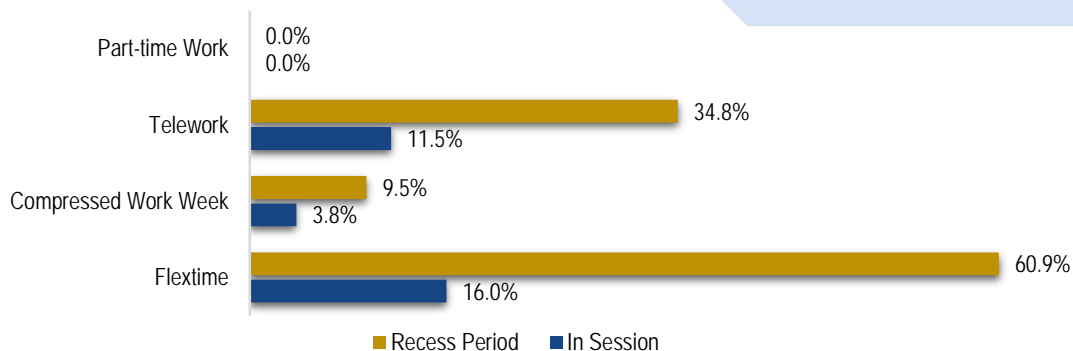
45.8% can roll over *PTO/vacation days*

- 20.8% can roll over unlimited days
- 25.0% can roll over a limited number of days

44.0% can roll over *sick days*

- 36.0% can roll over unlimited days
- 8.0% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 34.6%

All employees in office receive **varying** amounts 11.5%

Some employees in office receive benefit 3.8%

I do not know 50.0%



11.5% of Member Services/Outreach Directors receive student loan repayments.



42.3% of Member Services/Outreach Directors receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

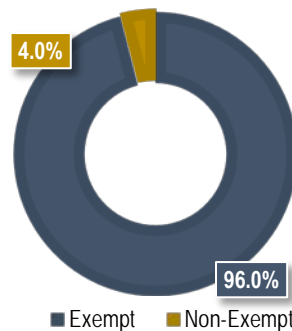


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



6.2 average years working at House of Representatives

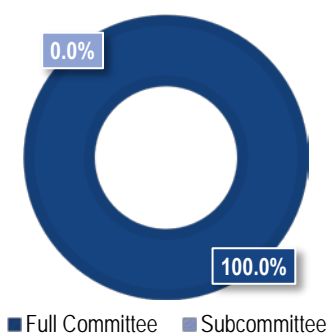
2.0 average years in current position

6.1 average years in Federal Government

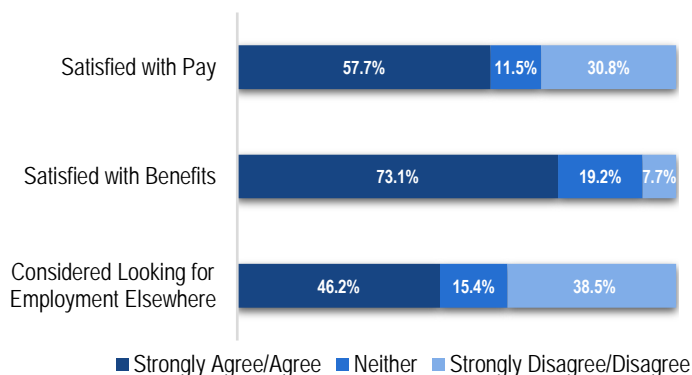
Work Status

0% of Member Services/Outreach Directors are part-time.

Committee Type

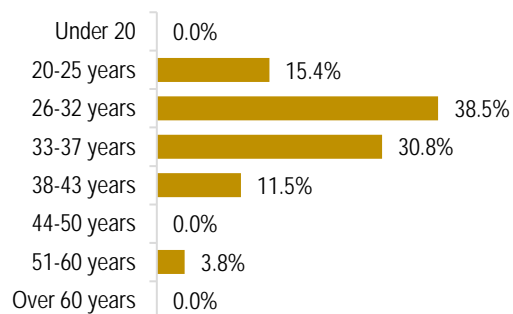


Job Perceptions

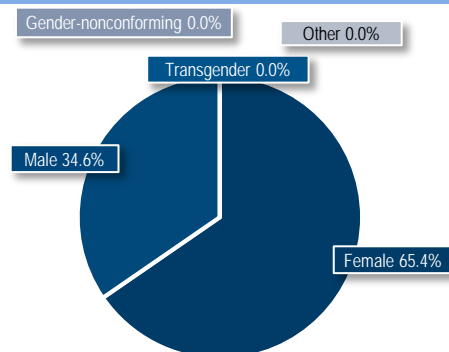


DEMOGRAPHICS

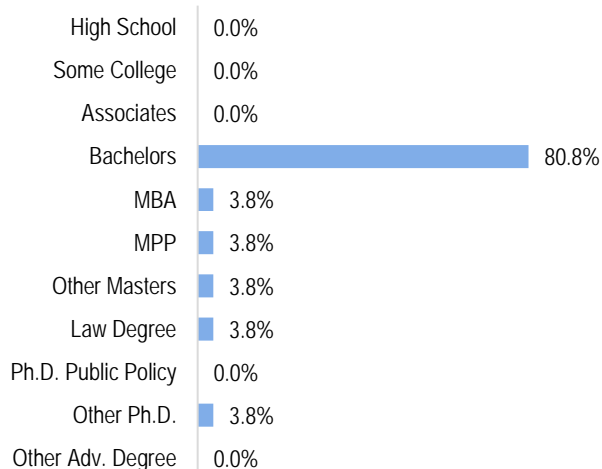
Age



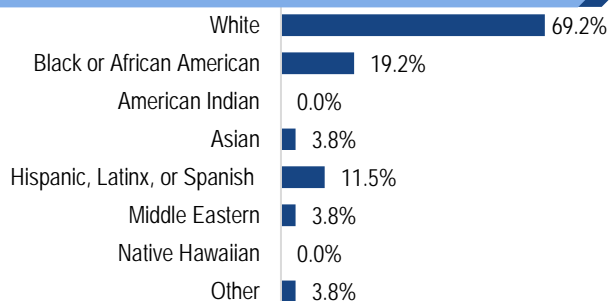
Gender/Gender Identity



Education



Race/Ethnicity

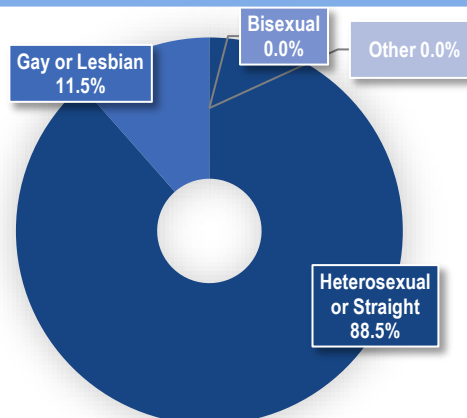


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	8.0%
Agnostic	8.0%
Christian	68.0%
Buddhist	0.0%
Hindu	4.0%
Jewish	8.0%
Muslim	4.0%
Sikh	0.0%

Sexual Orientation



Clerk

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$74,878 annually, on average. Has been in the position for 4.3 years. Has a bachelor's degree. Receives 29.4 days of paid time off (PTO)/vacation and sick leave per year. 27.3% can telework to some extent during the year. <p>Number of Respondents = 54 Clerks</p>	Clerks assist with the preparation and conduct of markups; assist with hearing preparation, maintaining and archiving of Committee records; assist with the printing of Committee documents, and executing other administrative duties as needed.

COMPENSATION AND BENEFITS

Salary

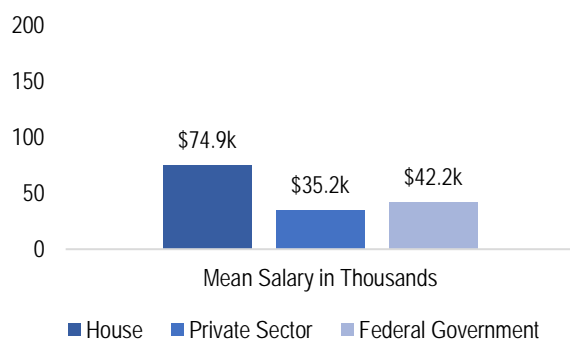
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$30,000	N/A	N/A
25%	\$45,000	\$25,080	\$37,840
50% (median)	\$57,750	\$32,550	\$41,190
Mean	\$74,878	\$35,210	\$42,170
75%	\$105,000	\$41,830	\$45,480
Maximum	\$170,696	N/A	N/A



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

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	12.9%	N/A
Annual Salary Increase/Raise	40.0%	11.1%
Bonuses (Lump Sum)/Pay Adjustments	42.9%	\$6,791.67



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	91.8%	17.0
Paid Sick Leave	91.8%	12.4
Paid FMLA Leave	51.1%	84.0
Paid Administrative Leave	52.1%	N/A
Paid Bereavement Leave	43.8%	5.0

9.6% and 19.2% of Clerks have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

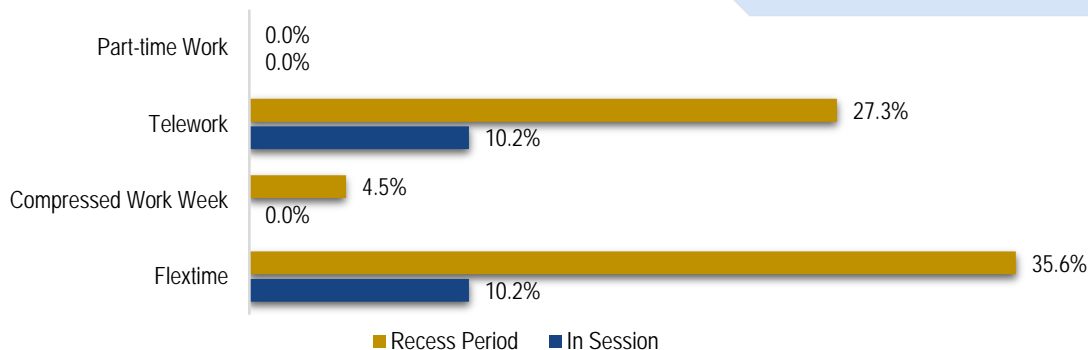
53.7% can roll over PTO/vacation days

- 9.8% can roll over unlimited days
- 43.9% can roll over an average of 18.3 days

26.2% can roll over sick days

- 21.4% can roll over unlimited days
- 4.8% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 46.9%

All employees in office receive **varying** amounts 14.3%

Some employees in office receive benefit 2.0%

I do not know 36.7%



18.5% of Clerks receive student loan repayments. The average amount of student loan repayment is **\$833.00** per month.



42.6% of Clerks receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

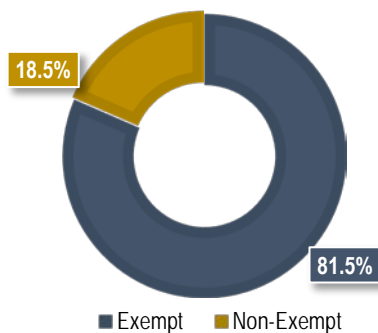


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



9.1 average years working at House of Representatives

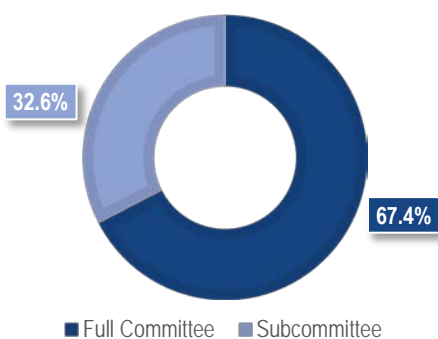
4.3 average years in current position

9.0 average years in Federal Government

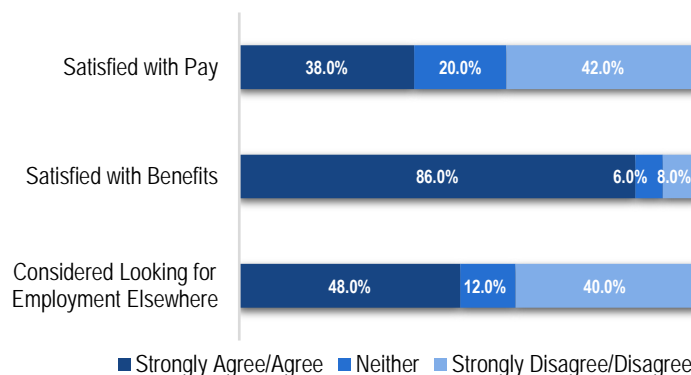
Work Status

1.9% of Clerks are part-time.

Committee Type

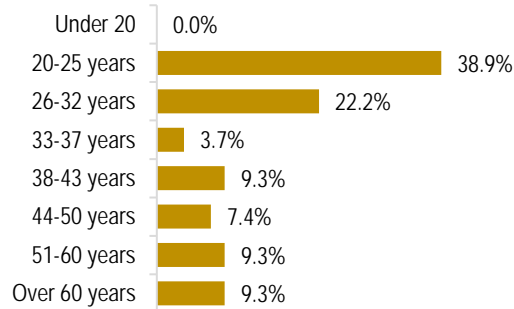


Job Perceptions

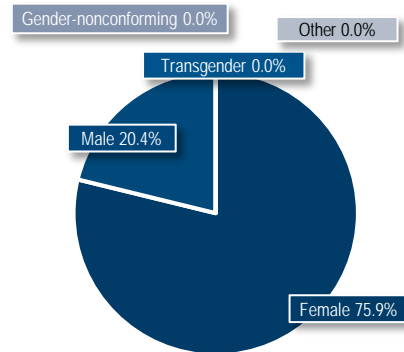


DEMOGRAPHICS

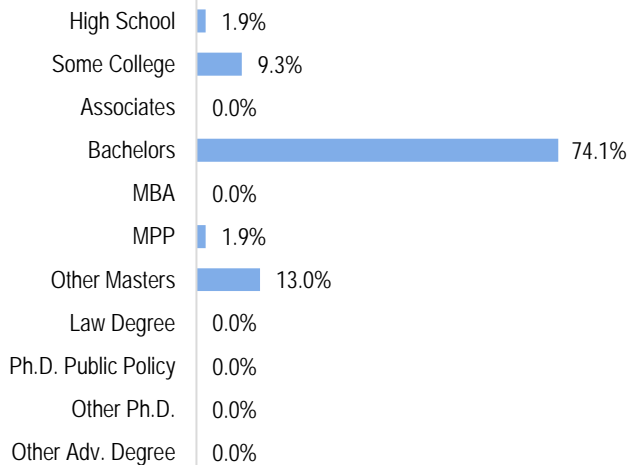
Age



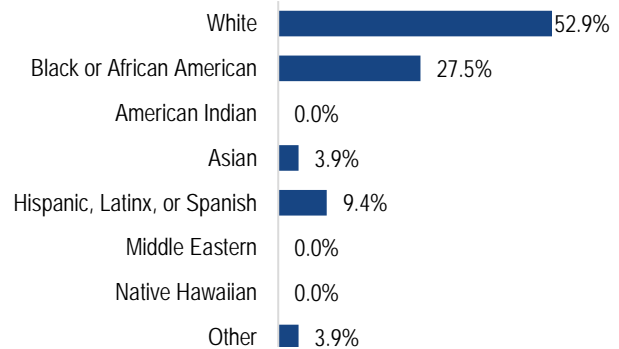
Gender/Gender Identity



Education



Race/Ethnicity

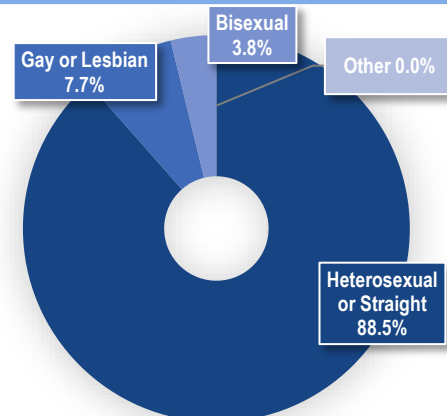


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	19.6%
Agnostic	5.9%
Christian	66.7%
Buddhist	0.0%
Hindu	0.0%
Jewish	5.9%
Muslim	0.0%
Sikh	0.0%
Other	2.0%

Sexual Orientation



Senior Policy Advisor/Policy Advisor

POSITION DETAILS

Position Summary

- Earns \$123,088 annually, on average.
- Has been in the position for 3.8 years.
- Has a master of public policy degree.
- Receives 31.7 days of paid time off (PTO)/vacation and sick leave per year.
- 45.0% can telework to some extent during the year.

Number of Respondents = 24 Senior Policy Advisors/
Policy Advisors

Summary of Primary Duties

Senior Policy Advisors/Policy Advisors provide support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios.

COMPENSATION AND BENEFITS

Salary

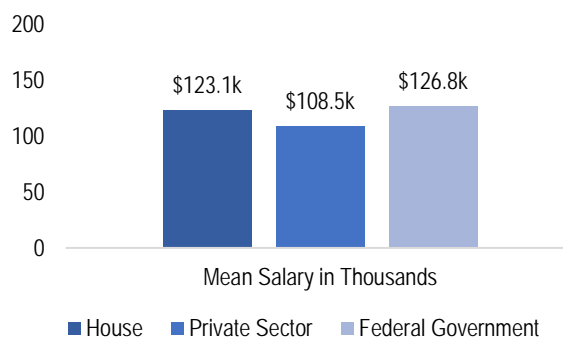
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$45,000	N/A	N/A
25%	\$93,125	\$64,940	\$106,660
50% (median)	\$132,500	\$108,410	\$126,060
Mean	\$123,088	\$108,540	\$126,770
75%	\$157,500	\$144,470	\$148,960
Maximum	\$168,411	N/A	N/A



For each year that Senior Policy Advisors/Policy Advisors are in their positions, they receive a **4.9%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	5.9%	N/A
Annual Salary Increase/Raise	47.6%	5.7%
Bonuses (Lump Sum)/Pay Adjustments	50.0%	\$4,160.00



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	95.7%	19.7
Paid Sick Leave	86.4%	12.0
Paid FMLA Leave	77.3%	53.4
Paid Administrative Leave	47.6%	N/A
Paid Bereavement Leave	50.0%	N/A

20.8% and 33.3% of Senior Policy Advisors/Policy Advisors have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

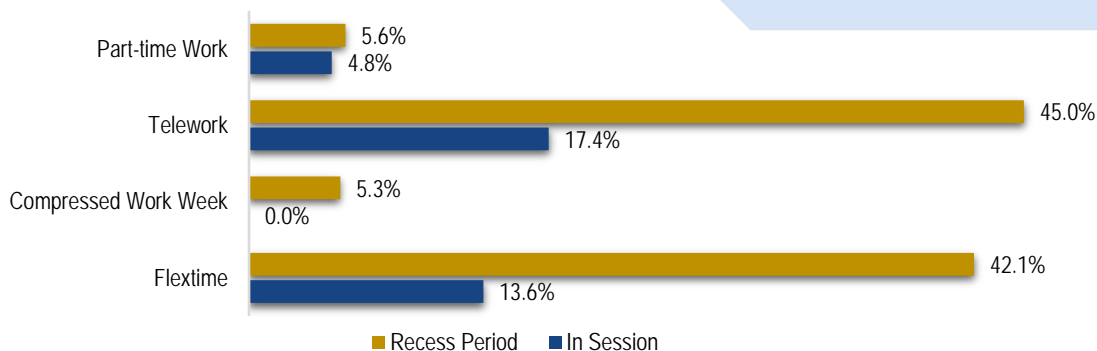
45.4% can roll over *PTO/vacation days*

- 13.6% can roll over unlimited days
- 31.8% can roll over an average of 72.0 days

21.1% can roll over *sick days*

- 21.1% can roll over unlimited days
- 0.0% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 43.5%

All employees in office receive **varying** amounts 4.3%

Some employees in office receive benefit 0.0%

I do not know 52.2%



8.3% of Senior Policy Advisors/Policy Advisors receive student loan repayments.



45.8% of Senior Policy Advisors/Policy Advisors receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

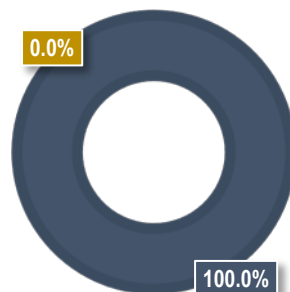


0.0% Reservist



0.0% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



8.0 average years working at House of Representatives

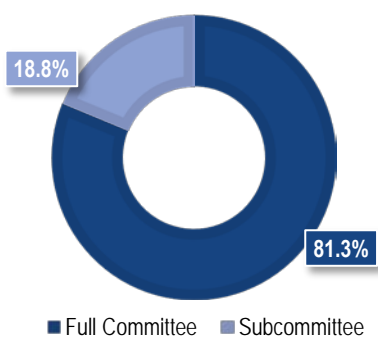
3.8 average years in current position

10.1 average years in Federal Government

Work Status

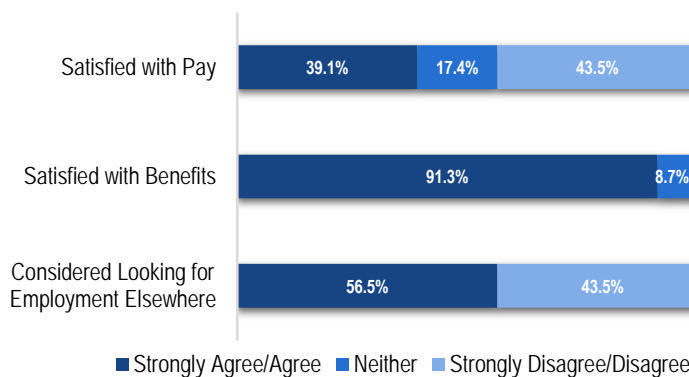
4.2% of Senior Policy Advisors/
Policy Advisors are part-time.

Committee Type



■ Full Committee ■ Subcommittee

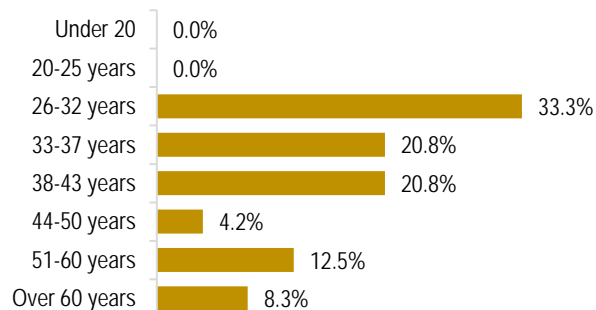
Job Perceptions



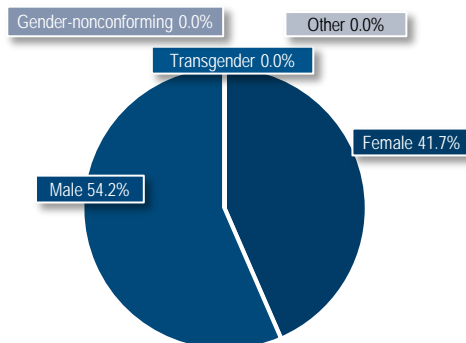
■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

DEMOGRAPHICS

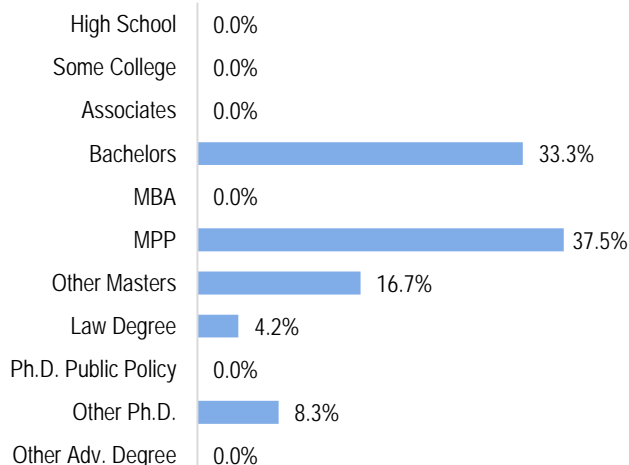
Age



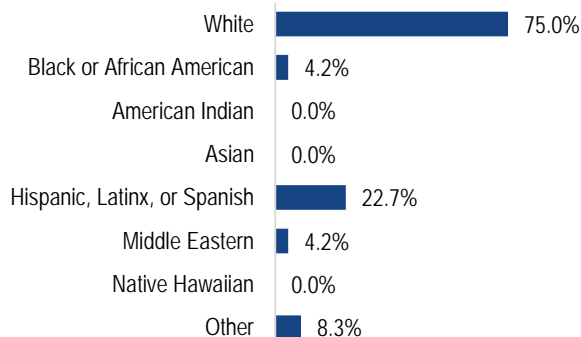
Gender/Gender Identity



Education



Race/Ethnicity

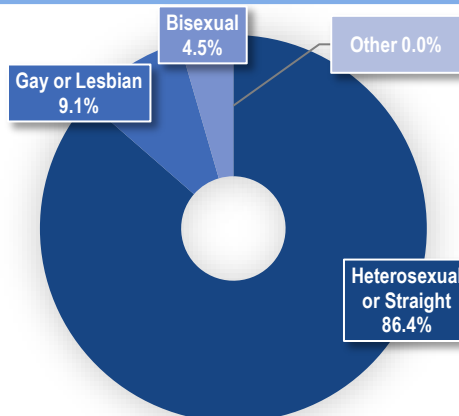


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	13.0%
Agnostic	8.7%
Christian	56.5%
Buddhist	0.0%
Hindu	0.0%
Jewish	17.4%
Muslim	4.3%
Sikh	0.0%

Sexual Orientation



Finance Administrator

POSITION DETAILS

Position Summary

- Earns \$108,419 annually, on average.
- Has been in the position for 7.2 years.
- Has a bachelor's degree.
- Receives 29.4 days of paid time off (PTO)/vacation and sick leave per year.
- 50.0% can telework to some extent during the year.

Number of Respondents = 6 Finance Administrators

Summary of Primary Duties

Finance Administrators collect, process, analyze, monitor, and report on office financial matters; and manage and ensure compliance with policies, professional standards, and laws.

COMPENSATION AND BENEFITS

Salary

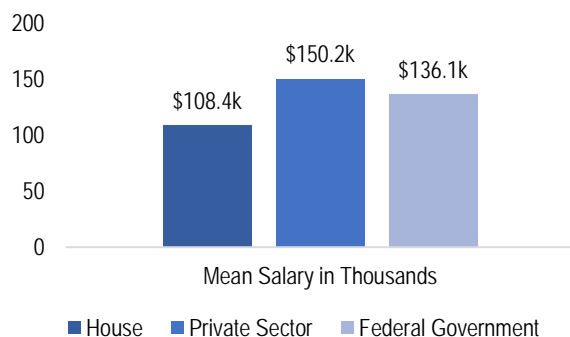
	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$87,500	N/A	N/A
25%	\$91,130	\$92,530	\$120,300
50% (median)	\$107,836	\$130,680	\$134,700
Mean	\$108,419	\$150,210	\$136,050
75%	\$126,250	\$185,540	\$149,580
Maximum	\$130,000	N/A	N/A



For each year that Finance Administrators are in their positions, they receive a **2.8%** average increase in salary.

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	33.3%	N/A
Annual Salary Increase/Raise	50.0%	N/A
Bonuses (Lump Sum)/Pay Adjustments	83.3%	N/A



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	29.4
Paid Sick Leave	100.0%	N/A
Paid FMLA Leave	83.3%	N/A
Paid Administrative Leave	50.0%	N/A
Paid Bereavement Leave	83.3%	N/A

0.0% and 16.7% of Finance Administrators have "no set amount" of leave per year for PTO and sick time, respectively

Roll Over Paid Leave to Next Year

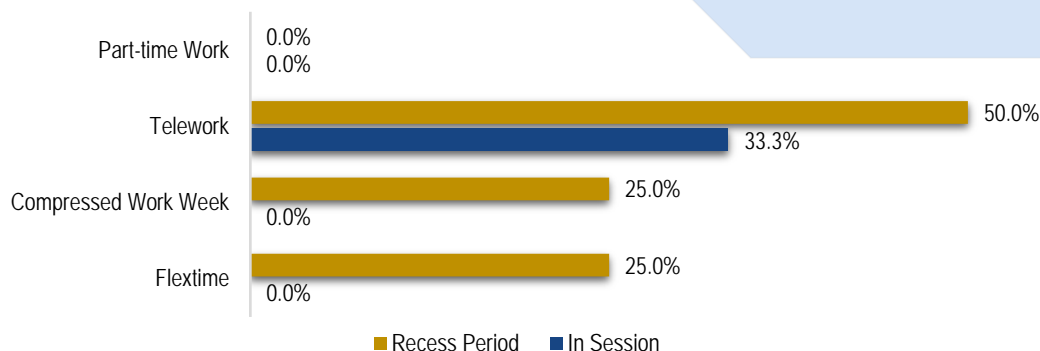
100.0% can roll over PTO/vacation days

- 100.0% can roll over an average of 19.0 days

83.4% can roll over sick days

- 16.7% can roll over unlimited days
- 66.7% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 83.3%

All employees in office receive **varying** amounts 16.7%

Some employees in office receive benefit 0.0%

I do not know 0.0%



16.7% of Finance Administrators receive student loan repayments.



33.3% of Finance Administrators receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

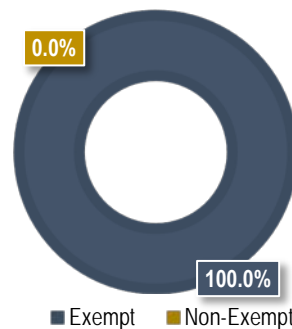


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



12.3 average years working at House of Representatives

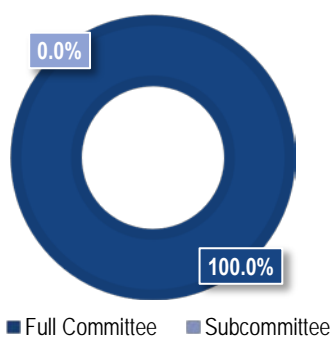
7.2 average years in current position

13.6 average years in Federal Government

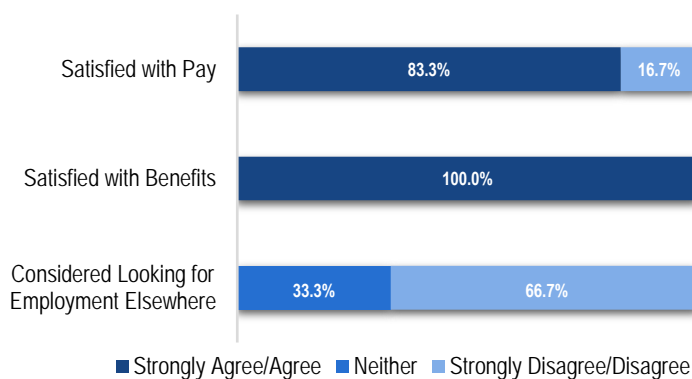
Work Status

0% of Finance Administrators are part-time.

Committee Type

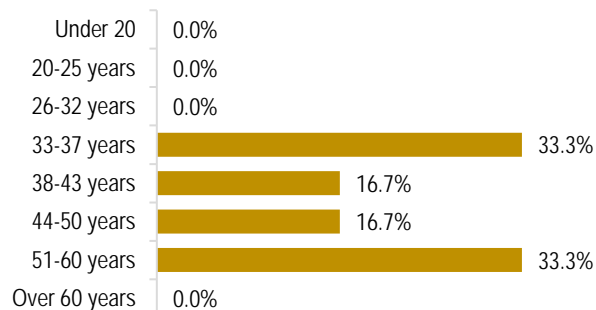


Job Perceptions

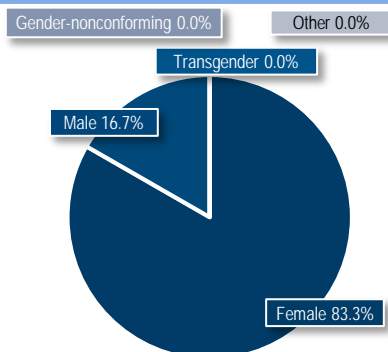


DEMOGRAPHICS

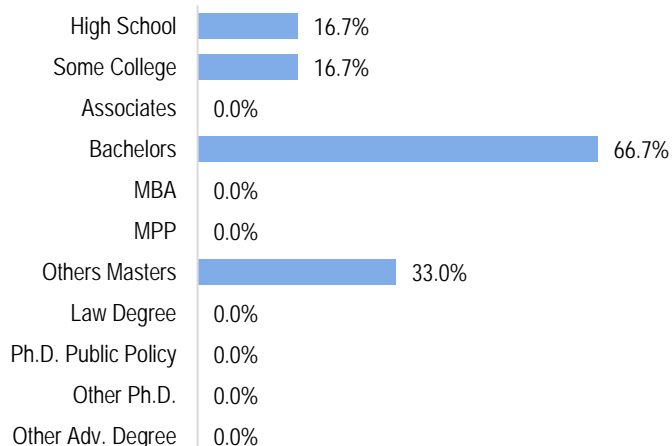
Age



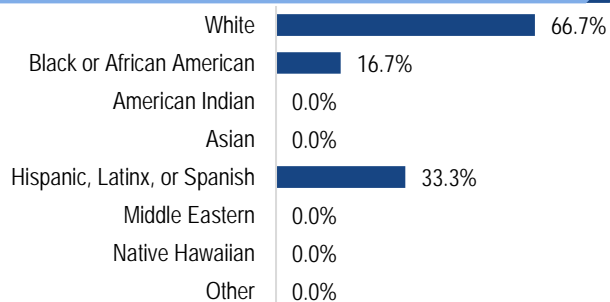
Gender/Gender Identity



Education



Race/Ethnicity

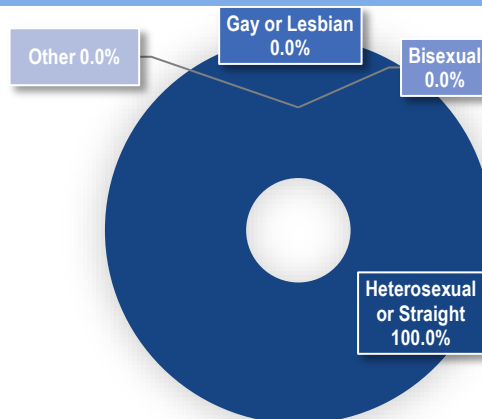


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	0.0%
Agnostic	0.0%
Christian	100.0%
Buddhist	0.0%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Systems Administrator

POSITION DETAILS

Position Summary

- Earns \$107,400 annually, on average.
- Has been in the position for 10.5 years.
- Has a bachelor's degree.

Number of Respondents = 5 Systems Administrators

Summary of Primary Duties

Systems Administrators maintain network hardware and software, monitor network, may perform maintenance, and implement network security measures.

Note: Some results for this job type are not included because of small sample size.

COMPENSATION AND BENEFITS

Salary

	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$85,000	N/A	N/A
25%	\$85,000	\$65,210	\$87,040
50% (median)	\$105,000	\$83,650	\$97,770
Mean	\$107,400	\$88,710	\$97,120
75%	\$131,000	\$107,380	\$107,120
Maximum	\$137,000	N/A	N/A

Pay Increases

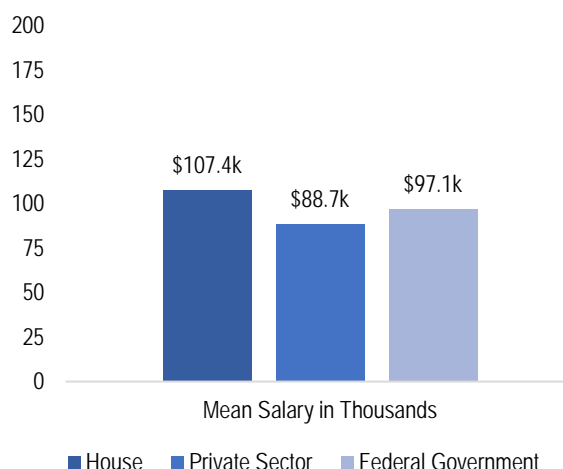
Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	25.0%	N/A
Annual Salary Increase/Raise	50.0%	N/A
Bonuses (Lump Sum)/Pay Adjustments	100.0%	N/A



0% of Systems Administrators receive student loan repayments.



40.0% of Systems Administrators receive transit benefits.



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



60.0% Not Military



40.0% Reservist



0.0% Previous Military

Work Status

0% of Systems Administrators are part-time.

Tenure



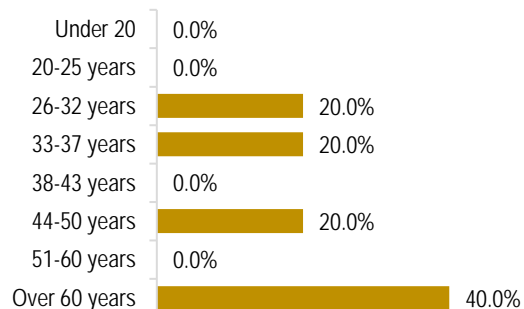
16.2 average years working at House of Representatives

10.5 average years in current position

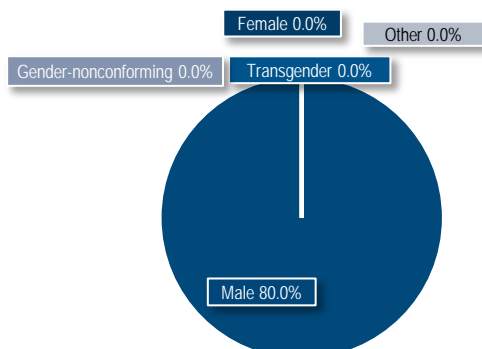
15.6 average years in Federal Government

DEMOGRAPHICS

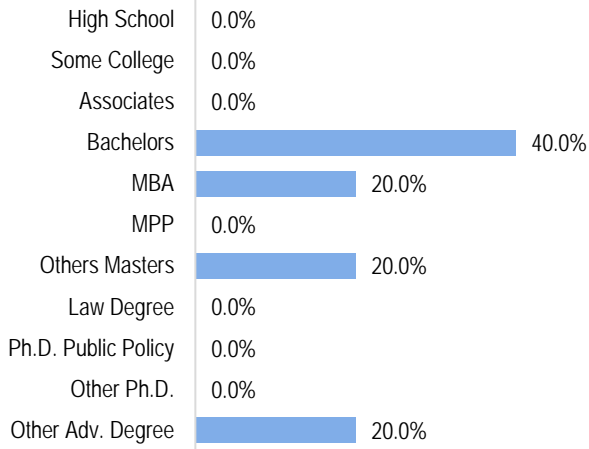
Age



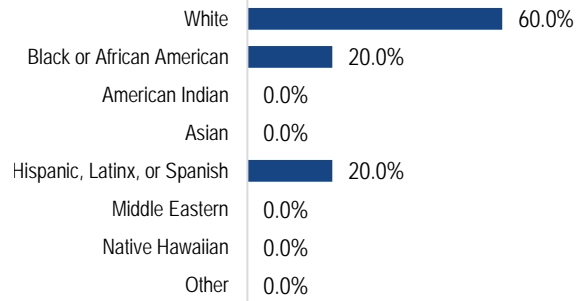
Gender/Gender Identity



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.

Paid Intern

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$17,185 annually, on average. Has been in the position for 0.2 years. Has some college education. 8.0% can telework to some extent during the year. <p>Number of Respondents = 34 Paid Interns</p>	<p>Paid Interns conduct operational tasks, including managing a front office, answering phones, and additional administrative tasks.</p>

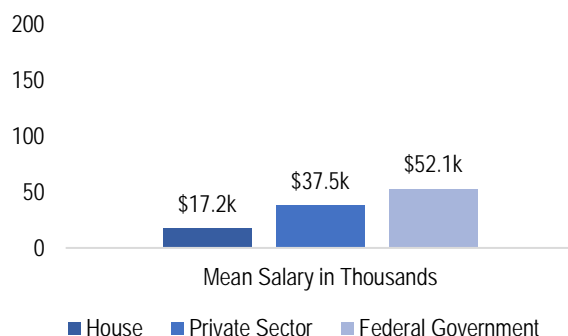
COMPENSATION AND BENEFITS

Salary

	House Survey	Benchmarking	
Percentile	2019	Private Sector	Federal Govt.
Minimum	\$6,000	N/A	N/A
25%	\$12,000	\$28,440	\$44,460
50% (median)	\$18,677	\$36,140	\$50,950
Mean	\$17,185	\$37,470	\$52,110
75%	\$21,599	\$45,620	\$59,420
Maximum	\$21,599	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	0.0%	N/A
Annual Salary Increase/Raise	0.0%	N/A
Bonuses (Lump Sum)/Pay Adjustments	0.0%	N/A



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	3.8%	N/A
Paid Sick Leave	7.7%	N/A
Paid FMLA Leave	0.0%	N/A
Paid Administrative Leave	0.0%	N/A
Paid Bereavement Leave	0.0%	N/A

12.1% and 15.2% of Paid Interns have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

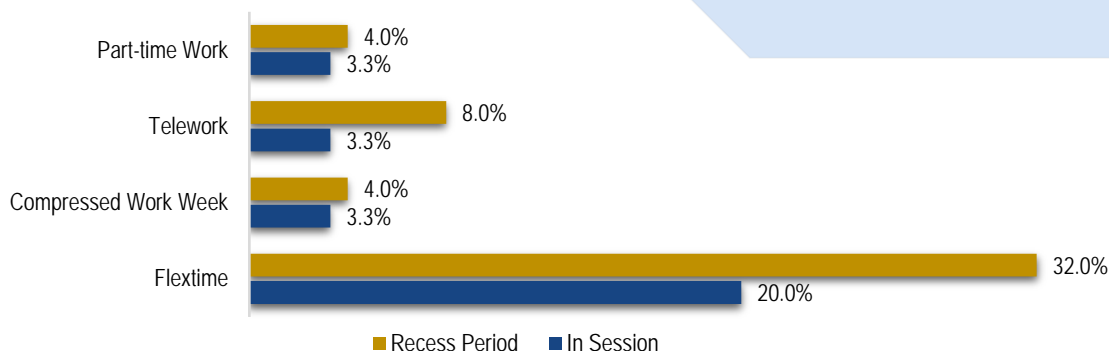
0.0% can roll over *PTO/vacation* days

- 0.0% can roll over unlimited days
- 0.0% can roll over a limited number of days

0.0% can roll over *sick* days

- 0.0% can roll over unlimited days
- 0.0% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 10.3%

All employees in office receive the **same** amount 3.4%

All employees in office receive **varying** amounts 0.0%

Some employees in office receive benefit 0.0%

I do not know 86.2%



0% of Paid Interns receive student loan repayments.



0% of Paid Interns receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

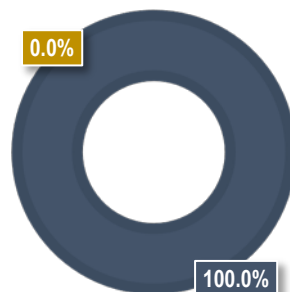


0.0% Reservist



0.0% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



0.2 average years working at House of Representatives

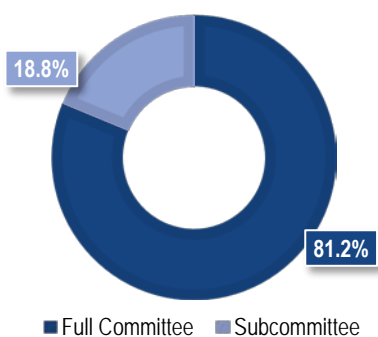
0.2 average years in current position

0.1 average years in Federal Government

Work Status

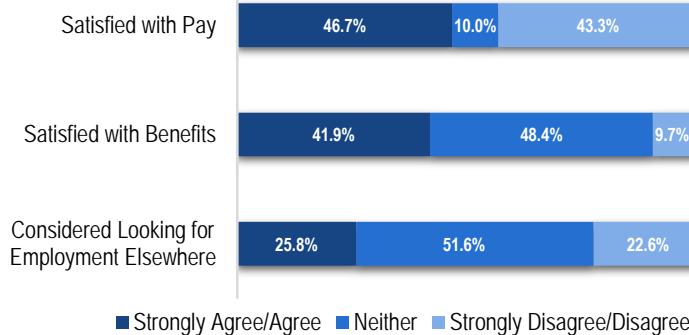
0% of Paid Interns are part-time.

Committee Type



■ Full Committee ■ Subcommittee

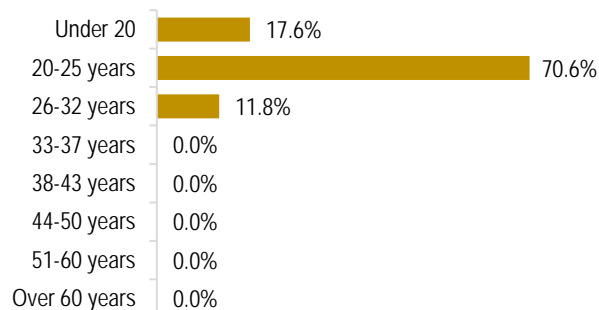
Job Perceptions



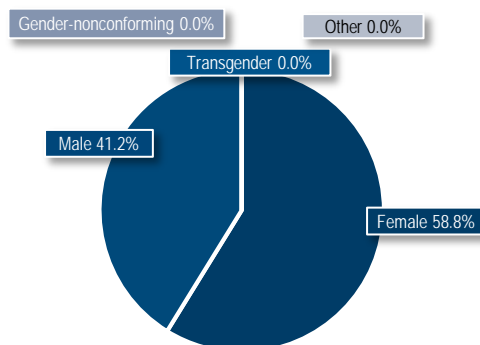
■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

DEMOGRAPHICS

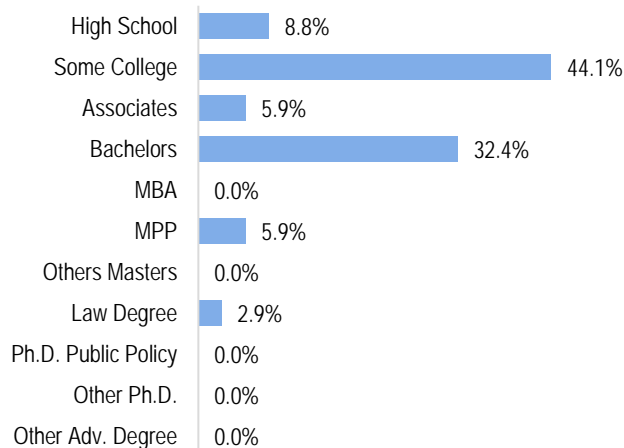
Age



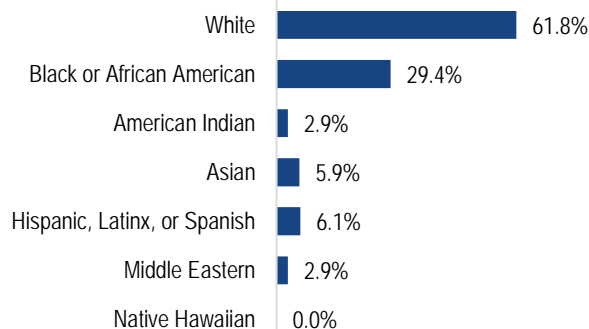
Gender/Gender Identity



Education



Race/Ethnicity

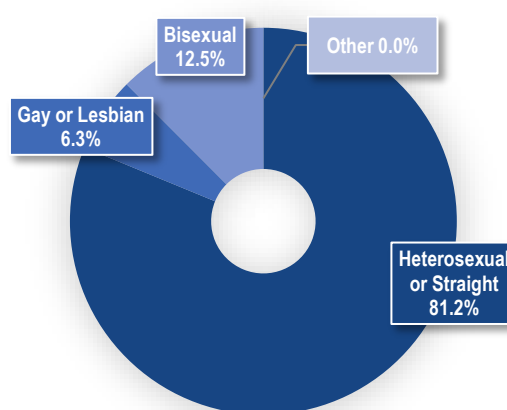


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	25.8%
Agnostic	12.9%
Christian	48.4%
Buddhist	0.0%
Hindu	3.2%
Jewish	6.5%
Muslim	0.0%
Sikh	0.0%
Other	3.2%

Sexual Orientation



Shared Employee

POSITION DETAILS

Position Summary

- Earns \$113,998 annually, on average.
- Has been in the position for 2.6 years.
- Has a bachelor's degree.
- Receives 34.3 days of paid time off (PTO)/vacation and sick leave per year.
- 76.5% can telework to some extent during the year.

Number of Respondents = 21 Shared Employees

COMPENSATION AND BENEFITS

Salary

Percentile	2019 House Survey
Minimum	\$40,000
25%	\$63,000
50% (median)	\$115,932
Mean	\$113,998
75%	\$164,002
Maximum	\$172,500

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	7.1%	N/A
Annual Salary Increase/Raise	28.6%	N/A
Bonuses (Lump Sum)/Pay Adjustments	35.7%	N/A



For each year that Shared Employees are in their positions, they receive a **3.0%** average increase in salary.

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	94.4%	19.3
Paid Sick Leave	94.4%	15.0
Paid FMLA Leave	50.0%	N/A
Paid Administrative Leave	31.3%	N/A
Paid Bereavement Leave	47.1%	N/A

30.0% and 30.0% of Shared Employees have "no set amount" of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

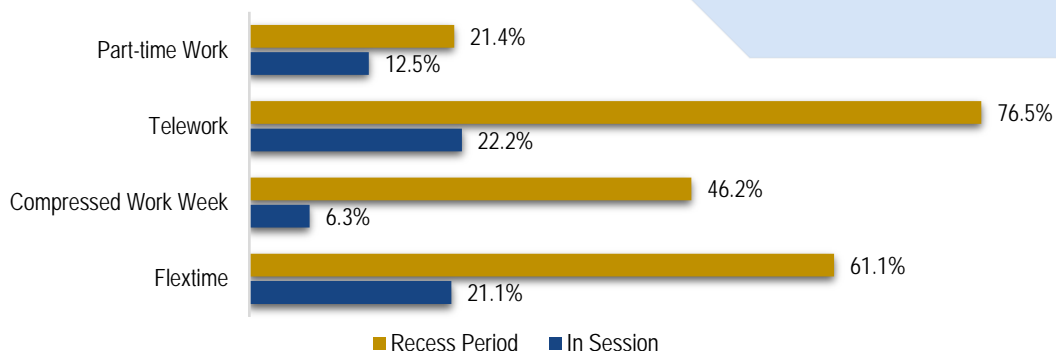
58.8% can roll over PTO/vacation days

- 23.5% can roll over unlimited days
- 35.3% can roll over an average of 9.2 days

50.1% can roll over sick days

- 43.8% can roll over unlimited days
- 6.3% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 0.0%

All employees in office receive the **same** amount 50.0%

All employees in office receive **varying** amounts 10.0%

Some employees in office receive benefit 10.0%

I do not know 30.0%



9.5% of Shared Employees receive student loan repayments.



19.0% of Shared Employees receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



90.5% Not Military

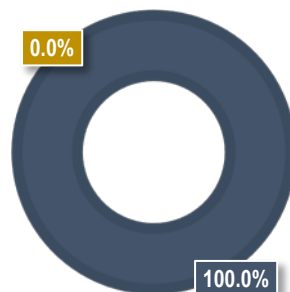


9.5% Reservist



0.0% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



7.3 average years working at House of Representatives

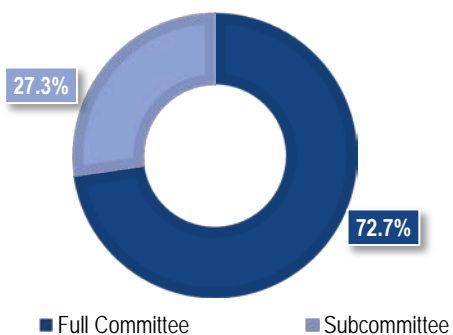
2.6 average years in current position

8.3 average years in Federal Government

Work Status

4.8% of Shared Employees are part-time.

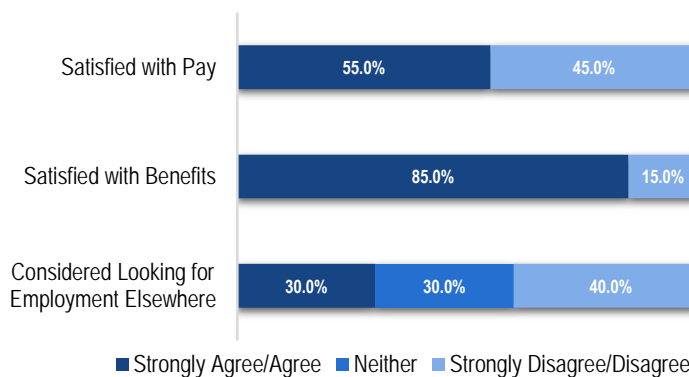
Committee Type



■ Full Committee

■ Subcommittee

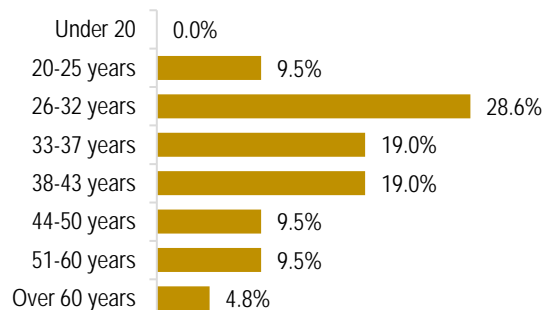
Job Perceptions



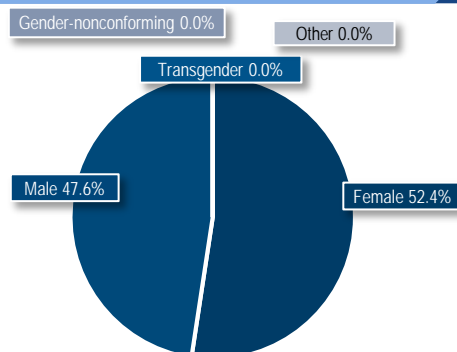
■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

DEMOGRAPHICS

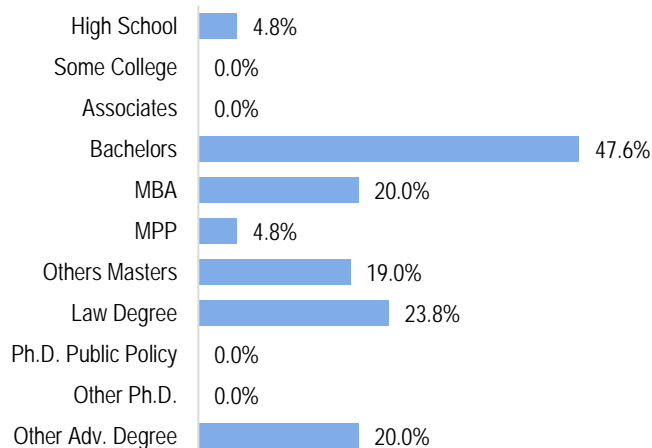
Age



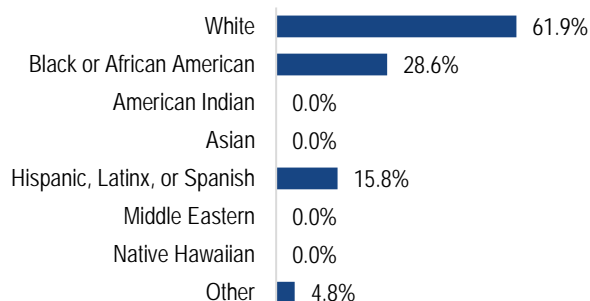
Gender/Gender Identity



Education



Race/Ethnicity

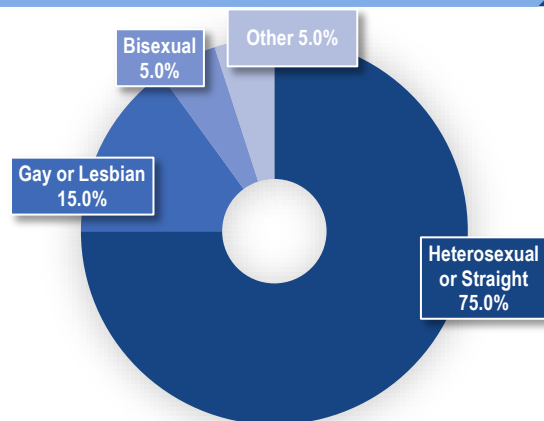


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are 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	19.0%
Agnostic	4.8%
Christian	61.9%
Buddhist	0.0%
Hindu	0.0%
Jewish	14.3%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation





Appendix A

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 116th 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).¹

¹ Cohen, J. (1988). *Statistical power analysis for the behavioral sciences* (2nd ed.). Hillsdale, NJ: Lawrence Earlbaum 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.² 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.³ 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.⁴ 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.⁵ This allows for more organization in collecting,

² <https://www.bls.gov/bls/infhome.htm>

³ <https://www.bls.gov/oes/>

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

⁵ <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.

2019 Compensation and Diversity Study Report

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.

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).
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).

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).

2019 Compensation and Diversity Study Report

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).



Appendix B

2019 House of Representatives Compensation and Diversity Study Survey



In accordance with the FY19 Legislative Branch report and House Rules for the 116th 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?
Cost of Living Adjustment (COLA)	<input type="radio"/> Yes <input type="radio"/> No	_____%
Annual Salary Increase/Raise	<input type="radio"/> Yes <input type="radio"/> No	_____%
Bonuses (Lump Sum)/Pay Adjustments	<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?
Paid Time Off (PTO)/Vacation (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
Sick Leave (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?
Paid FMLA Leave (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
Paid Administrative Leave (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
Paid Bereavement Leave (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
Flextime (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
Compressed work week (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
Telework (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
Part-time work (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 pay I receive for the work I do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am satisfied with the benefits 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) because of my pay and/or benefits.	<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

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

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

By **ICF**

