

2019

House of Representatives Compensation and Diversity Study Report: House Officers

Guide for the 116th Congress

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

By **ICF**



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Introduction

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

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

- Chapter 1: House Officer Results: Overall
- Chapter 2: House Officer Results by Job Type

Specific results for the House of Representatives overall, Member Office staff, and Committee Office and Leadership Office staff are found in separate reports. The following survey results are broken down overall for House Officers and by job type within the report:

Compensation and Benefits

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

Job Characteristics and Perceptions

- Military Experience
- Tenure
- 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).

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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.

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

- Acquisitions/Procurement
- Administrative
- Audio/Visual Production
- Audit and Controls
- Child Care/Education
- Communications
- Digital Media
- Fellow
- Finance
- Human Resources
- Information Technology
- Legal Counsel
- Legislative Operations
- Logistics
- Security



Chapter 1

House Officer Results: Overall

House Officers: Overall

HOUSE OFFICERS SUMMARY

House Officers Staff Summary	House Officer Job Types	
<ul style="list-style-type: none"> Earns \$102,155 annually, on average. Has been in the position for 6.2 years. Has a bachelor's degree. Receives 45.5 days of paid time off (PTO)/vacation and sick leave per year. 46.2% can telework to some extent during the year. 	<ul style="list-style-type: none"> Acquisitions/ Procurement Administrative Audio/Visual Production Audit and Controls Child Care/Education Communications Digital Media 	<ul style="list-style-type: none"> Fellow Finance Human Resources Information Technology Legal Counsel Legislative Operations Logistics Security
Number of Respondents = 769 House Officer staff		

COMPENSATION AND BENEFITS

Salary

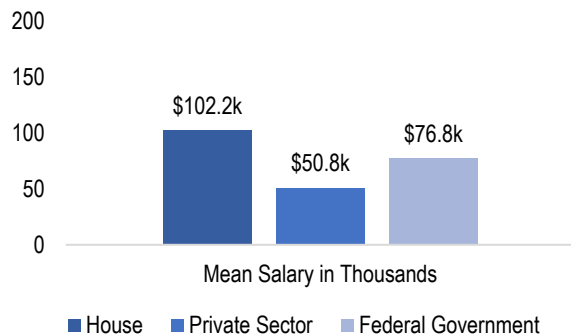
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$34,491	N/A	N/A
25%	\$72,089	\$24,960	\$49,950
50% (median)	\$99,629	\$36,750	\$65,610
Mean	\$102,155	\$50,830	\$76,810
75%	\$130,546	\$60,300	\$97,430
Maximum	\$172,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	86.8%	2.0%
Annual Salary Increase/Raise	36.8%	2.9%
Bonuses (Lump Sum)/ Pay Adjustments	8.2%	\$2,062.45



For each year that House Officer staff are in their positions, they receive a **0.02%** average increase in salary.



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	95.6%	28.2
Paid Sick Leave	98.7%	17.3
Paid FMLA Leave	76.9%	46.4
Paid Administrative Leave	62.7%	6.7
Paid Bereavement Leave	72.0%	4.8

6.3% and 8.2% of House Officer staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

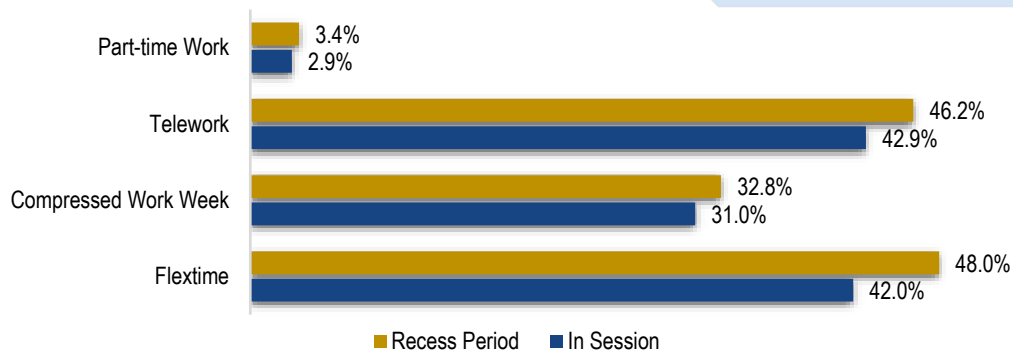
76.6% can roll over *PTO/vacation* days

- 10.5% can roll over unlimited days
- 66.1% can roll over an average of 43.7 days

81.6% can roll over *sick* days

- 72.8% can roll over unlimited days
- 8.8% can roll over an average of 50.1 days

Flexible Work Arrangements



Student Loan and Transit Benefits

Office does **not** offer student loan repayment 1.5%

All employees in office receive the **same** amount 50.4%

All employees in office receive **varying** amounts 5.9%

Some employees in office receive benefit 4.5%

I do not know 37.7%



12.1% of House Officer staff receive student loan repayments. The average amount of student loan repayment is **\$714.76** per month.



28.6% of House Officer staff receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



81.8% Not Military

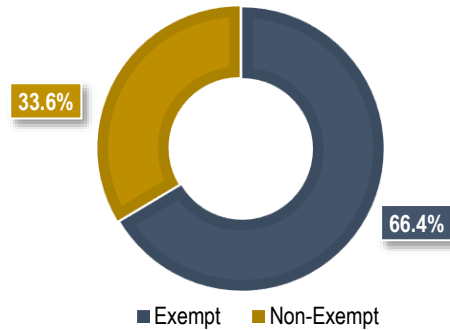


1.1% Reservist



17.1% Previous Military

Exempt Status



Tenure



11.2 average years working at House of Representatives

6.2 average years in current position

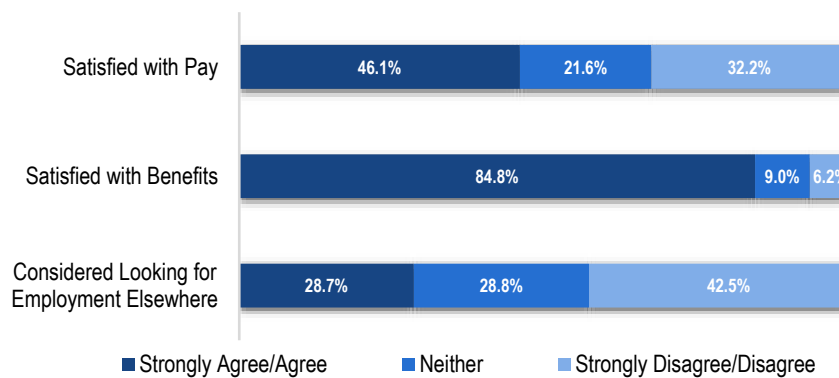
12.0 average years in Federal Government

Work Status

1.9% of House Officer staff are part-time.

Part-time employees work an average of **16.8** hours per week.

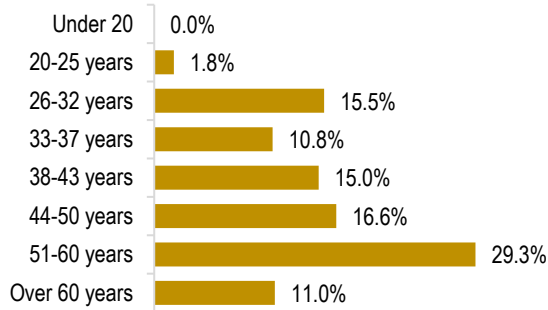
Job Perceptions



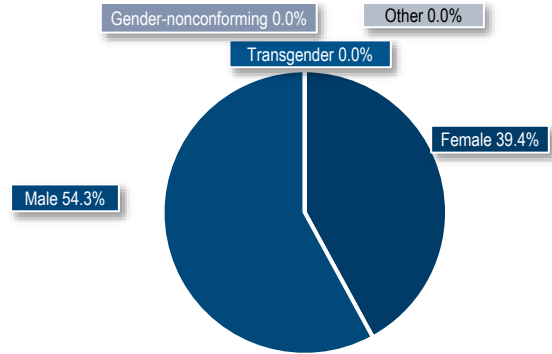
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DEMOGRAPHICS

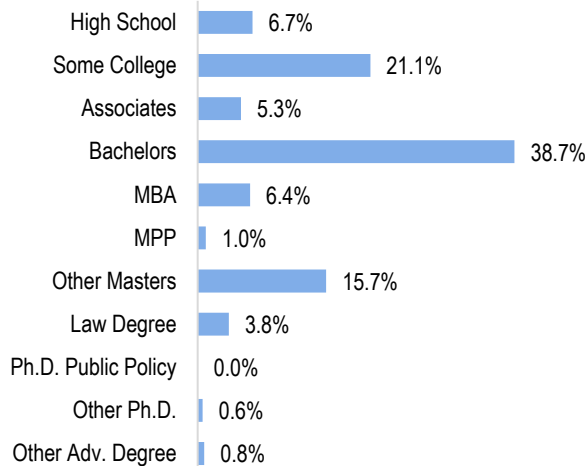
Age



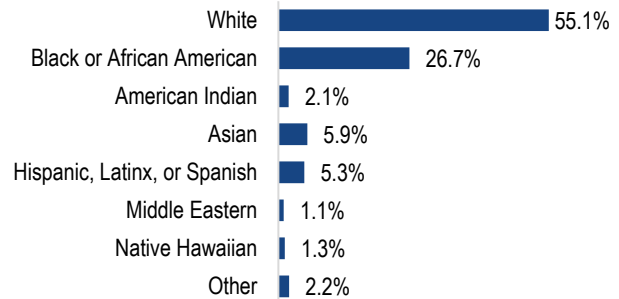
Gender/Gender Identity



Education



Race/Ethnicity

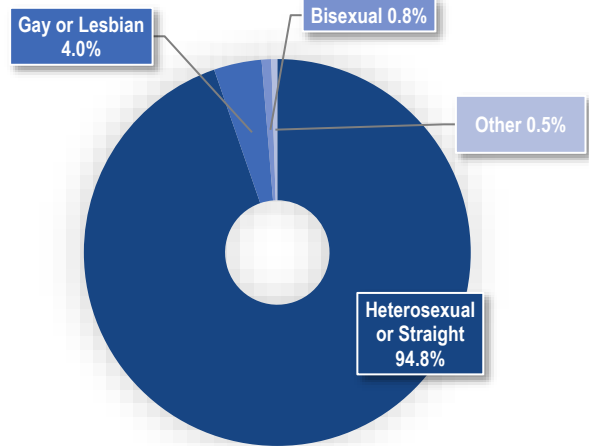


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	16.2%
Agnostic	4.8%
Christian	69.8%
Buddhist	1.3%
Hindu	1.1%
Jewish	2.7%
Muslim	1.0%
Sikh	0.2%
Other	3.0%

Sexual Orientation





Chapter 2

House Officer Results by Job Type

Acquisitions/Procurement

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$98,190 annually, on average. Has been in the position for 6.5 years. Has some college education or a bachelor's degree. Receives 58.6 days of paid time off (PTO)/vacation and sick leave per year. 55.6% can telework to some extent during the year. <p>Number of Respondents = 26 Acquisitions/Procurement staff</p>	<p>Acquisitions/Procurement staff procure or facilitate the procurement of office supplies, equipment, and/or service contracts for House offices.</p>

COMPENSATION AND BENEFITS

Salary

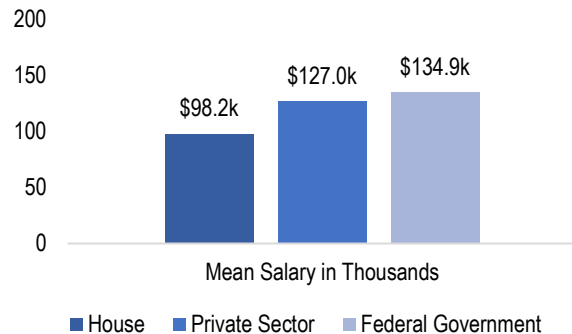
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$42,366	N/A	N/A
25%	\$72,400	\$90,290	\$122,230
50% (median)	\$91,553	\$118,410	\$133,690
Mean	\$98,190	\$127,020	\$134,870
75%	\$120,549	\$152,610	\$148,280
Maximum	\$168,411	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	90.5%	2.1%
Annual Salary Increase/Raise	35.0%	5.0%
Bonuses (Lump Sum)/Pay Adjustments	9.5%	N/A



For each year that Acquisitions/Procurement staff are in their positions, they receive a **3.1%** average increase in salary.



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	91.7%	35.3
Paid Sick Leave	91.7%	23.3
Paid FMLA Leave	59.1%	N/A
Paid Administrative Leave	71.4%	N/A
Paid Bereavement Leave	66.7%	N/A

11.5% and 11.5% of Acquisitions/Procurement staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

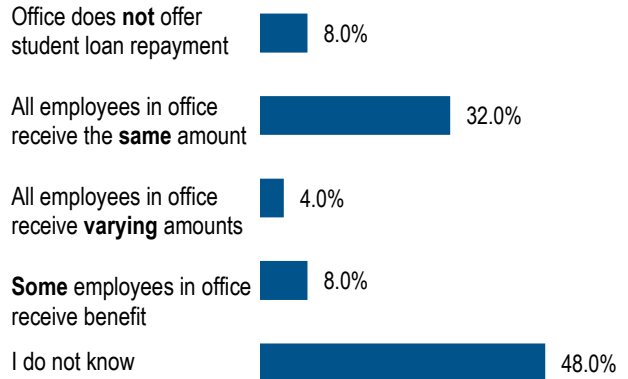
68.2% can roll over PTO/vacation days

- 9.1% can roll over unlimited days
- 59.1% can roll over an average of 32.4 days

86.4% can roll over sick days

- 86.4% can roll over unlimited days

Student Loan and Transit Benefits

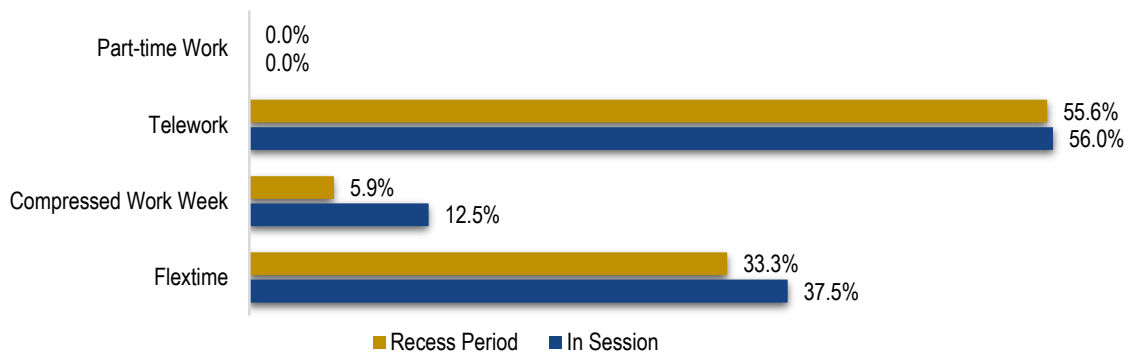


3.8% of Acquisitions/Procurement staff receive student loan repayments.



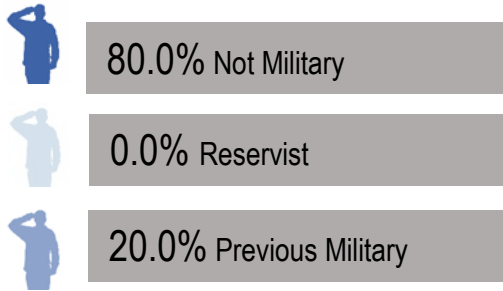
38.5% of Acquisitions/Procurement staff receive transit benefits.

Flexible Work Arrangements

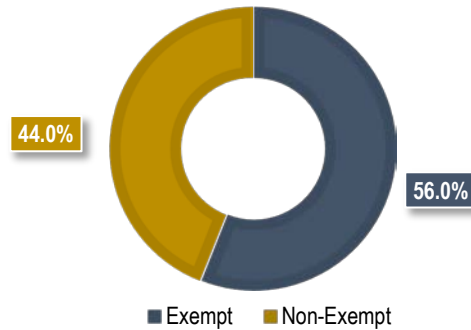


JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



Exempt Status



Tenure



14.5 average years working at House of Representatives
6.5 average years in current position
17.2 average years in Federal Government

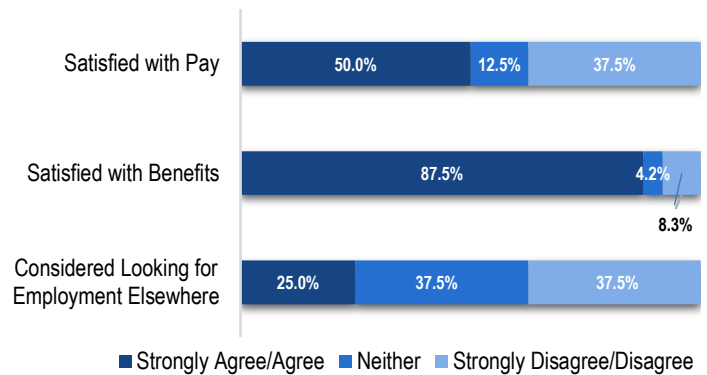
Work Status

0% of Acquisitions/Procurement staff are part-time.

Job Titles

- Contract Administrator
- Purchasing Agent

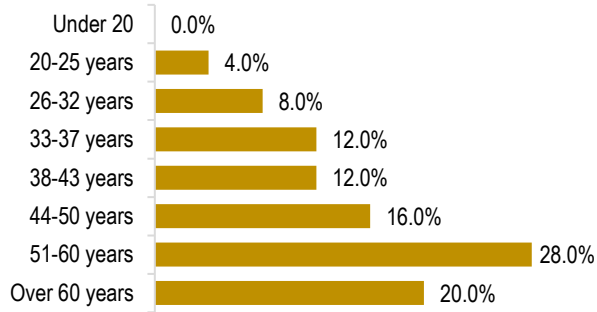
Job Perceptions



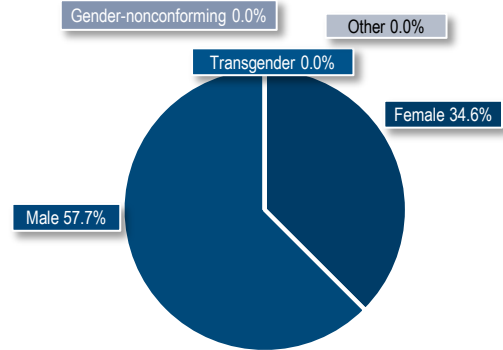
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DEMOGRAPHICS

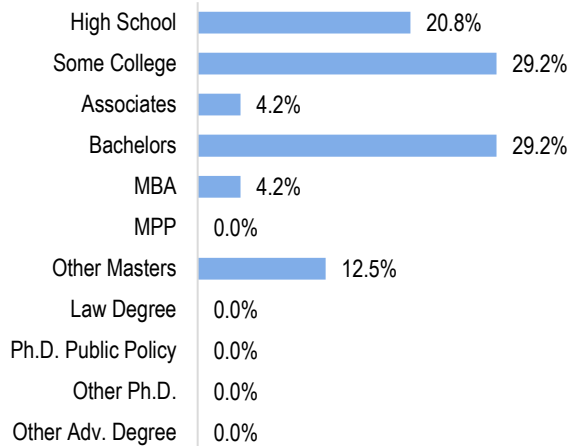
Age



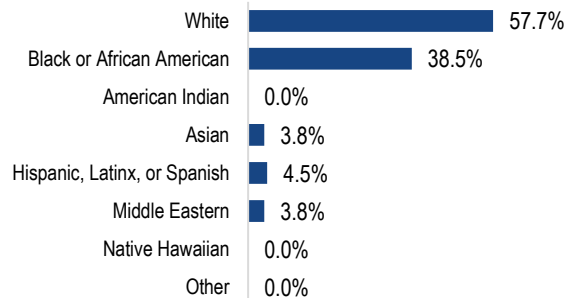
Gender/Gender Identity



Education



Race/Ethnicity

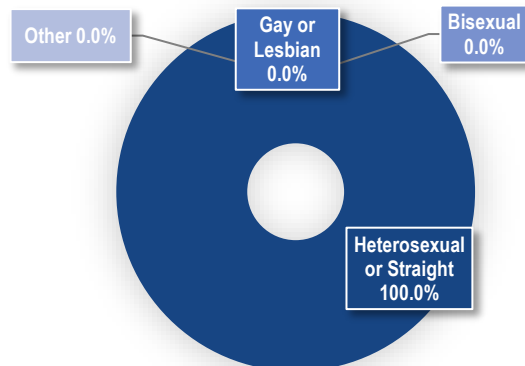


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	9.1%
Agnostic	0.0%
Christian	81.8%
Buddhist	0.0%
Hindu	0.0%
Jewish	4.5%
Muslim	0.0%
Sikh	0.0%
Other	4.5%

Sexual Orientation



Administrative

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$86,310 annually, on average. Has been in the position for 7.8 years. Has a bachelor's degree. Receives 53.5 days of paid time off (PTO)/vacation and sick leave per year. 25.0% can telework to some extent during the year. <p>Number of Respondents = 84 Administrative staff</p>	<p>Administrative staff provide a variety of administrative and clerical support activities to assist offices.</p>

COMPENSATION AND BENEFITS

Salary

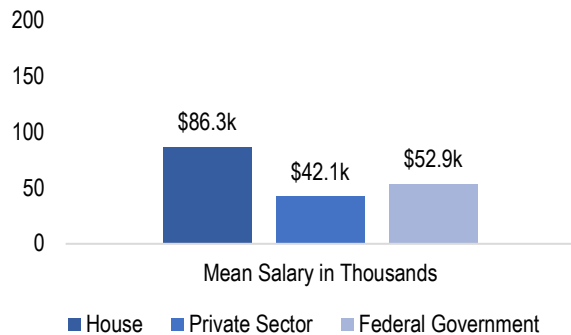
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$41,049	N/A	N/A
25%	\$68,624	\$30,360	\$44,670
50% (median)	\$80,797	\$38,510	\$51,910
Mean	\$86,310	\$42,100	\$52,900
75%	\$101,440	\$50,490	\$59,770
Maximum	\$172,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	88.6%	2.0%
Annual Salary Increase/Raise	44.3%	2.1%
Bonuses (Lump Sum)/Pay Adjustments	4.3%	N/A



For each year that Administrative staff are in their positions, they receive a **4.6%** average increase in salary.



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Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	89.2%	32.1
Paid Sick Leave	98.7%	21.4
Paid FMLA Leave	83.8%	54.6
Paid Administrative Leave	63.0%	8.0
Paid Bereavement Leave	72.6%	4.3

5.1% and 6.4% of Administrative staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

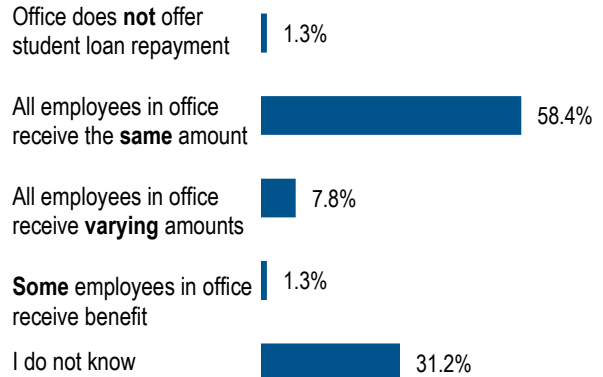
87.9% can roll over PTO/vacation days

- 10.6% can roll over unlimited days
- 77.3% can roll over an average of 53 days

89.2% can roll over sick days

- 79.7% can roll over unlimited days
- 9.5% can roll over a limited number of days

Student Loan and Transit Benefits

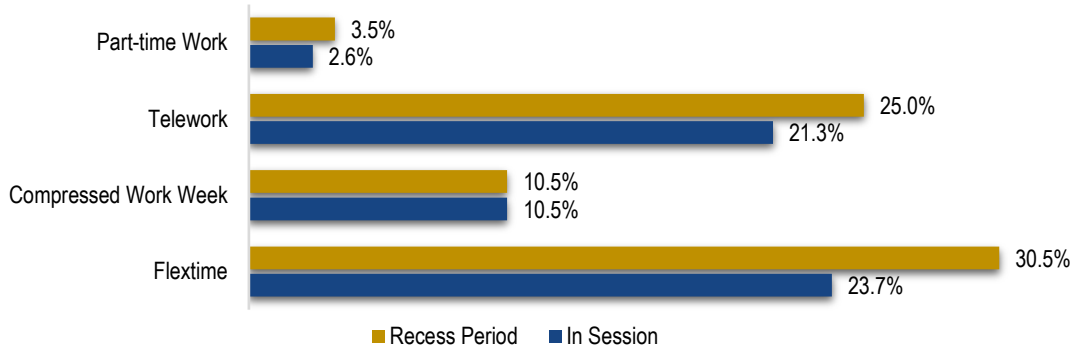


17.9% of Administrative staff receive student loan repayments. The average amount of student loan repayment is **\$685.56** per month.



28.6% of Administrative staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



93.9% Not Military

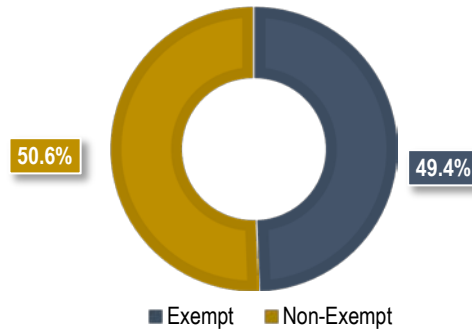


0.0% Reservist



6.1% Previous Military

Exempt Status



Tenure



13.0 average years working at House of Representatives
7.8 average years in current position
13.6 average years in Federal Government

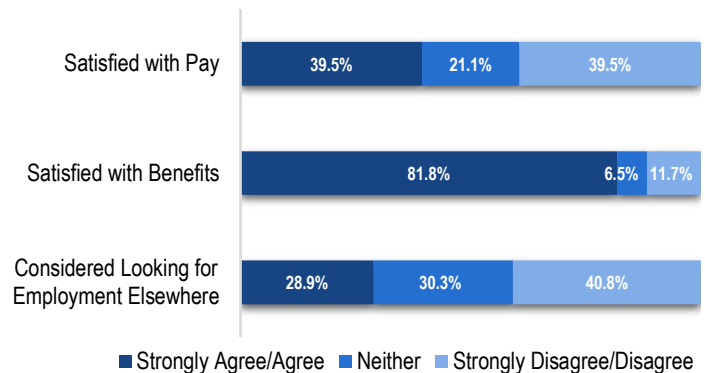
Work Status

1.2% of Administrative staff are part-time.

Job Titles

- Administrative Assistant/Specialist
- Appointment Desk Assistant
- Customer Service Representative
- Executive Assistant/Administrator
- Special Assistant

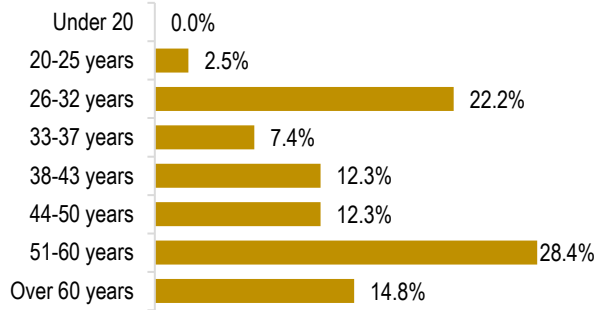
Job Perceptions



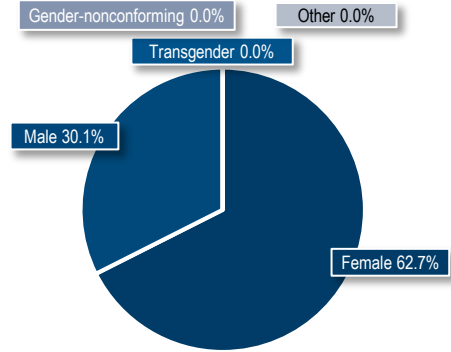
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DEMOGRAPHICS

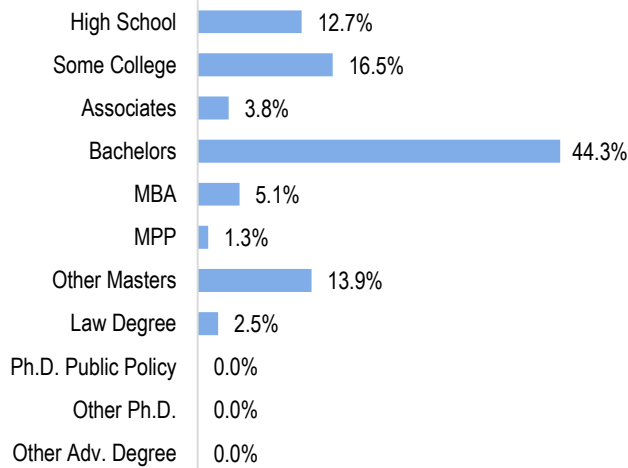
Age



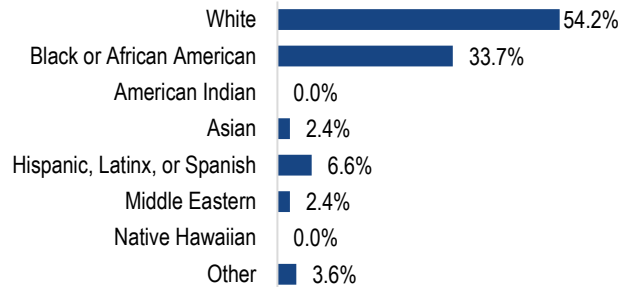
Gender/Gender Identity



Education



Race/Ethnicity

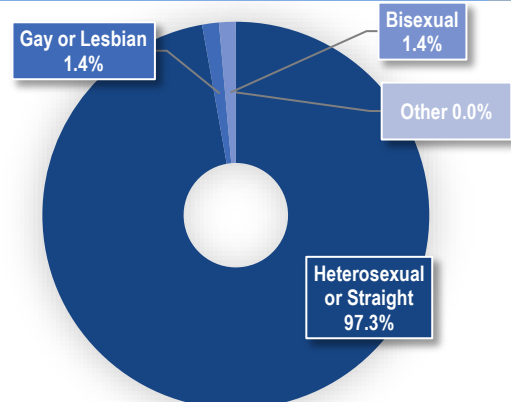


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	16.7%
Agnostic	5.6%
Christian	70.8%
Buddhist	0.0%
Hindu	0.0%
Jewish	2.8%
Muslim	1.4%
Sikh	0.0%
Other	2.8%

Sexual Orientation



Audio/Visual Production

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$105,436 annually, on average. Has been in the position for 9.6 years. Has a bachelor's degree. Receives 51.8 days of paid time off (PTO)/vacation and sick leave per year. 3.7% can telework to some extent during the year. <p>Number of Respondents = 31 Audio/Visual Production staff</p>	<p>Audio/Visual Production staff provide technical assistance to support the recording and dissemination of House floor and committee proceedings.</p>

COMPENSATION AND BENEFITS

Salary

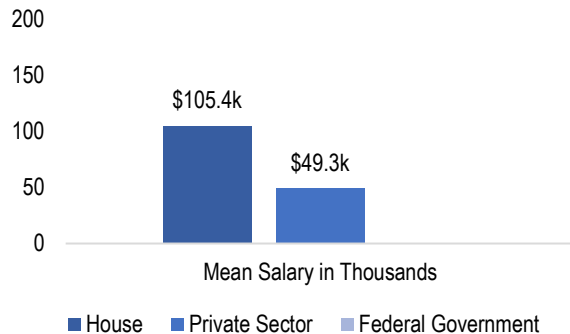
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$79,926	N/A	N/A
25%	\$90,389	\$32,880	N/A
50% (median)	\$100,873	\$43,880	N/A
Mean	\$105,436	\$49,340	N/A
75%	\$111,590	\$60,670	N/A
Maximum	\$168,411	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	93.5%	2.1%
Annual Salary Increase/Raise	55.6%	1.8%
Bonuses (Lump Sum)/Pay Adjustments	3.4%	N/A



For each year that Audio/Visual production staff are in their positions, they receive a **3.2%** average increase in salary.



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	30.7
Paid Sick Leave	100.0%	21.1
Paid FMLA Leave	90.3%	27.8
Paid Administrative Leave	75.0%	1.3
Paid Bereavement Leave	86.7%	4.5

9.7% and 9.7% of Audio/Visual production staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

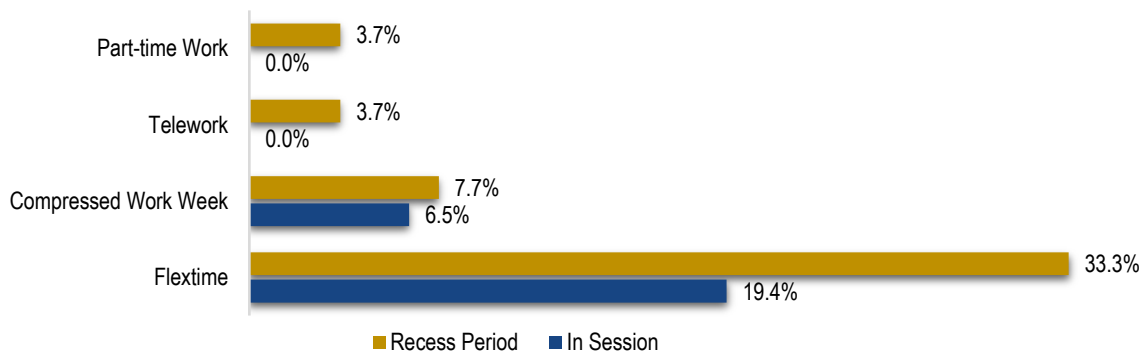
63.4% can roll over PTO/vacation days

- 16.7% can roll over unlimited days
- 46.7% can roll over an average of 30.6 days

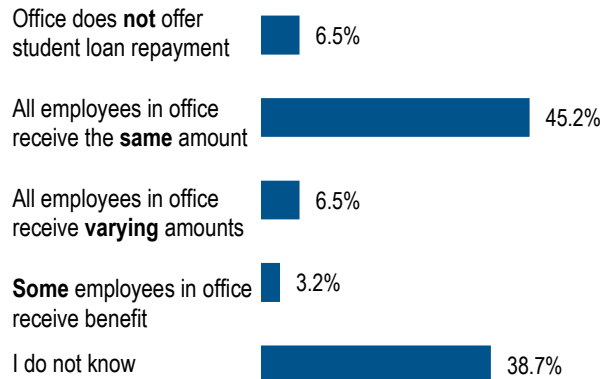
64.5% can roll over sick days

- 61.3% can roll over unlimited days
- 3.2% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits



16.1% of Audio/Visual Production staff receive student loan repayments. The average amount of student loan repayment is **\$476.60** per month.



25.8% of Audio/Visual Production staff receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



73.3% Not Military

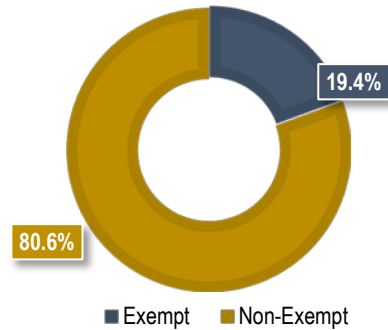


0.0% Reservist



26.7% Previous Military

Exempt Status



Tenure



15.0 average years working at House of Representatives
9.6 average years in current position
15.3 average years in Federal Government

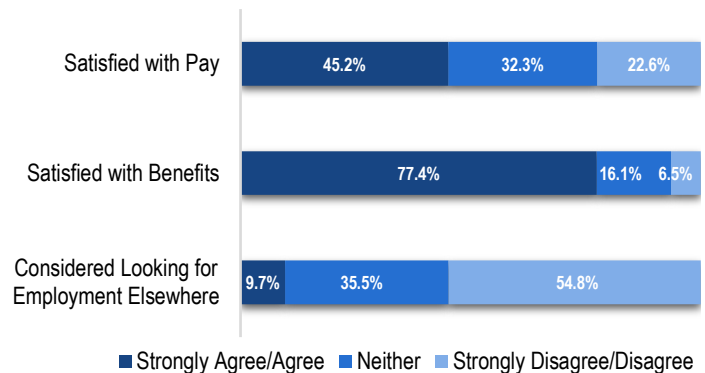
Work Status

3.2% of Audio/Visual Production staff are part-time.

Job Titles

- Broadcast Engineer
- Audio Specialist/Technician
- Production Specialist/Technician
- Broadcast Production Technician
- Technical Director

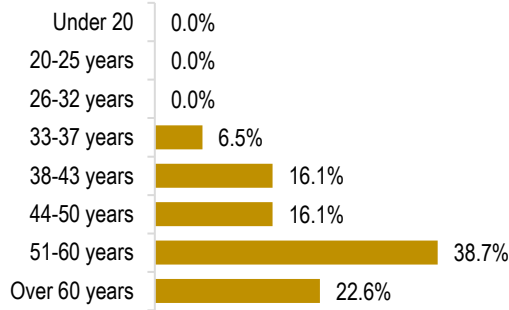
Job Perceptions



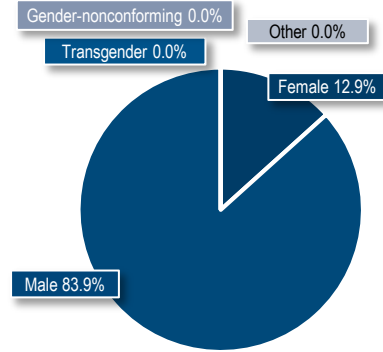
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

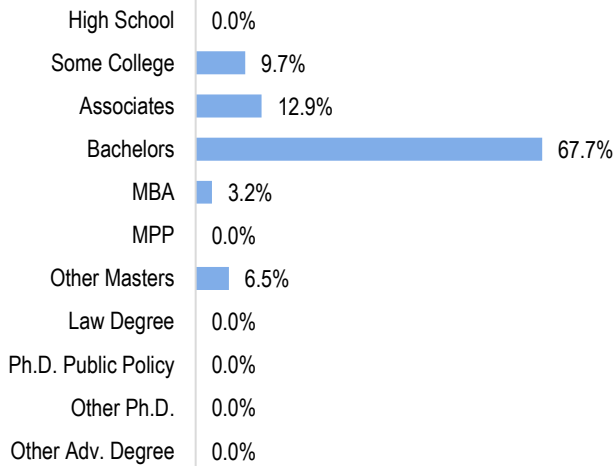
Age



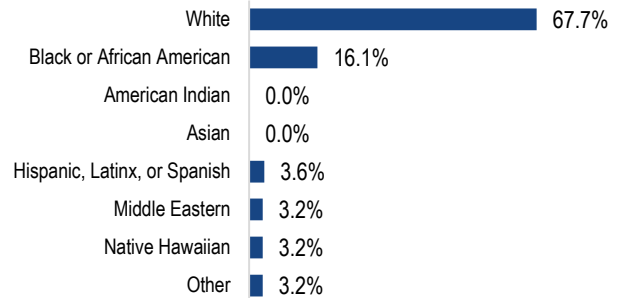
Gender/Gender Identity



Education



Race/Ethnicity

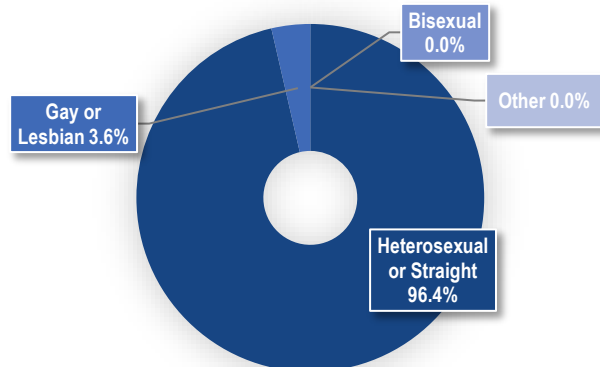


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	19.2%
Agnostic	11.5%
Christian	61.5%
Buddhist	0.0%
Hindu	0.0%
Jewish	7.7%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Audit and Controls

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$141,642 annually, on average. Has been in the position for 2.8 years. Has a bachelor's degree. Receives 50.0 days of paid time off (PTO)/vacation and sick leave per year. 75.0% can telework to some extent during the year. <p>Number of Respondents = 19 Audit and Controls staff</p>	<p>Audit and Controls staff conduct audits, lead investigations, and/or provide recommendations to improve performance, accountability, or integrity of House operations and processes.</p>

COMPENSATION AND BENEFITS

Salary

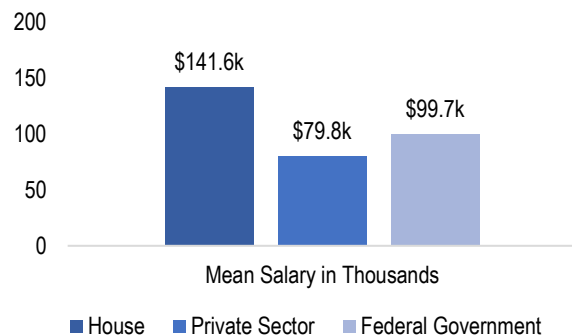
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$92,550	N/A	N/A
25%	\$117,559	\$55,490	\$80,720
50% (median)	\$142,880	\$71,000	\$96,140
Mean	\$141,642	\$79,810	\$99,740
75%	\$168,411	\$93,880	\$115,160
Maximum	\$172,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	76.9%	1.9%
Annual Salary Increase/Raise	15.4%	N/A
Bonuses (Lump Sum)/Pay Adjustments	7.7%	N/A



For each year that Audit and Controls staff are in their positions, they receive a **2.9%** average increase in salary.



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	33.1
Paid Sick Leave	100.0%	16.9
Paid FMLA Leave	73.3%	36.1
Paid Administrative Leave	73.3%	N/A
Paid Bereavement Leave	80.0%	4.0

Roll Over Paid Leave to Next Year

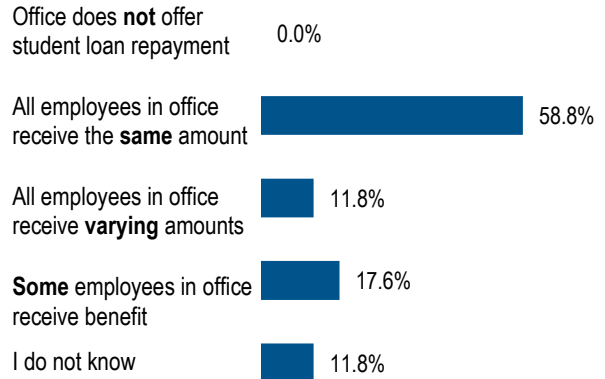
68.8% can roll over PTO/vacation days

- 6.3% can roll over unlimited days
- 62.5% can roll over an average of 32.9 days

93.8% can roll over sick days

- 87.5% can roll over unlimited days
- 6.3% can roll over a limited number of days

Student Loan and Transit Benefits

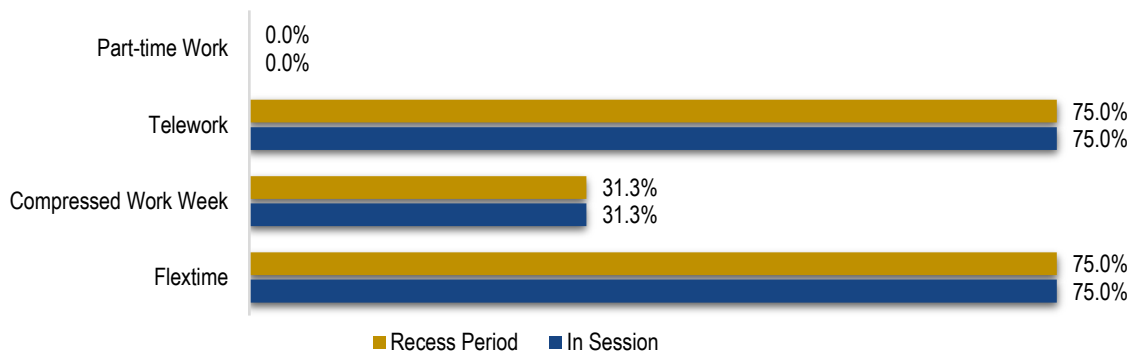


5.3% of Audit and Controls staff receive student loan repayments.



36.8% of Audit and Controls staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



84.2% Not Military

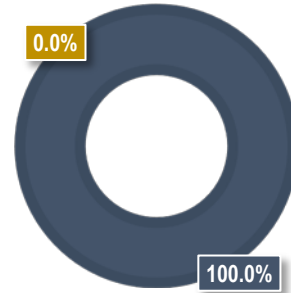


0.0% Reservist



15.8% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



7.2 average years working at House of Representatives

2.8 average years in current position

11.5 average years in Federal Government

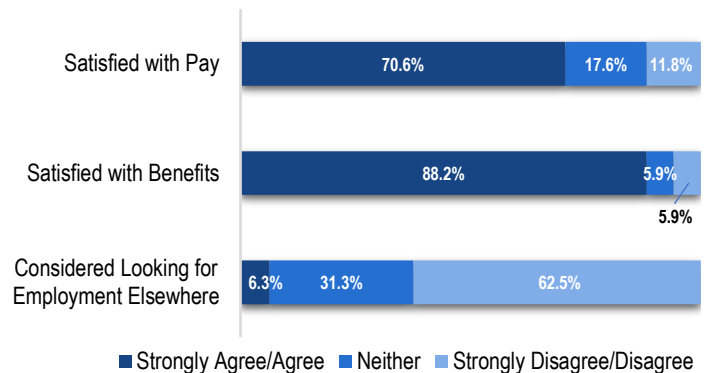
Work Status

0% of Audit and Controls staff are part-time.

Job Titles

- Business Process Analyst
- Management Analyst
- Auditor

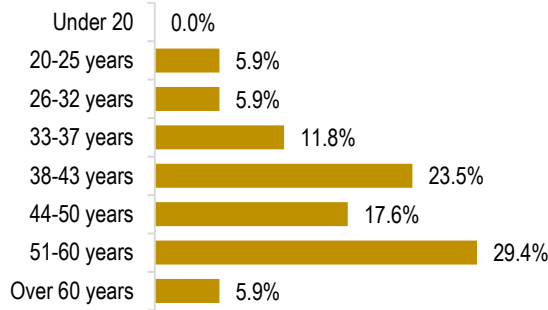
Job Perceptions



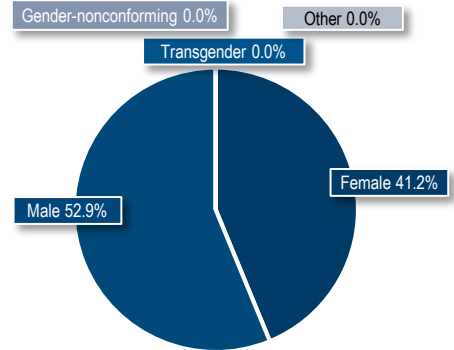
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

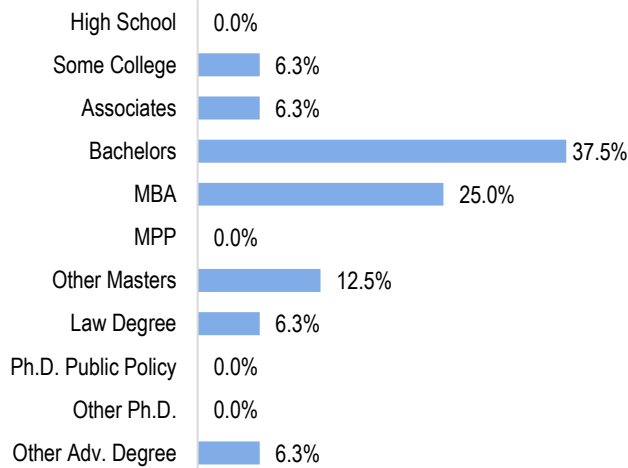
Age



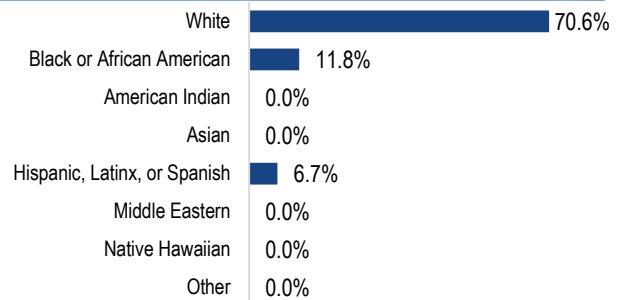
Gender/Gender Identity



Education



Race/Ethnicity

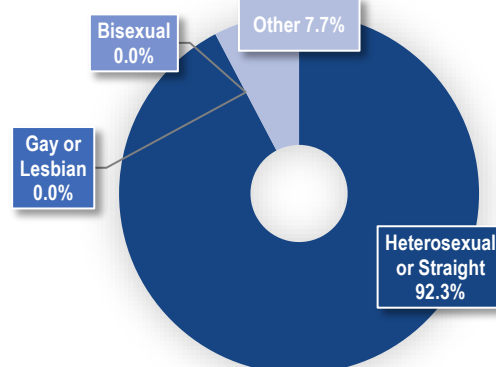


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	15.4%
Agnostic	15.4%
Christian	61.5%
Buddhist	0.0%
Hindu	0.0%
Jewish	7.7%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Child Care/Education

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$51,063 annually, on average. Has been in the position for 2.3 years. Has some college education. Receives 46.0 days of paid time off (PTO)/vacation and sick leave per year. 0% can telework to some extent during the year. <p>Number of Respondents = 23 Child Care/Education staff</p>	<p>Child Care/Education staff plan, develop, deliver, measure, evaluate, and administer educational programs and services.</p>

COMPENSATION AND BENEFITS

Salary

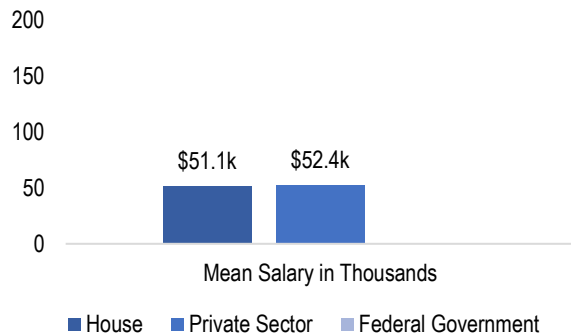
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$34,491	N/A	N/A
25%	\$37,862	\$37,160	N/A
50% (median)	\$44,983	\$47,120	N/A
Mean	\$51,063	\$52,360	N/A
75%	\$53,599	\$60,660	N/A
Maximum	\$128,086	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	82.4%	2.1%
Annual Salary Increase/Raise	11.8%	N/A
Bonuses (Lump Sum)/Pay Adjustments	0.0%	N/A



For each year that Child Care/Education staff are in their positions, they receive a **3.2%** average increase in salary.



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Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	95.0%	24.8
Paid Sick Leave	95.2%	21.2
Paid FMLA Leave	66.7%	63.5
Paid Administrative Leave	61.9%	N/A
Paid Bereavement Leave	90.5%	2.6

8.7% and 8.7% of Child Care/Education staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

57.9% can roll over PTO/vacation days

- 26.3% can roll over unlimited days
- 31.6% can roll over a limited number of days

70.0% can roll over sick days

- 55.0% can roll over unlimited days
- 15.0% 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 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%

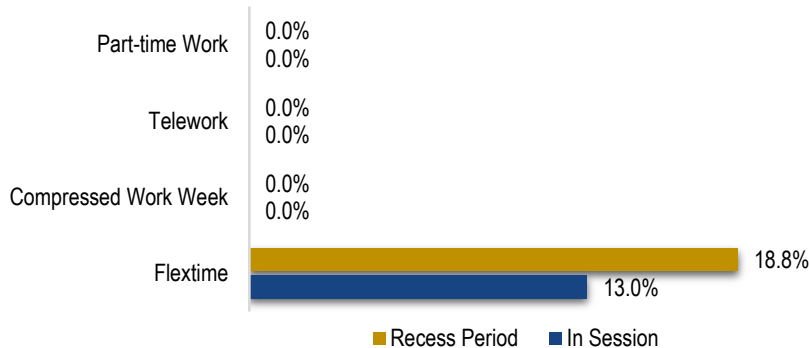


8.7% of Child Care/Education staff receive student loan repayments.



43.5% of Child Care/Education staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



100.0% Not Military

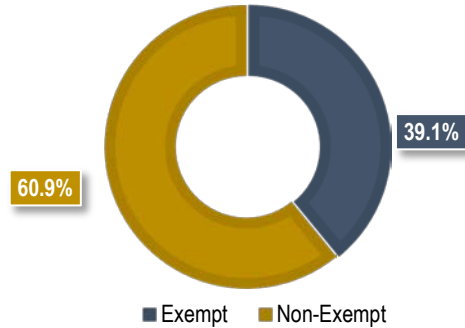


0.0% Reservist



0.0% Previous Military

Exempt Status



Tenure



4.5 average years working at House of Representatives
2.3 average years in current position
4.9 average years in Federal Government

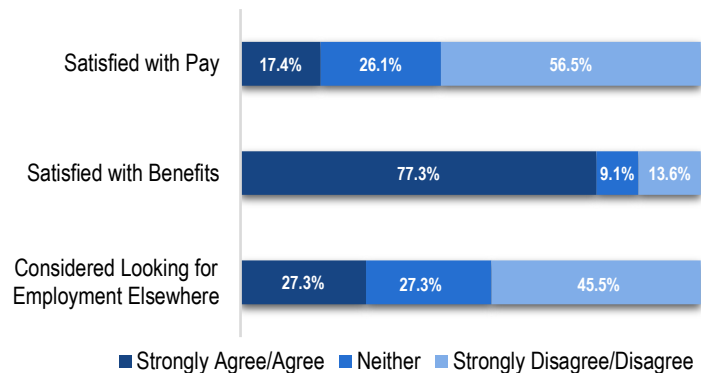
Work Status

0% of Child Care/Education staff are part-time.

Job Titles

- Age Group Coordinator
- Assistant Teacher
- Lead Teacher
- Teacher Aide/Assistant

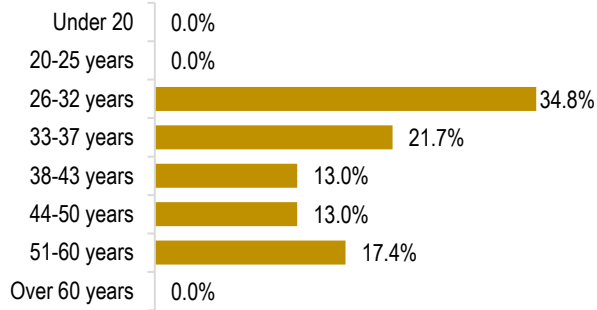
Job Perceptions



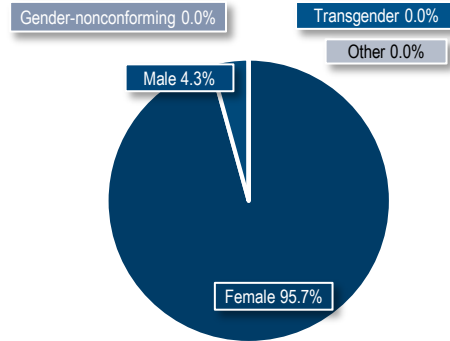
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

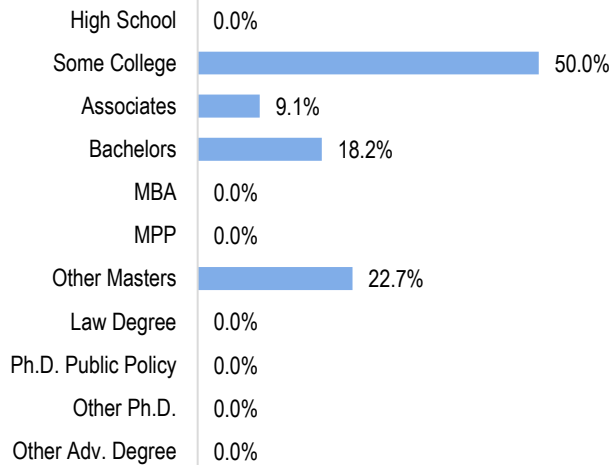
Age



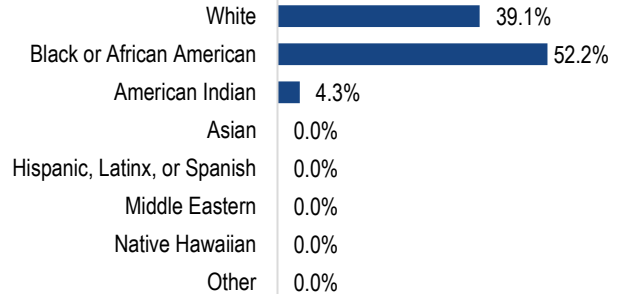
Gender/Gender Identity



Education



Race/Ethnicity

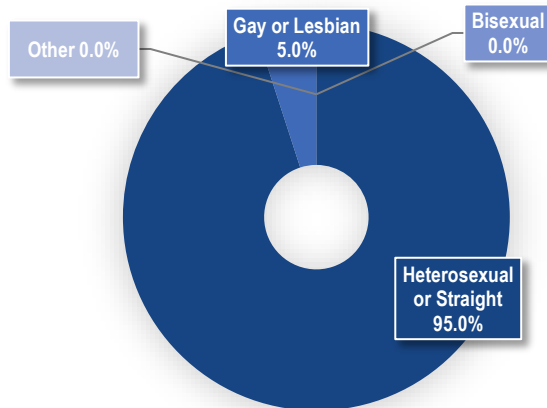


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	23.8%
Agnostic	0.0%
Christian	57.1%
Buddhist	0.0%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%
Other	19.0%

Sexual Orientation



Communications

POSITION DETAILS

Position Summary

- Earns \$108,169 annually, on average.
- Has been in the position for 6.7 years.
- Has a bachelor's degree.
- Receives 31.0 days of paid time off (PTO)/vacation and sick leave per year.
- 34.5% can telework to some extent during the year.

Number of Respondents = 34 Communications staff

Summary of Primary Duties

Communications staff provide planning and services related to supporting effective communication between different offices and with the public.

COMPENSATION AND BENEFITS

Salary

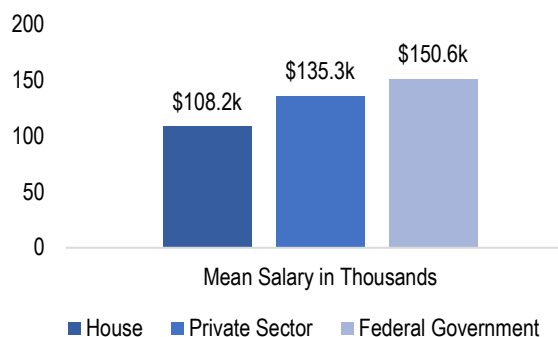
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$49,664	N/A	N/A
25%	\$76,651	\$85,890	\$143,790
50% (median)	\$110,010	\$117,680	\$157,260
Mean	\$108,169	\$135,300	\$150,560
75%	\$132,396	\$162,820	\$164,200
Maximum	\$164,864	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	92.6%	2.3%
Annual Salary Increase/Raise	38.1%	N/A
Bonuses (Lump Sum)/Pay Adjustments	14.8%	N/A



For each year that Communications staff are in their positions, they receive a **2.3%** average increase in salary.



2019 Compensation and Diversity Study Report

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%	12.0
Paid FMLA Leave	59.3%	45.0
Paid Administrative Leave	38.5%	N/A
Paid Bereavement Leave	50.0%	5.0

9.7% and 12.9% of Communications staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

79.3% can roll over PTO/vacation days

- 6.9% can roll over unlimited days
- 72.4% can roll over an average of 46.9 days

86.6% can roll over sick days

- 83.3% can roll over unlimited days
- 3.3% 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 41.9%

All employees in office receive **varying** amounts 3.2%

Some employees in office receive benefit 0.0%

I do not know 54.8%

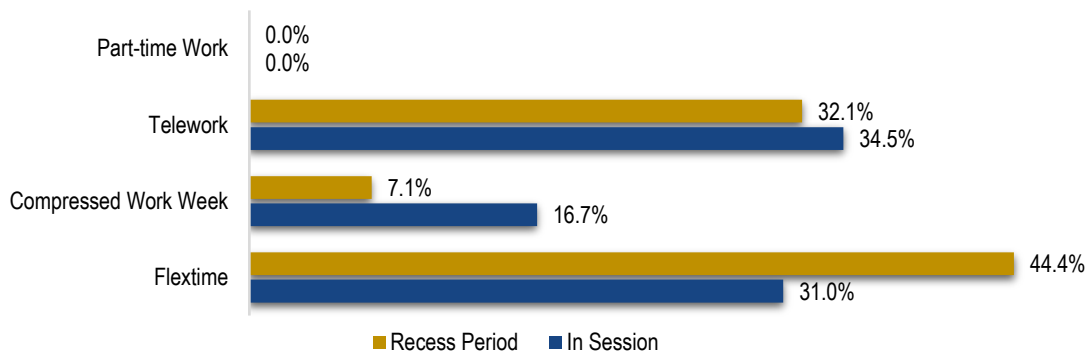


5.9% of Communications staff receive student loan repayments.



38.2% of Communications staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



85.3% Not Military

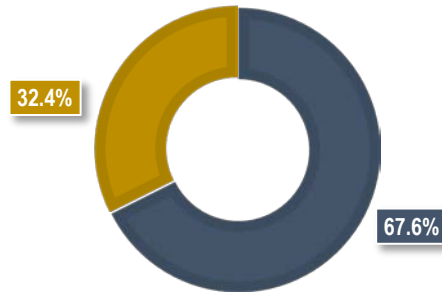


0.0% Reservist



14.7% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



9.8 average years working at House of Representatives

6.7 average years in current position

10.0 average years in Federal Government

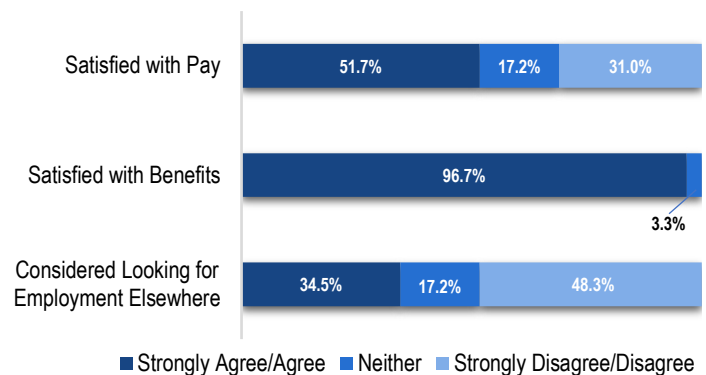
Work Status

2.9% of Communications staff are part-time.

Job Titles

- Communications Specialist
- Official Reporter

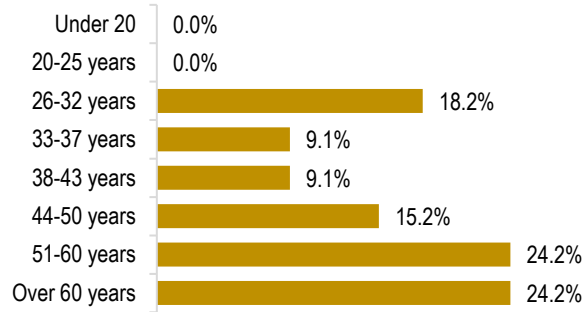
Job Perceptions



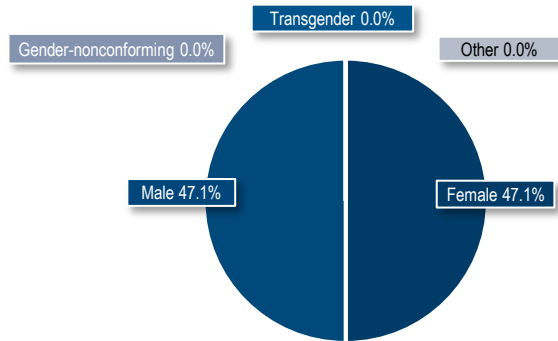
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

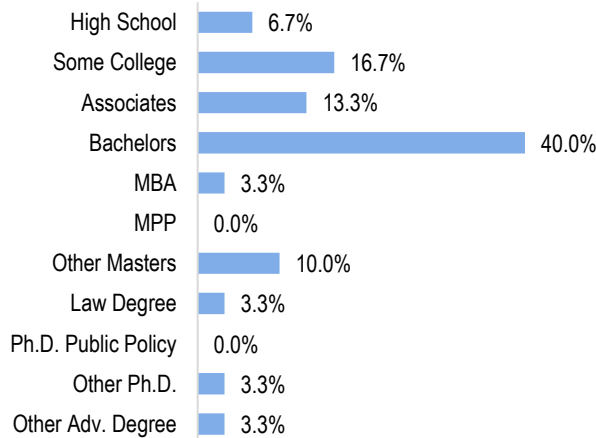
Age



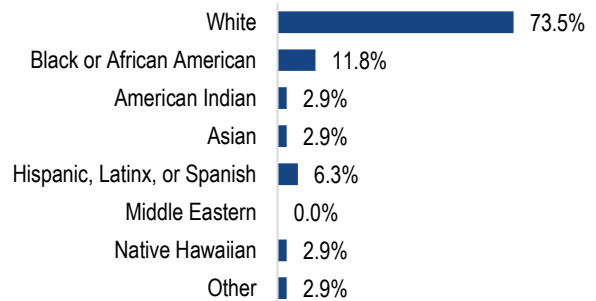
Gender/Gender Identity



Education



Race/Ethnicity

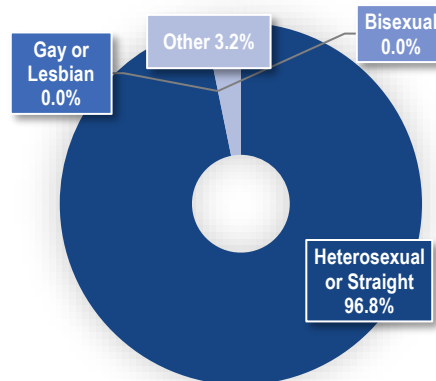


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	10.3%
Agnostic	3.4%
Christian	75.9%
Buddhist	0.0%
Hindu	0.0%
Jewish	6.9%
Muslim	0.0%
Sikh	0.0%
Other	3.4%

Sexual Orientation



Digital Media

POSITION DETAILS

Position Summary

- Earns \$85,728 annually, on average.
- Has been in the position for 5.8 years.
- Has a bachelor’s degree.
- Receives 32.7 days of paid time off (PTO)/vacation and sick leave per year.
- 23.5% can telework to some extent during the year.

Number of Respondents = 20 Digital Media staff

Summary of Primary Duties

Digital Media staff provide planning and services related to digital media needs for different offices.

COMPENSATION AND BENEFITS

Salary

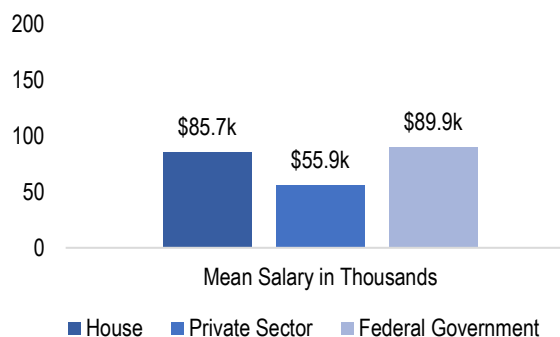
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$52,477	N/A	N/A
25%	\$62,278	\$30,860	\$73,370
50% (median)	\$87,109	\$45,720	\$88,060
Mean	\$85,728	\$55,850	\$89,920
75%	\$102,059	\$68,510	\$104,710
Maximum	\$133,574	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	94.7%	2.1%
Annual Salary Increase/Raise	38.9%	N/A
Bonuses (Lump Sum)/Pay Adjustments	0.0%	N/A



For each year that Digital Media staff are in their positions, they receive a **1.2%** average increase in salary.



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	20.9
Paid Sick Leave	95.0%	11.8
Paid FMLA Leave	80.0%	38.6
Paid Administrative Leave	52.6%	N/A
Paid Bereavement Leave	70.0%	5.1

5.0% and 5.0% of Digital Media staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

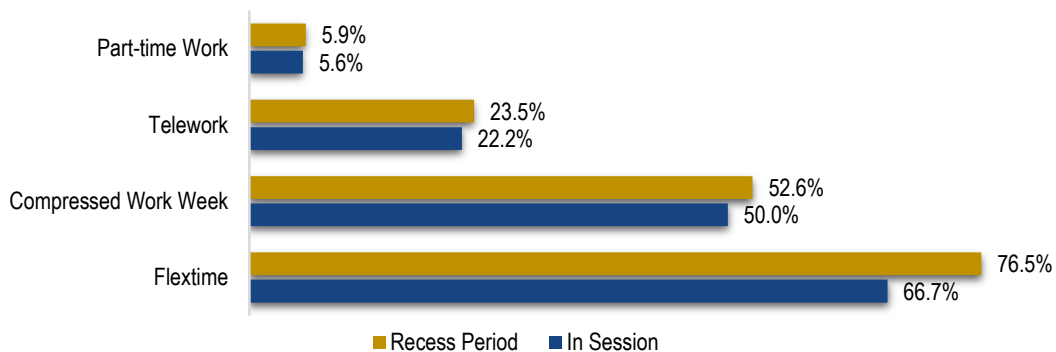
68.5% can roll over PTO/vacation days

- 5.3% can roll over unlimited days
- 63.2% can roll over an average of 33.3 days

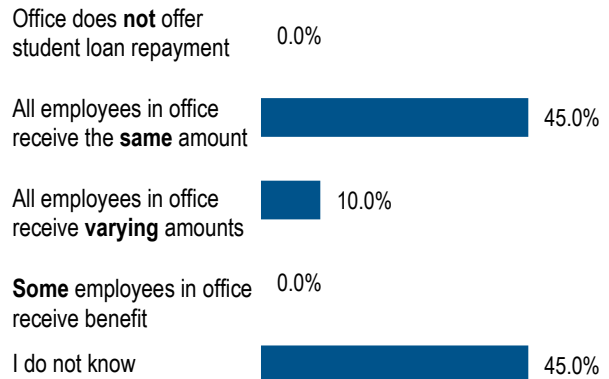
68.4% can roll over sick days

- 52.6% can roll over unlimited days
- 15.8% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits



5.0% of Digital Media staff receive student loan repayments.



35.0% of Digital Media staff receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



85.0% Not Military

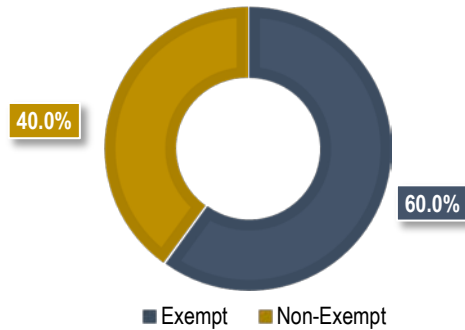


0.0% Reservist



15.0% Previous Military

Exempt Status



Tenure



10.8 average years working at House of Representatives
5.8 average years in current position
10.3 average years in Federal Government

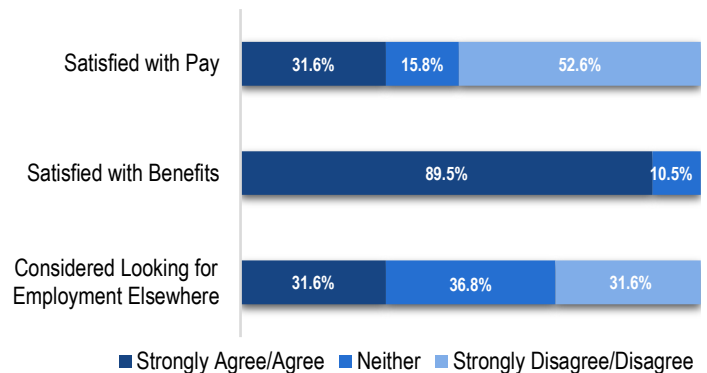
Work Status

0% of Digital Media staff are part-time.

Job Titles

- Graphic Designer
- Photographer

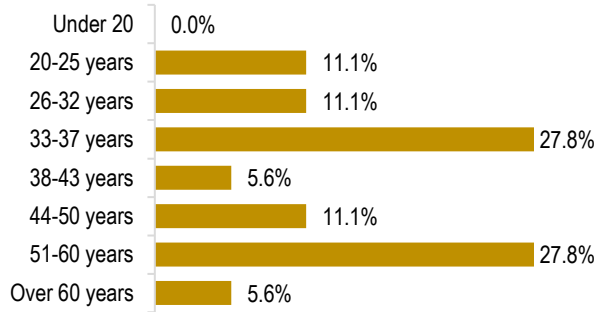
Job Perceptions



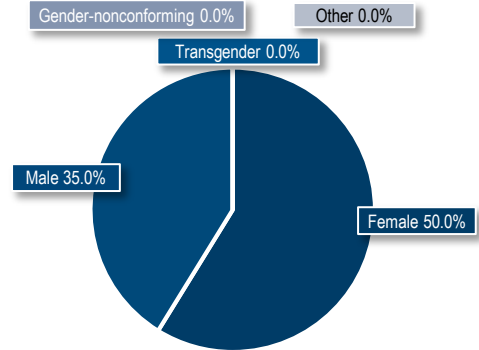
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

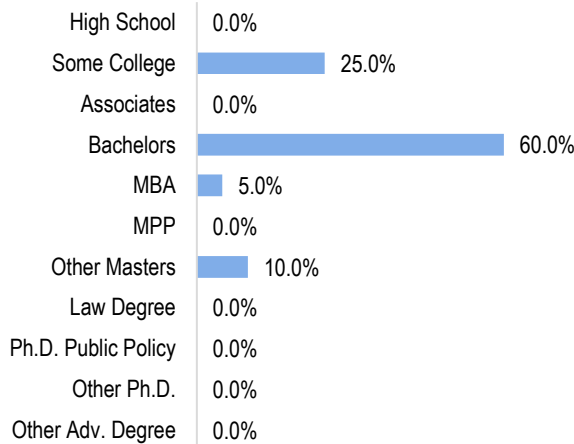
Age



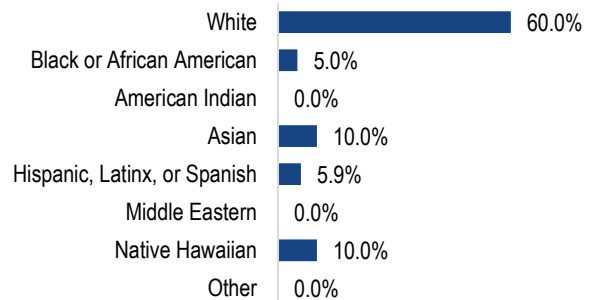
Gender/Gender Identity



Education



Race/Ethnicity

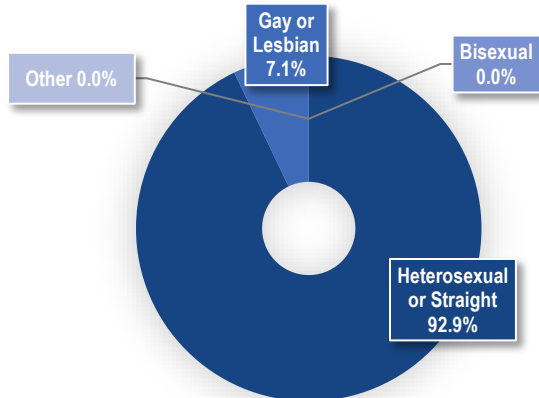


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	26.7%
Agnostic	0.0%
Christian	53.3%
Buddhist	13.3%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%
Other	6.7%

Sexual Orientation



Fellow

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$46,940 annually, on average. Has been in the position for 0.9 years. Has a bachelor's degree. Receives 30.5 days of paid time off (PTO)/vacation and sick leave per year. 20.9% can telework to some extent during the year. <p>Number of Respondents = 46 Fellows</p>	<p>Fellows provide a variety of administrative support activities to assist offices, including monitoring and updating Member and District Directors on local issues, answering casework correspondence, and verbal communications with constituents.</p>

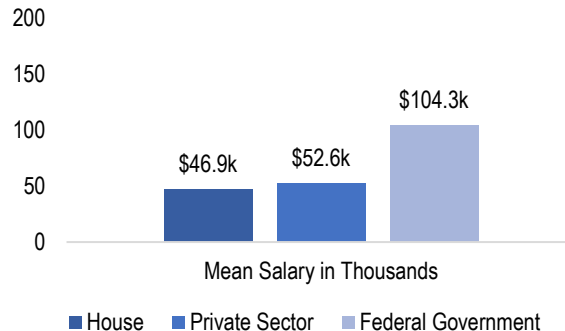
COMPENSATION AND BENEFITS

Salary

Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$39,735	N/A	N/A
25%	\$42,366	\$37,985	\$95,980
50% (median)	\$45,740	\$48,120	\$102,840
Mean	\$46,940	\$52,615	\$104,290
75%	\$52,477	\$62,170	\$113,380
Maximum	\$53,983	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	42.9%	2.0%
Annual Salary Increase/Raise	28.6%	2.0%
Bonuses (Lump Sum)/Pay Adjustments	8.8%	N/A



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	19.1
Paid Sick Leave	95.7%	11.4
Paid FMLA Leave	48.8%	N/A
Paid Administrative Leave	69.8%	N/A
Paid Bereavement Leave	51.2%	N/A

6.7% and 8.9% of Fellows have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

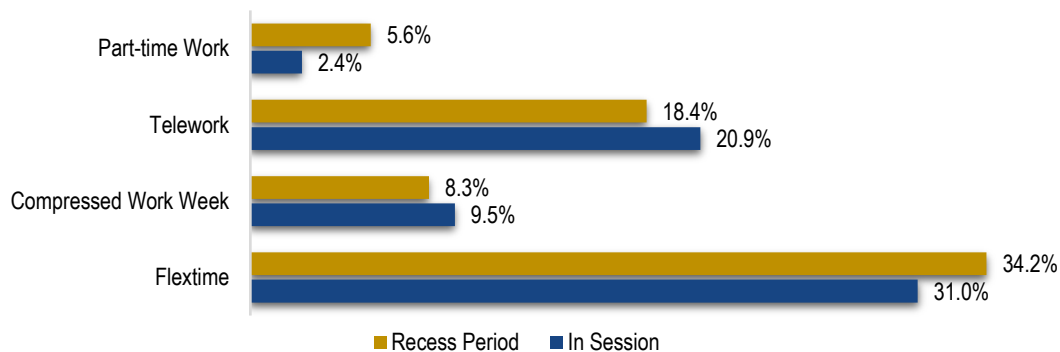
41.9% can roll over PTO/vacation days

- 32.6% can roll over unlimited days
- 9.3% can roll over a limited number of days

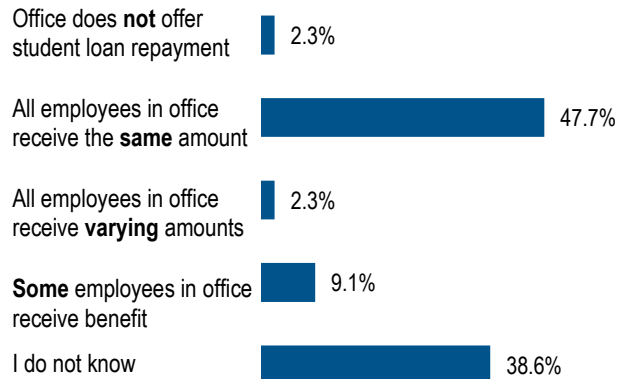
34.9% can roll over sick days

- 32.6% can roll over unlimited days
- 2.3% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits



8.7% of Fellows receive student loan repayments. The average amount of student loan repayment is **\$825.70** per month.



0% of Fellows receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



2.2% Not Military

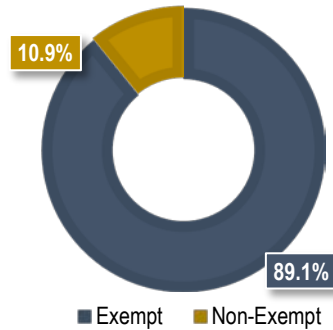


13.0% Reservist



84.8% Previous Military

Exempt Status



Tenure



0.7 average years working at House of Representatives
0.9 average years in current position
0.8 average years in Federal Government

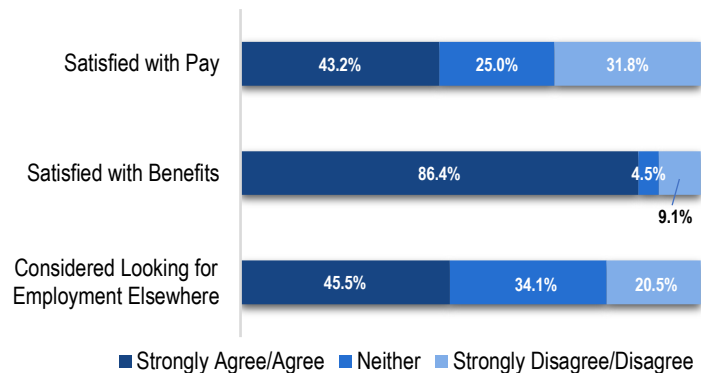
Work Status

2.2% of Fellows are part-time.

Job Titles

- Constituent Services
- Director/Representative of Military and Veterans Affairs
- Wounded Warrior Fellow
- Veteran Outreach

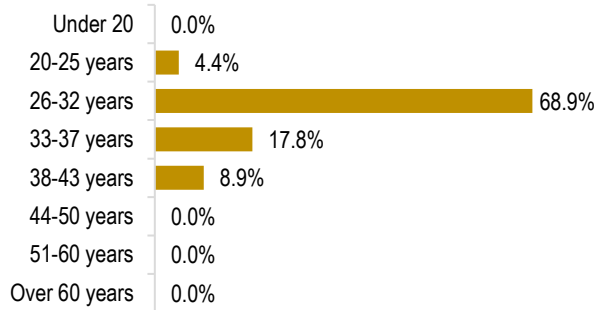
Job Perceptions



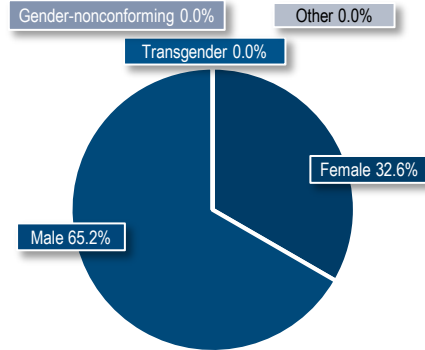
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

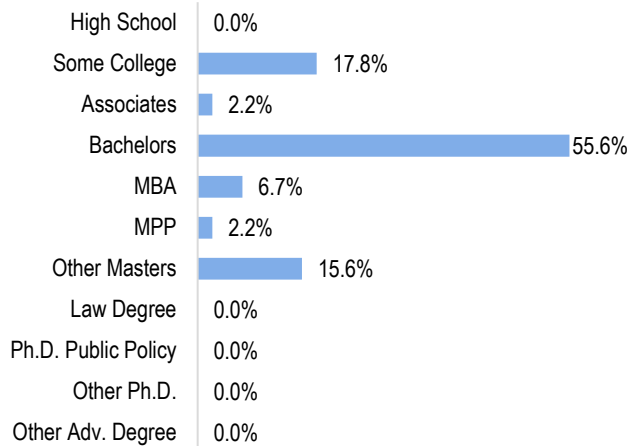
Age



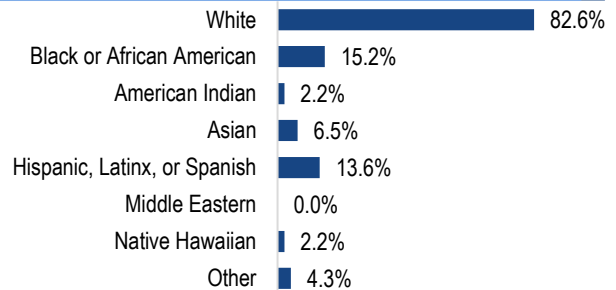
Gender/Gender Identity



Education



Race/Ethnicity

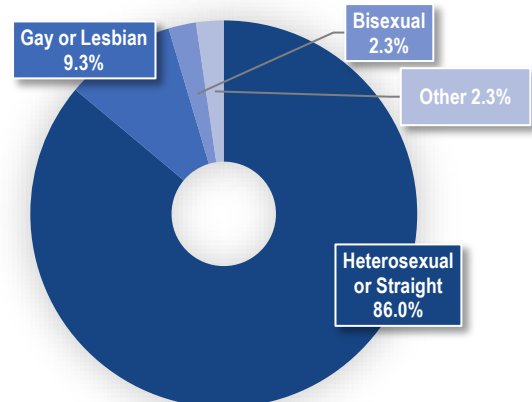


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	25.0%
Agnostic	7.5%
Christian	65.0%
Buddhist	0.0%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%
Other	2.5%

Sexual Orientation



Finance

POSITION DETAILS

Position Summary

- Earns \$97,408 annually, on average.
- Has been in the position for 6.3 years.
- Has a bachelor's degree.
- Receives 35.3 days of paid time off (PTO)/vacation and sick leave per year.
- 86.8% can telework to some extent during the year.

Number of Respondents = 46 Finance staff

Summary of Primary Duties

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

COMPENSATION AND BENEFITS

Salary

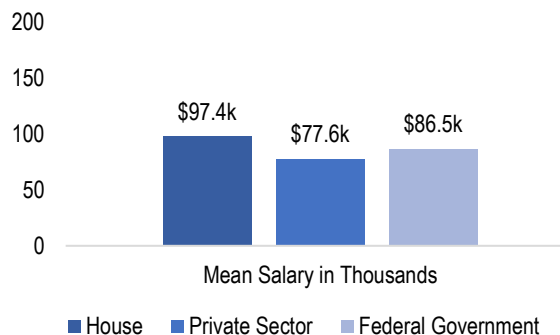
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$55,488	N/A	N/A
25%	\$78,401	\$50,660	\$67,230
50% (median)	\$91,259	\$68,060	\$84,050
Mean	\$97,408	\$77,640	\$86,470
75%	\$113,287	\$93,630	\$101,790
Maximum	\$168,411	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	95.2%	1.9%
Annual Salary Increase/Raise	28.2%	2.1%
Bonuses (Lump Sum)/Pay Adjustments	13.2%	\$1,000.00



For each year that Finance staff are in their positions, they receive a **1.9%** average increase in salary.



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	95.6%	19.7
Paid Sick Leave	100.0%	15.6
Paid FMLA Leave	81.8%	40.4
Paid Administrative Leave	70.7%	N/A
Paid Bereavement Leave	76.7%	4.6

0.0% and 4.3% of Finance staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

90.5% can roll over PTO/vacation days

- 2.4% can roll over unlimited days
- 88.1% can roll over an average of 61.6 days

85.7% can roll over sick days

- 66.7% can roll over unlimited days
- 19.0% 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 68.2%

All employees in office receive **varying** amounts 2.3%

Some employees in office receive benefit 4.5%

I do not know 25.0%

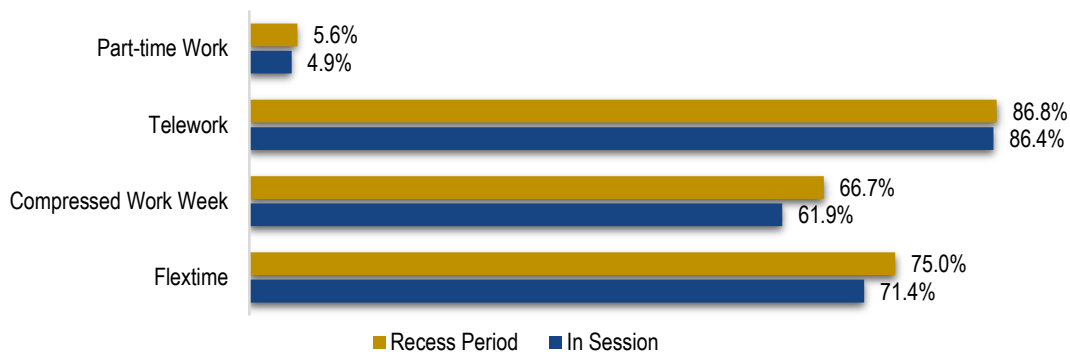


20.0% of Finance staff receive student loan repayments. The average amount of student loan repayment is **\$795.94** per month.



39.1% of Finance staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



97.8% Not Military

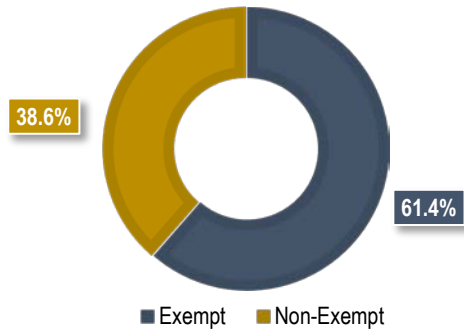


0.0% Reservist



2.2% Previous Military

Exempt Status



Tenure



13.5 average years working at House of Representatives
6.3 average years in current position
13.8 average years in Federal Government

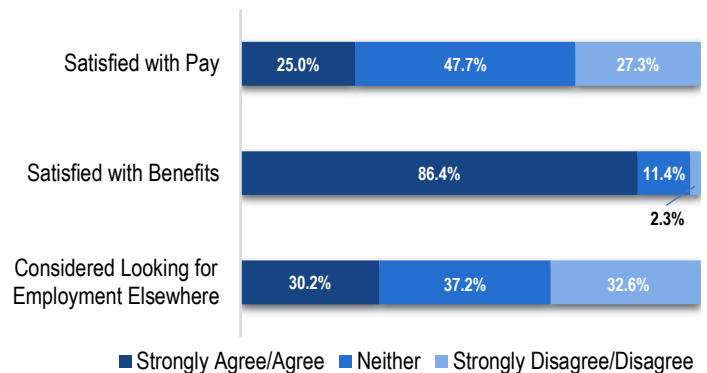
Work Status

2.2% of Finance staff are part-time.

Job Titles

- Accounting Clerk/Manager/Technician
- Financial Analyst
- Staff Accountant
- Senior Accountant

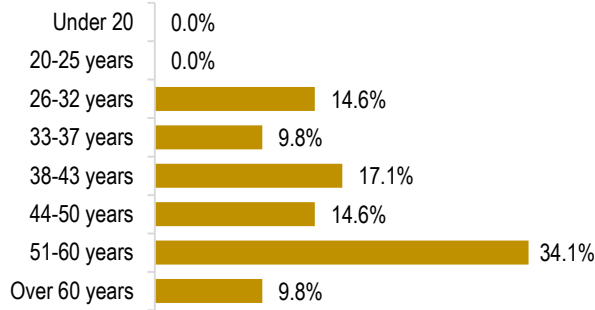
Job Perceptions



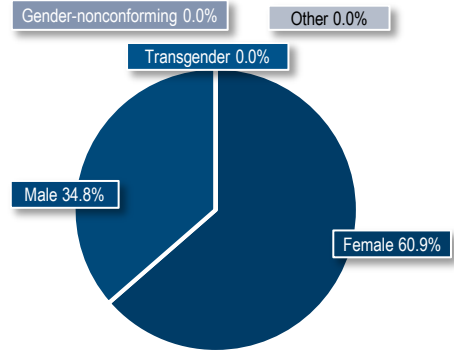
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

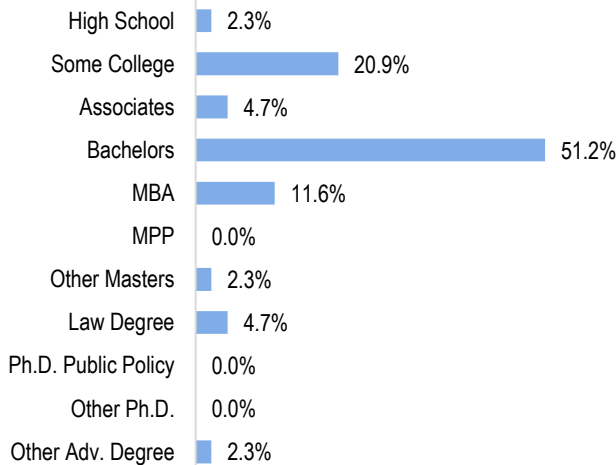
Age



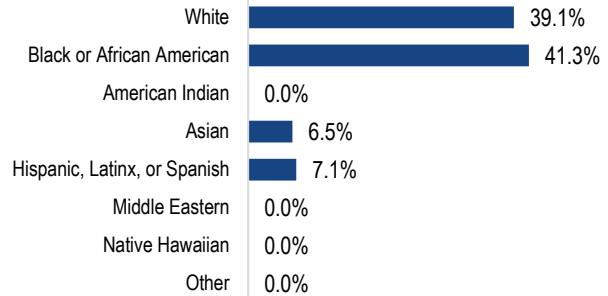
Gender/Gender Identity



Education



Race/Ethnicity

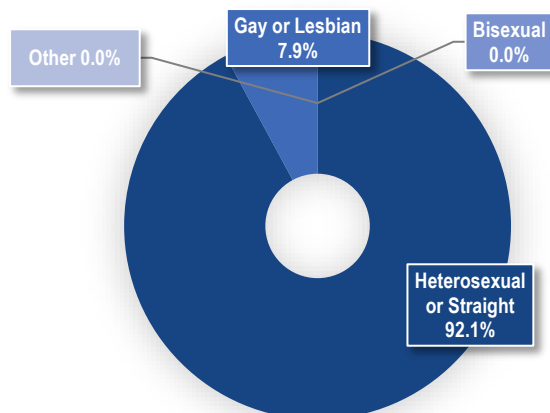


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	7.9%
Agnostic	5.3%
Christian	76.3%
Buddhist	5.3%
Hindu	0.0%
Jewish	0.0%
Muslim	2.6%
Sikh	0.0%
Other	2.6%

Sexual Orientation



Human Resources

POSITION DETAILS

Position Summary

- Earns \$103,260 annually, on average.
- Has been in the position for 4.1 years.
- Has a bachelor's degree.
- Receives 58.8 days of paid time off (PTO)/vacation and sick leave per year.
- 72.2% can telework to some extent during the year.

Number of Respondents = 41 Human Resources staff

Summary of Primary Duties

Human Resources staff support the management of human resources and develop and implement effective HR administration strategies for staff in accordance with policy, practice, and objectives.

COMPENSATION AND BENEFITS

Salary

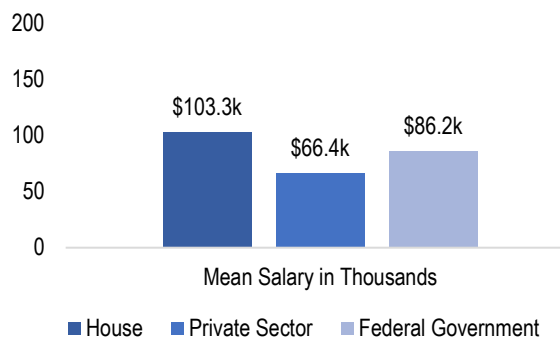
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$52,477	N/A	N/A
25%	\$74,691	\$45,960	\$65,780
50% (median)	\$88,566	\$60,350	\$83,180
Mean	\$103,260	\$66,440	\$86,190
75%	\$131,783	\$79,470	\$103,420
Maximum	\$168,411	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	91.4%	2.1%
Annual Salary Increase/Raise	50.0%	9.0%
Bonuses (Lump Sum)/Pay Adjustments	2.9%	N/A



For each year that Human Resources staff are in their positions, they receive a **0.3%** average increase in salary.



Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	97.5%	37.9
Paid Sick Leave	100.0%	20.9
Paid FMLA Leave	87.5%	41.5
Paid Administrative Leave	78.9%	N/A
Paid Bereavement Leave	87.5%	4.6

2.5% and 2.5% of Human Resources staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

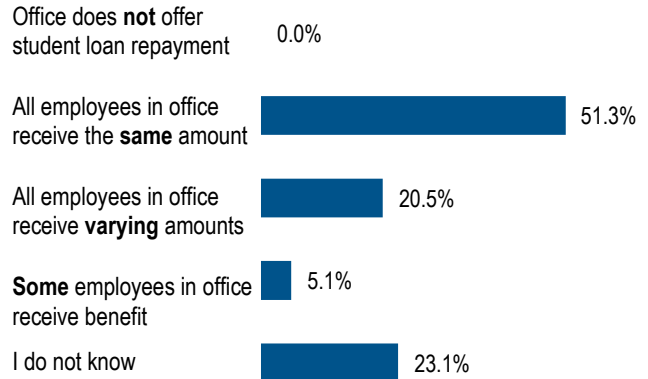
79.5% can roll over PTO/vacation days

- 15.4% can roll over unlimited days
- 64.1% can roll over an average of 55.6 days

87.2% can roll over sick days

- 82.1% can roll over unlimited days
- 5.1% can roll over a limited number of days

Student Loan and Transit Benefits

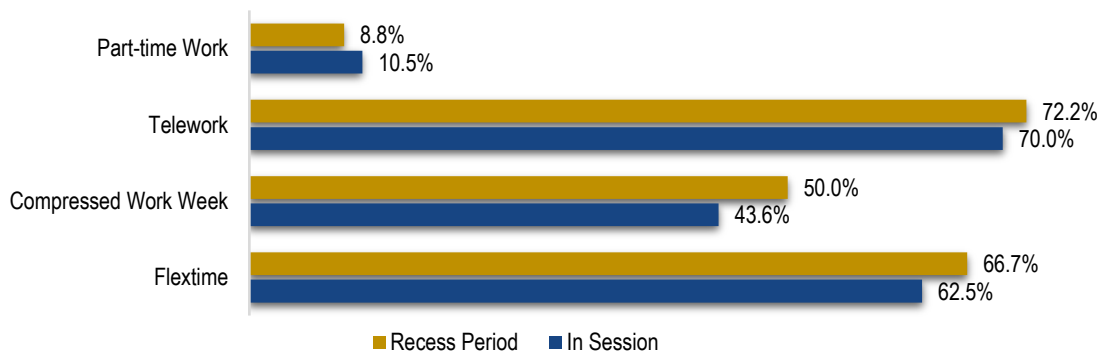


14.6% of Human Resources staff receive student loan repayments. The average amount of student loan repayment is **\$775.39** per month.



43.9% of Human Resources staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



87.8% Not Military

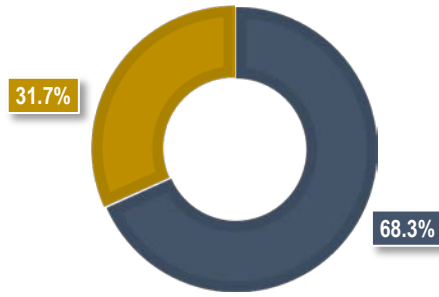


2.4% Reservist



9.8% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



7.0 average years working at House of Representatives
4.1 average years in current position
8.3 average years in Federal Government

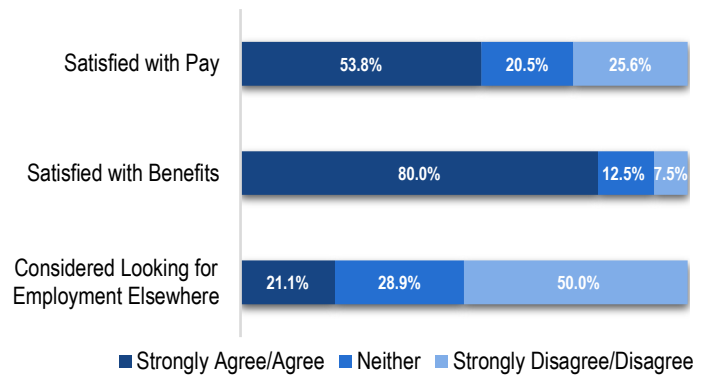
Work Status

4.9% of Human Resources staff are part-time.

Job Titles

- Benefits Counselor
- Human Resources Coordinator
- Payroll and Benefits Generalist/Assistant
- Payroll Counselor

Job Perceptions

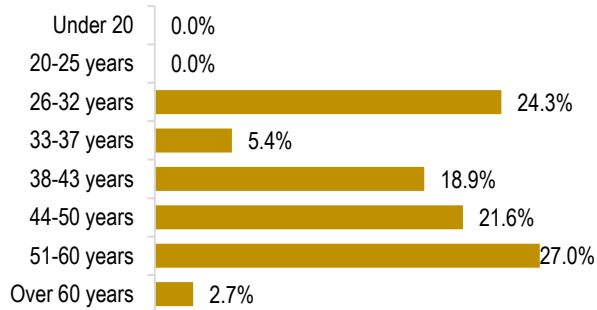


■ Strongly Agree/Agree ■ Neither ■ Strongly Disagree/Disagree

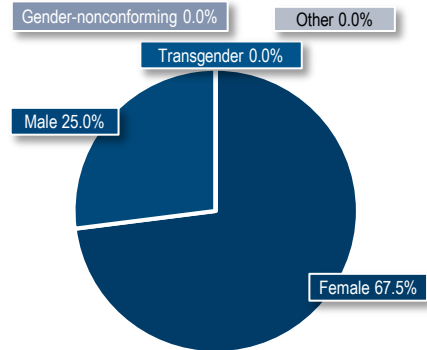
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

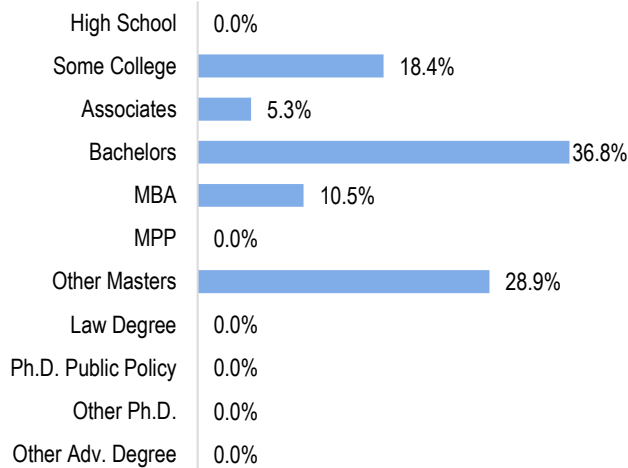
Age



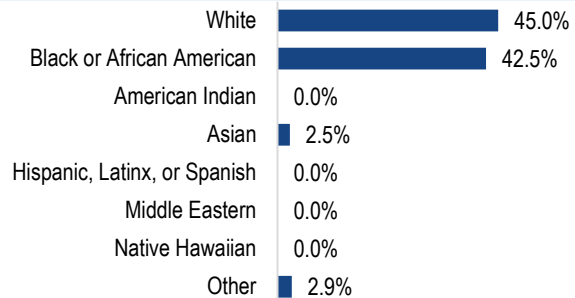
Gender/Gender Identity



Education



Race/Ethnicity

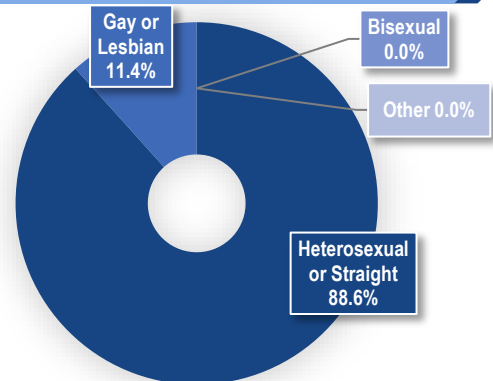


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	14.3%
Agnostic	0.0%
Christian	80.0%
Buddhist	0.0%
Hindu	0.0%
Jewish	5.7%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Information Technology

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$128,437 annually, on average. Has been in the position for 7.5 years. Has a bachelor's degree. Receives 47.0 days of paid time off (PTO)/vacation and sick leave per year. 79.7% can telework to some extent during the year. <p>Number of Respondents = 183 Information Technology staff</p>	<p>Information Technology staff acquire, design, implement, and operate information technology solutions for staff, including hardware, operating systems, communications, software, data processing and security.</p>

COMPENSATION AND BENEFITS

Salary

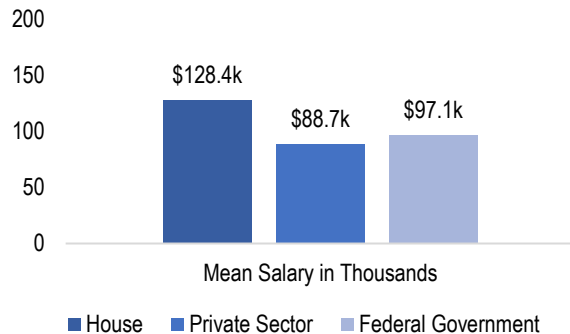
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$79,926	N/A	N/A
25%	\$109,589	\$65,210	\$87,040
50% (median)	\$128,086	\$83,650	\$97,770
Mean	\$128,437	\$88,710	\$97,120
75%	\$147,810	\$107,380	\$107,120
Maximum	\$170,696	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	91.3%	2.0%
Annual Salary Increase/Raise	31.5%	2.0%
Bonuses (Lump Sum)/ Pay Adjustments	5.7%	\$1,364.14



For each year that Information Technology staff are in their positions, they receive a **0.4%** average increase in salary.



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	97.0%	28.9
Paid Sick Leave	98.8%	18.1
Paid FMLA Leave	81.0%	54.7
Paid Administrative Leave	54.9%	7.0
Paid Bereavement Leave	65.3%	4.5

3.5% and 5.2% of Information Technology staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

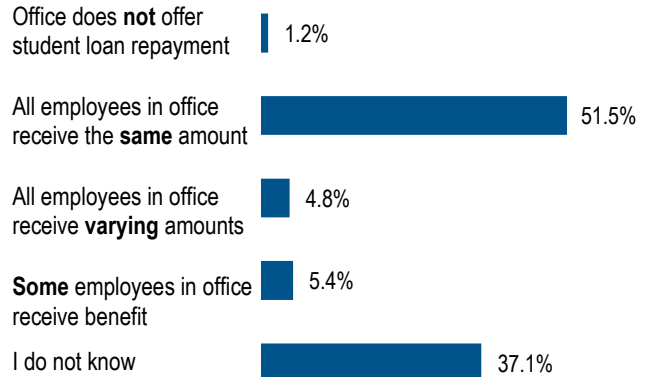
79.7% can roll over PTO/vacation days

- 6.3% can roll over unlimited days
- 73.4% can roll over an average of 41.5 days

85.1% can roll over sick days

- 73.9% can roll over unlimited days
- 11.2% can roll over an average of 60 days

Student Loan and Transit Benefits

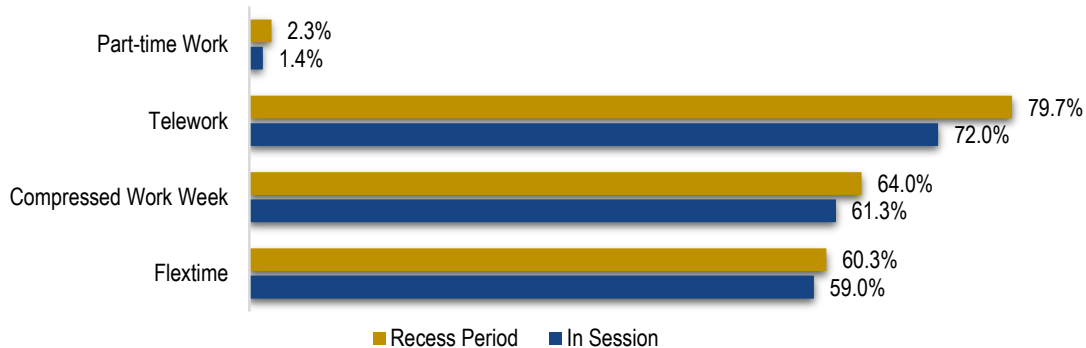


11.5% of Information Technology staff receive student loan repayments. The average amount of student loan repayment is **\$716.22** per month.



30.1% of Information Technology staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



83.9% Not Military

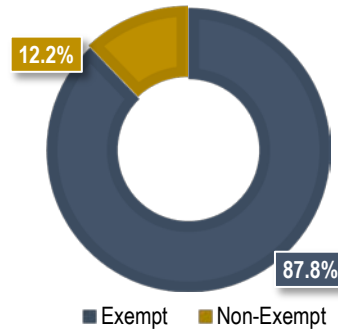


0.0% Reservist



16.1% Previous Military

Exempt Status



Tenure



12.5 average years working at House of Representatives
7.5 average years in current position
13.1 average years in Federal Government

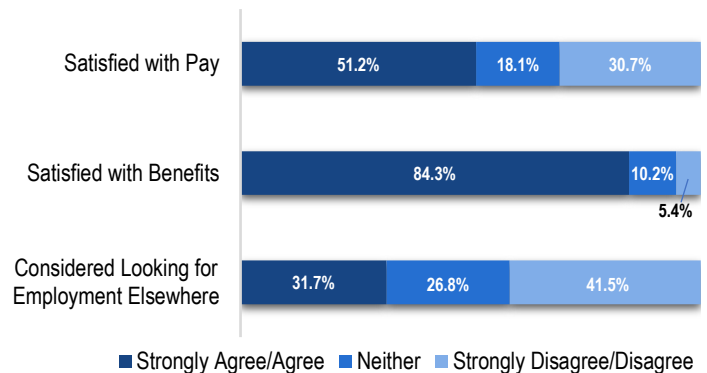
Work Status

0.6% of Information Technology staff are part-time.

Job Titles

- Internet Systems Specialist
- Business Process Applications Specialist
- Manager (Cybersecurity, Communications and Policy, Production and Support, Remedy, Support Systems)
- Systems Engineer
- Software Engineer
- Systems Administrator

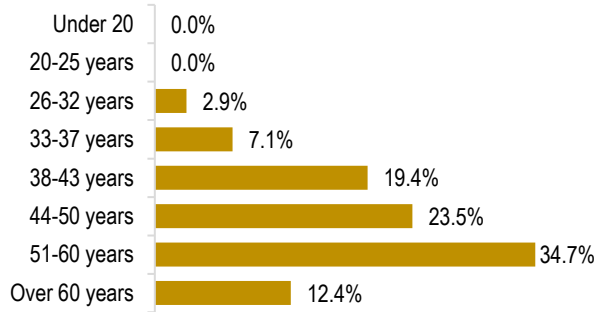
Job Perceptions



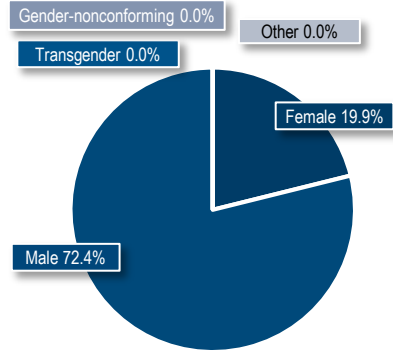
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

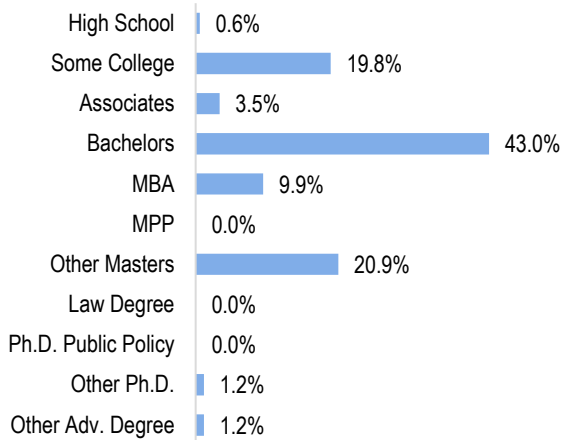
Age



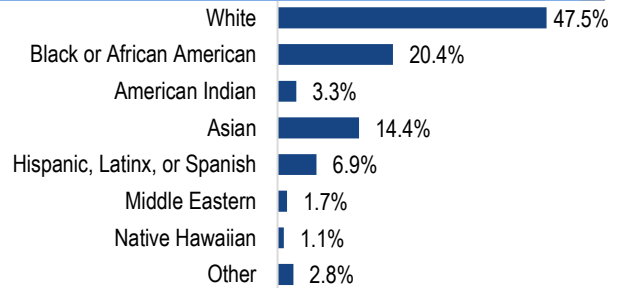
Gender/Gender Identity



Education



Race/Ethnicity

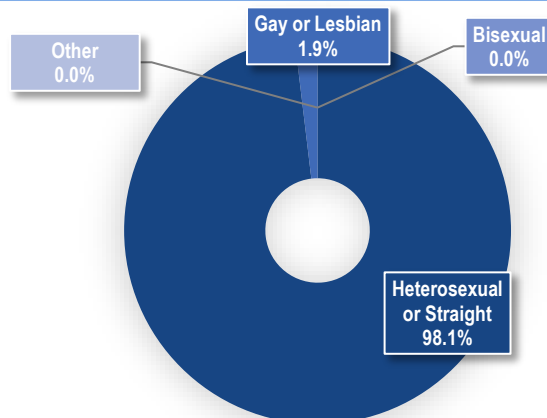


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	16.6%
Agnostic	7.3%
Christian	60.9%
Buddhist	1.3%
Hindu	4.6%
Jewish	2.6%
Muslim	2.6%
Sikh	0.7%
Other	3.3%

Sexual Orientation



Legal Counsel

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$149,104 annually, on average. Has been in the position for 3.0 years. Has a law degree. Receives 32.7 days of paid time off (PTO)/vacation and sick leave per year. 78.6% can telework to some extent during the year. <p>Number of Respondents = 15 Legal Counsel</p>	<p>Legal Counsel provides legal counsel to Officers, Members, or House employees.</p>

COMPENSATION AND BENEFITS

Salary

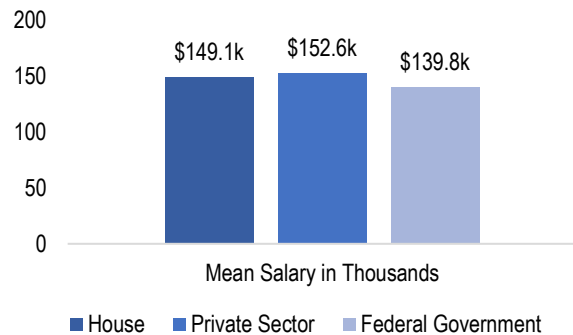
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$69,023	N/A	N/A
25%	\$143,009	\$79,990	\$114,590
50% (median)	\$161,197	\$126,960	\$144,350
Mean	\$149,104	\$152,640	\$139,820
75%	\$168,411	\$202,200	\$164,200
Maximum	\$170,696	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	41.7%	N/A
Annual Salary Increase/Raise	8.3%	N/A
Bonuses (Lump Sum)/Pay Adjustments	0.0%	N/A



For each year that Legal Counsel are in their positions, they receive a **6.9%** average increase in salary.



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	100.0%	20.7
Paid Sick Leave	100.0%	12.0
Paid FMLA Leave	85.7%	33.5
Paid Administrative Leave	76.9%	N/A
Paid Bereavement Leave	86.7%	4.0

Roll Over Paid Leave to Next Year

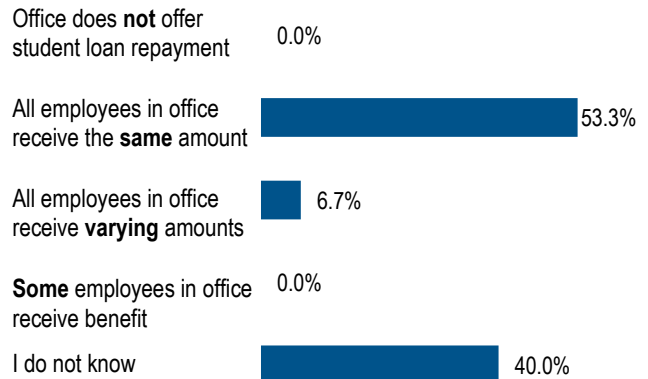
85.7% can roll over PTO/vacation days

- 14.3% can roll over unlimited days
- 71.4% can roll over an average of 33.6 days

100.0% can roll over sick days

- 84.6% can roll over unlimited days
- 15.4% can roll over a limited number of days

Student Loan and Transit Benefits

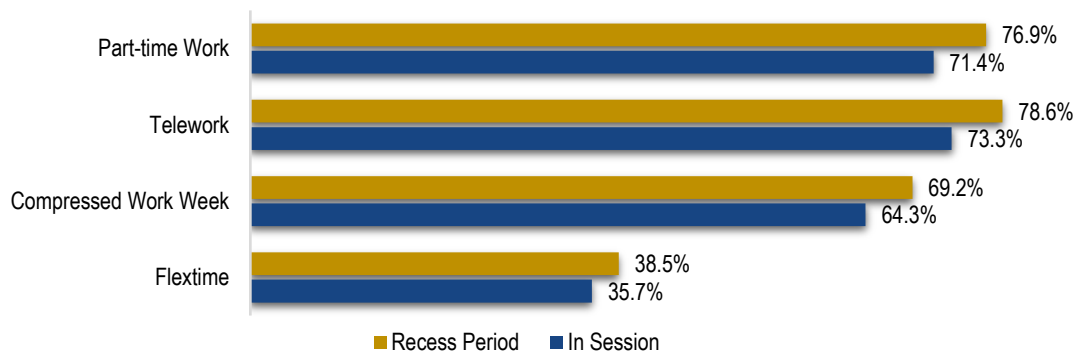


13.3% of Legal Counsel receive student loan repayments.



0% of Legal Counsel receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



93.3% Not Military

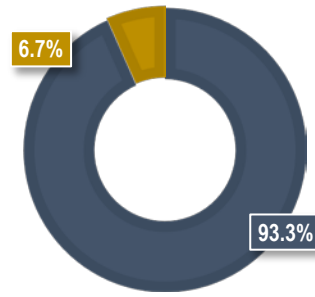


6.7% Reservist



0.0% Previous Military

Exempt Status



■ Exempt ■ Non-Exempt

Tenure



7.8 average years working at House of Representatives

3.0 average years in current position

9.8 average years in Federal Government

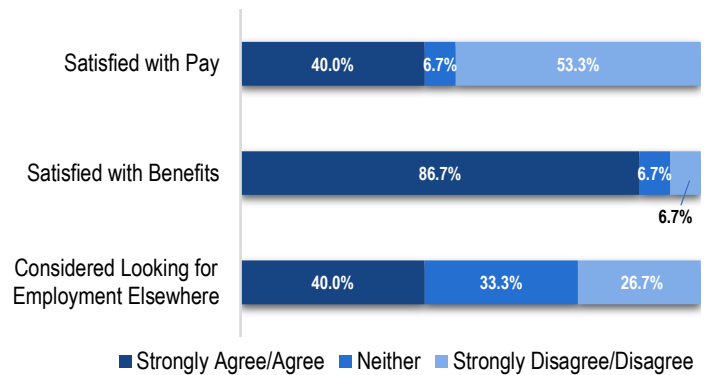
Work Status

0% of Legal Counsel are part-time.

Job Titles

- Administrative Counsel
- Associate Counsel

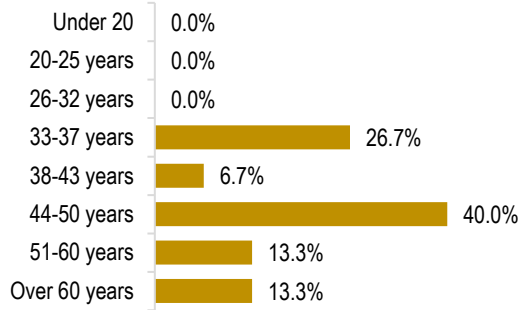
Job Perceptions



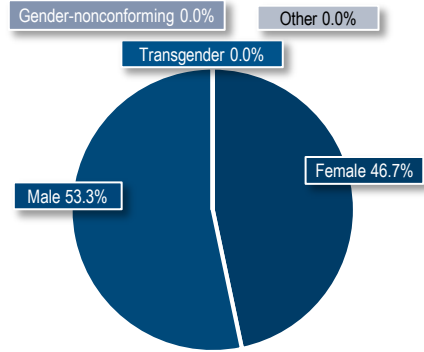
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

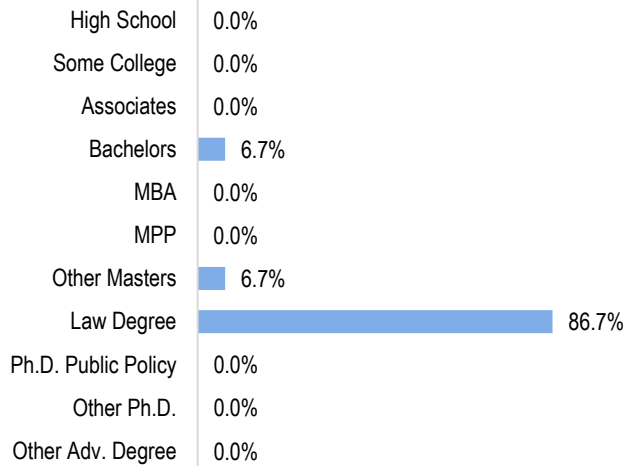
Age



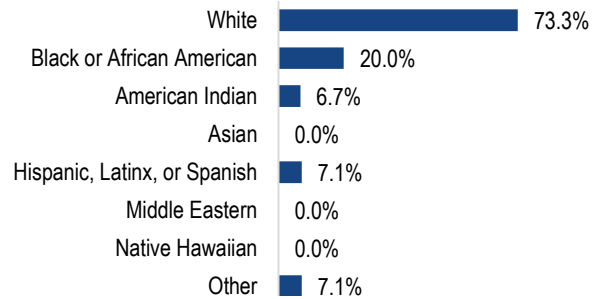
Gender/Gender Identity



Education



Race/Ethnicity

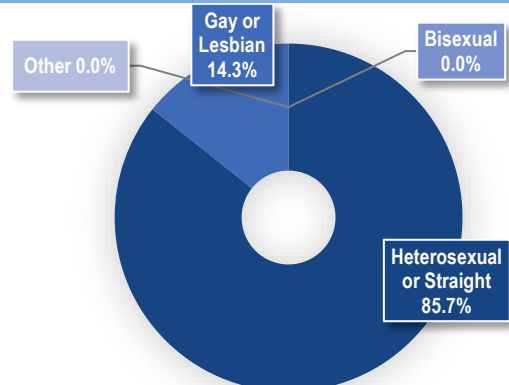


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	7.1%
Agnostic	7.1%
Christian	78.6%
Buddhist	0.0%
Hindu	0.0%
Jewish	7.1%
Muslim	0.0%
Sikh	0.0%

Sexual Orientation



Legislative Operations

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$118,364 annually, on average. Has been in the position for 6.8 years. Has a bachelor's degree. Receives 33.0 days of paid time off (PTO)/vacation and sick leave per year. 18.4% can telework to some extent during the year. <p>Number of Respondents = 61 Legislative Operations staff</p>	<p>Legislative Operations staff perform legislative duties to assist with House floor proceedings.</p>

COMPENSATION AND BENEFITS

Salary

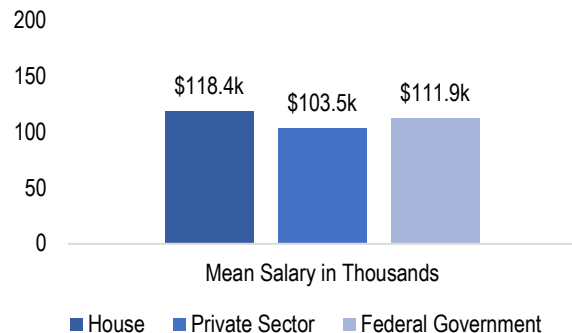
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$43,670	N/A	N/A
25%	\$88,566	\$59,155	\$86,290
50% (median)	\$115,578	\$88,720	\$108,100
Mean	\$118,364	\$103,525	\$111,865
75%	\$151,217	\$133,425	\$135,170
Maximum	\$172,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	82.1%	1.9%
Annual Salary Increase/Raise	41.2%	3.0%
Bonuses (Lump Sum)/Pay Adjustments	12.5%	\$2,700.14



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



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	96.6%	21.2
Paid Sick Leave	98.2%	11.8
Paid FMLA Leave	78.2%	37.5
Paid Administrative Leave	65.5%	12.0
Paid Bereavement Leave	69.1%	4.8

5.0% and 6.7% of of Legislative Operations staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

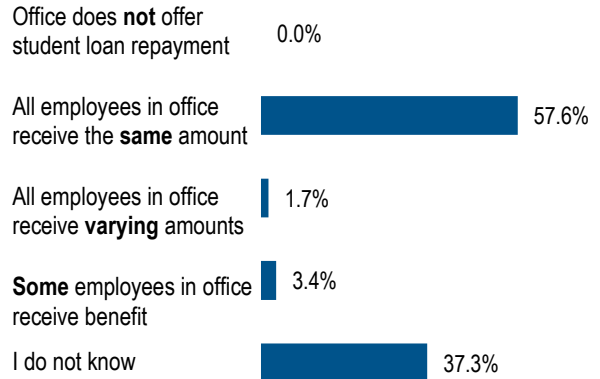
76.8% can roll over PTO/vacation days

- 3.6% can roll over unlimited days
- 73.2% can roll over an average of 33 days

87.3% can roll over sick days

- 80.0% can roll over unlimited days
- 7.3% can roll over an average of 30 days

Student Loan and Transit Benefits

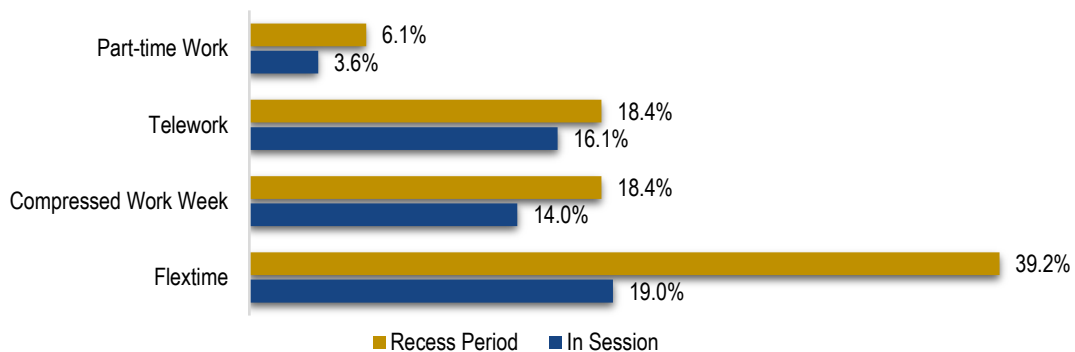


16.4% of Legislative Operations staff receive student loan repayments. The average amount of student loan repayment is **\$640.70** per month.



13.1% of Legislative Operations staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



91.5% Not Military

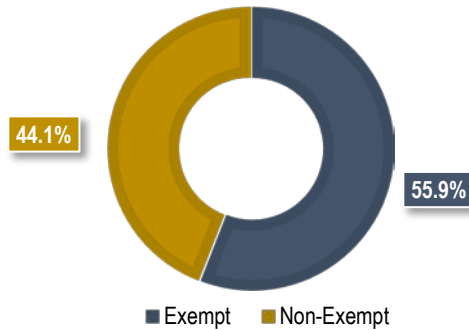


0.0% Reservist



8.5% Previous Military

Exempt Status



Tenure



12.7 average years working at House of Representatives
6.8 average years in current position
13.9 average years in Federal Government

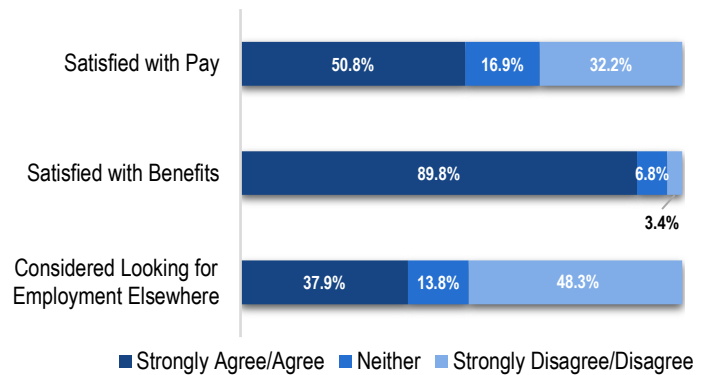
Work Status

1.7% of Legislative Operations staff are part-time.

Job Titles

- Clerk/Assistant Clerk
- Customer Advocate
- Director
- Official Reporter

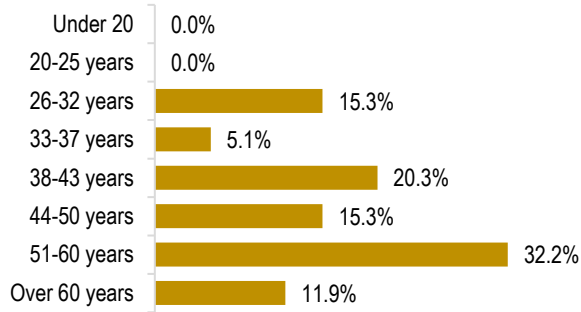
Job Perceptions



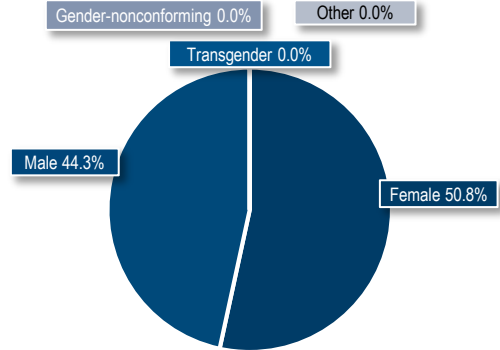
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

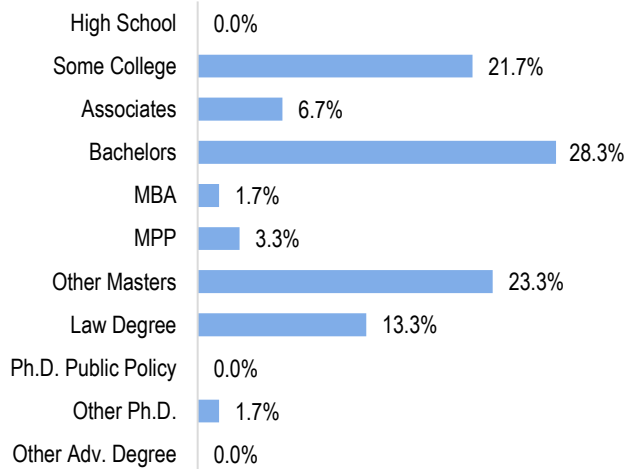
Age



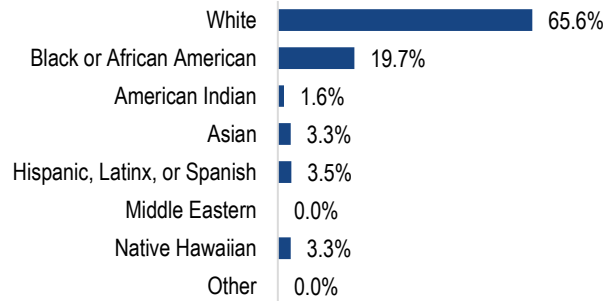
Gender/Gender Identity



Education



Race/Ethnicity

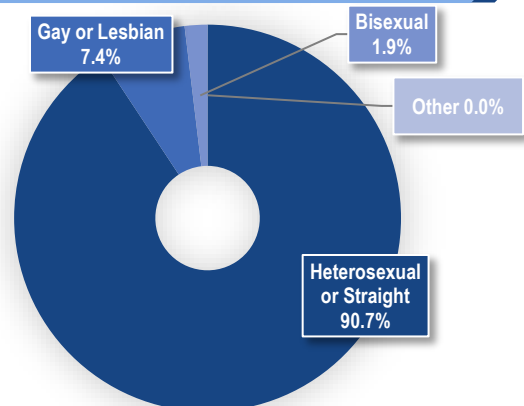


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	14.5%
Agnostic	1.8%
Christian	78.2%
Buddhist	1.8%
Hindu	0.0%
Jewish	1.8%
Muslim	0.0%
Sikh	0.0%
Other	1.8%

Sexual Orientation



Logistics

POSITION DETAILS

Position Summary

- Earns \$84,978 annually, on average.
- Has been in the position for 6.5 years.
- Has high school and/or some college education.
- Receives 52.6 days of paid time off (PTO)/vacation and sick leave per year.
- 30.9% can telework to some extent during the year.

Number of Respondents = 71 Logistics staff

Summary of Primary Duties

Logistics staff plan, organize, transport, or direct operations, assets, and inventory within or across offices.

COMPENSATION AND BENEFITS

Salary

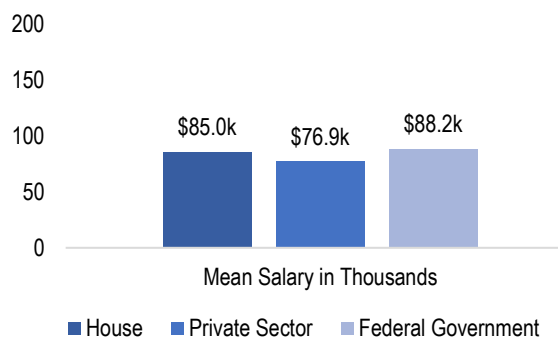
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$44,983	N/A	N/A
25%	\$64,475	\$55,540	\$69,380
50% (median)	\$79,926	\$72,200	\$85,610
Mean	\$84,978	\$76,940	\$88,180
75%	\$100,479	\$94,060	\$100,660
Maximum	\$156,662	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	95.6%	2.0%
Annual Salary Increase/Raise	41.8%	4.4%
Bonuses (Lump Sum)/Pay Adjustments	19.4%	\$1,000.00



For each year that Logistics staff are in their positions, they receive a **0.2%** average increase in salary.



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	97.1%	33.4
Paid Sick Leave	100.0%	19.2
Paid FMLA Leave	80.6%	53.0
Paid Administrative Leave	73.4%	N/A
Paid Bereavement Leave	88.9%	4.8

12.7% and 15.5% of Logistics staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

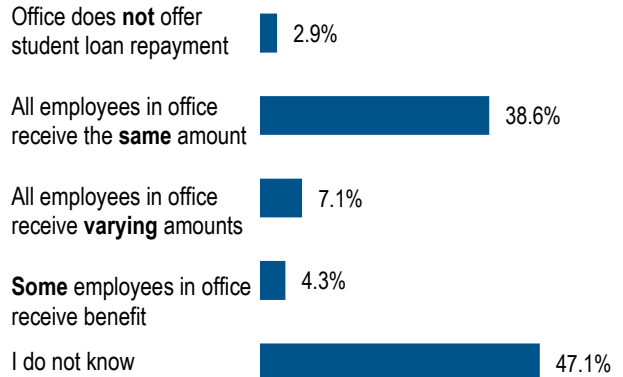
80.6% can roll over PTO/vacation days

- 9.0% can roll over unlimited days
- 71.6% can roll over an average of 38.7 days

92.6% can roll over sick days

- 83.8% can roll over unlimited days
- 8.8% can roll over a limited number of days

Student Loan and Transit Benefits

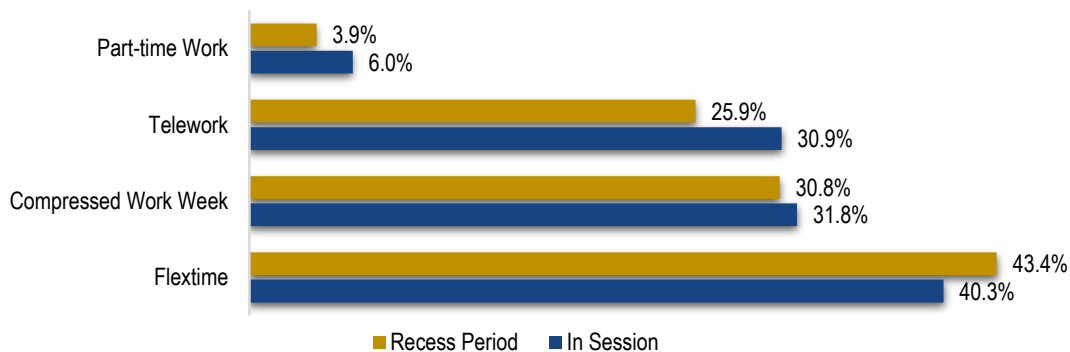


9.9% of Logistics staff receive student loan repayments. The average amount of student loan repayment is **\$805.00** per month.



22.5% of Logistics staff receive transit benefits.

Flexible Work Arrangements



JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



86.8% Not Military

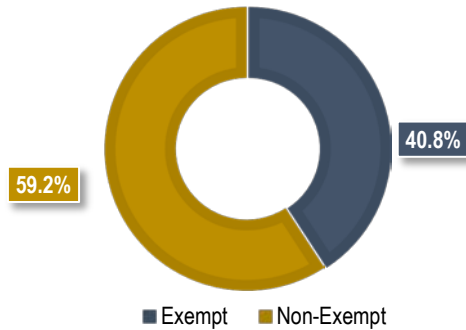


0.0% Reservist



13.2% Previous Military

Exempt Status



Tenure



13.9 average years working at House of Representatives
6.5 average years in current position
13.9 average years in Federal Government

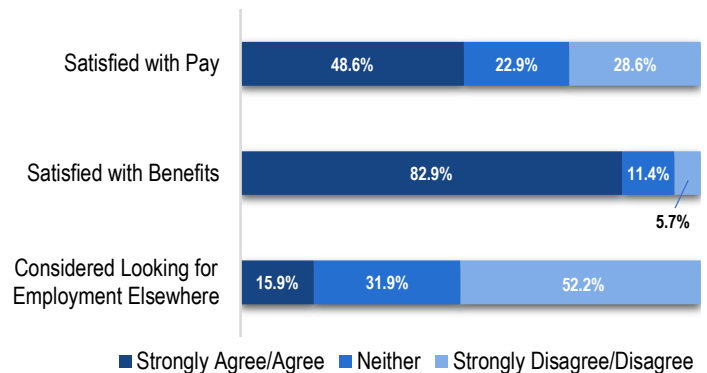
Work Status

5.6% of Logistics staff are part-time.

Job Titles

- Journeyman (Cabinet Maker, Refinisher, Upholster)
- Inventory Counselor/Specialist
- Master Finisher

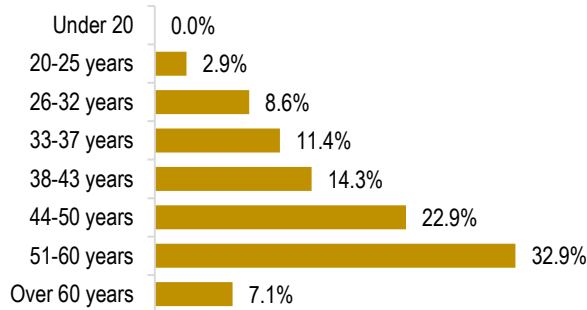
Job Perceptions



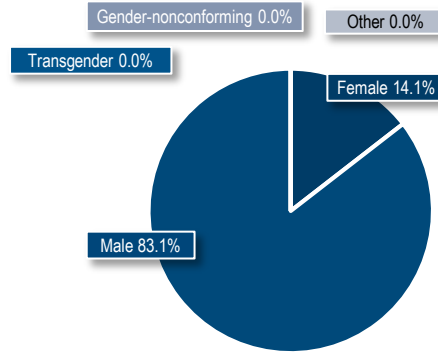
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

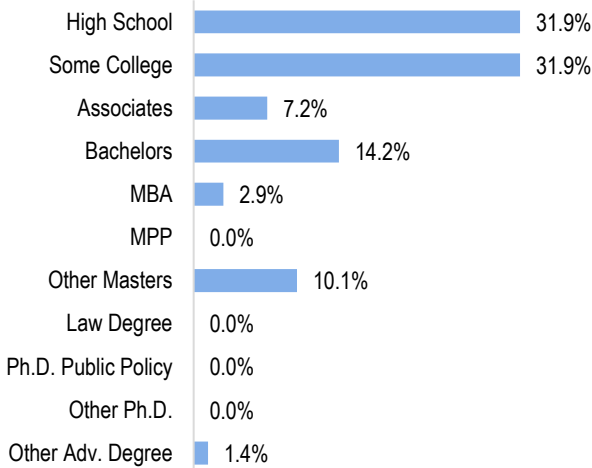
Age



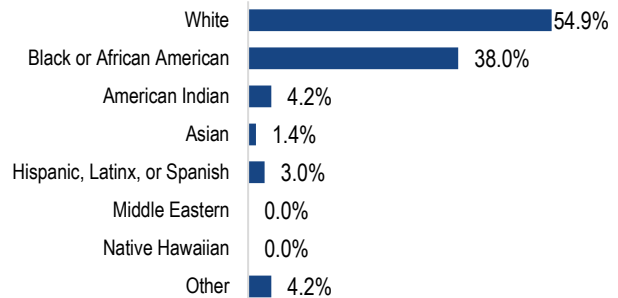
Gender/Gender Identity



Education



Race/Ethnicity

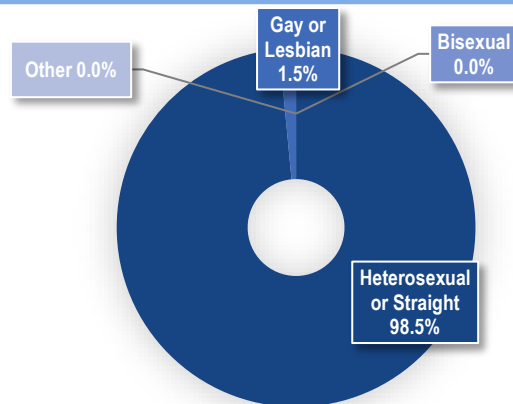


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	18.9%
Agnostic	1.9%
Christian	77.4%
Buddhist	0.0%
Hindu	0.0%
Jewish	0.0%
Muslim	0.0%
Sikh	0.0%
Other	1.9%

Sexual Orientation



Security

POSITION DETAILS

Position Summary	Summary of Primary Duties
<ul style="list-style-type: none"> Earns \$85,127 annually, on average. Has been in the position for 6.0 years. Has a bachelor's degree. Receives 31.8 days of paid time off (PTO)/vacation and sick leave per year. 8.3% can telework to some extent during the year. <p>Number of Respondents = 41 Security staff</p>	<p>Security staff maintain a safe and secure environment; protect staff and property from any preventable harm or danger; and engage in patrolling, investigation, crime prevention, and detection.</p>

COMPENSATION AND BENEFITS

Salary

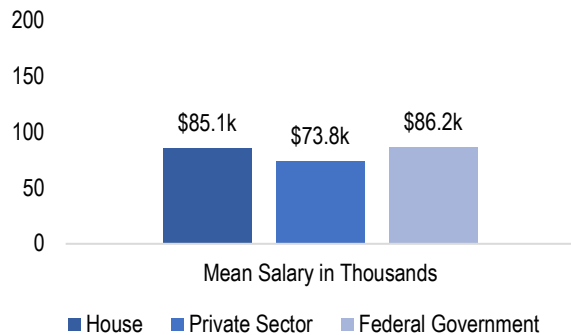
Percentile	House Survey	Benchmarking	
	2019	Private Sector	Federal Govt.
Minimum	\$45,740	N/A	N/A
25%	\$53,599	\$48,920	\$67,340
50% (median)	\$70,352	\$65,970	\$84,040
Mean	\$85,127	\$73,790	\$86,180
75%	\$112,929	\$90,490	\$100,790
Maximum	\$169,500	N/A	N/A

Pay Increases

Type of Pay Increase	% Receive	Average Increase Amount
Cost of Living Adjustment (COLA)	90.3%	2.1%
Annual Salary Increase/Raise	48.3%	3.3%
Bonuses (Lump Sum)/Pay Adjustments	3.6%	\$1,200.00



For each year that Security staff are in their positions, they receive a **5.0%** average increase in salary.



2019 Compensation and Diversity Study Report

Paid Leave

Type of Paid Leave	% Receive	Average Days per Year
Paid Time Off (PTO)/Vacation	78.8%	19.6
Paid Sick Leave	100.0%	12.2
Paid FMLA Leave	68.8%	26.7
Paid Administrative Leave	39.4%	N/A
Paid Bereavement Leave	64.7%	9.4

20.0% and 25.7% of Security staff have “no set amount” of leave per year for PTO and sick time, respectively.

Roll Over Paid Leave to Next Year

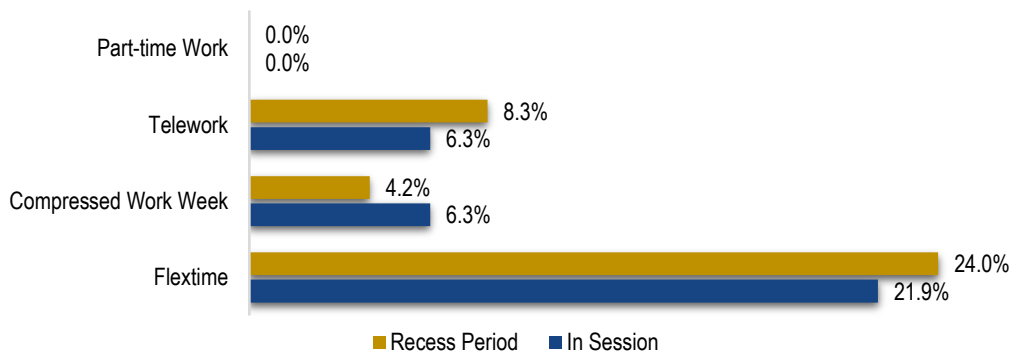
80.0% can roll over PTO/vacation days

- 16.0% can roll over unlimited days
- 64.0% can roll over an average of 51.4 days

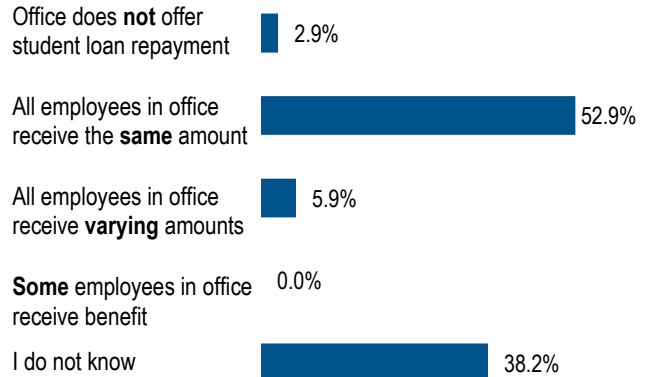
76.4% can roll over sick days

- 73.5% can roll over unlimited days
- 2.9% can roll over a limited number of days

Flexible Work Arrangements



Student Loan and Transit Benefits



9.8% of Security staff receive student loan repayments.



24.4% of Security staff receive transit benefits.

JOB CHARACTERISTICS AND PERCEPTIONS

Military Experience



82.1% Not Military

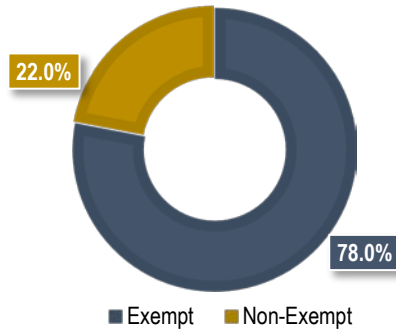


0.0% Reservist



17.9% Previous Military

Exempt Status



Tenure



12.9 average years working at House of Representatives
6.0 average years in current position
12.9 average years in Federal Government

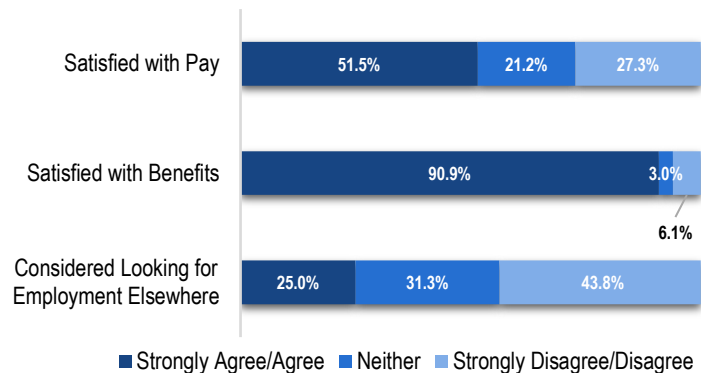
Work Status

2.4% of Security staff are part-time.

Job Titles

- Chamber Security/Support
- Parking Security

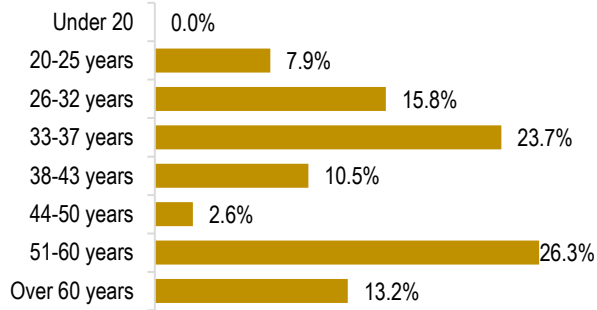
Job Perceptions



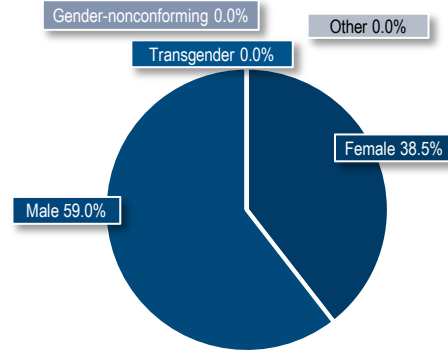
2019 Compensation and Diversity Study Report

DEMOGRAPHICS

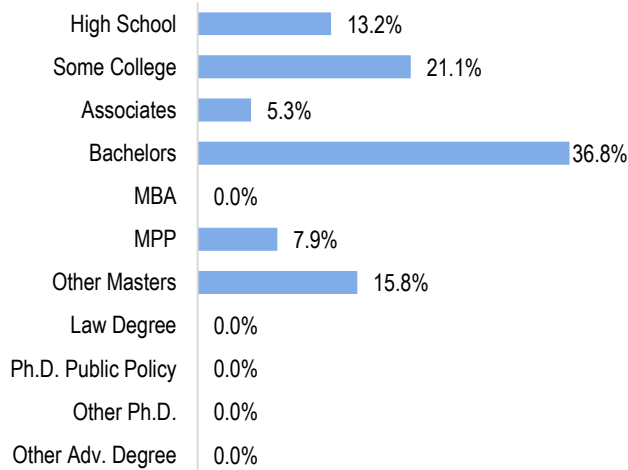
Age



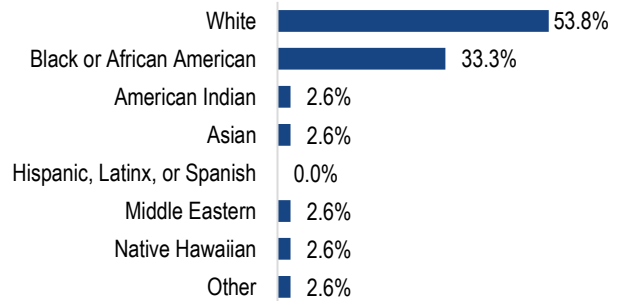
Gender/Gender Identity



Education



Race/Ethnicity

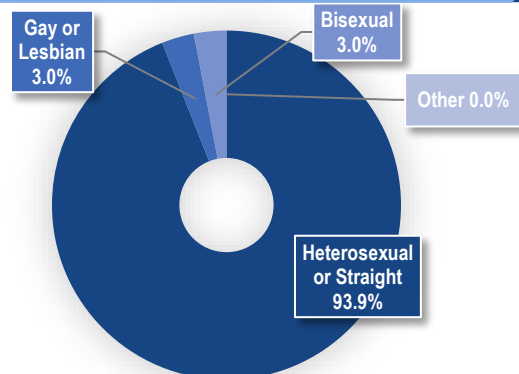


Note: Race and Hispanic ethnicity were asked as two separate survey items per the Office of Management and Budget's directives on the classification of race and ethnicity data. However, for the purposes of this report, responses for Hispanic ethnicity (Hispanic, Latinx, or Spanish Origin) and Race are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

Faith

Type of Faith	%
No religion/faith	16.1%
Agnostic	3.2%
Christian	71.0%
Buddhist	3.2%
Hindu	0.0%
Jewish	3.2%
Muslim	0.0%
Sikh	0.0%
Other	3.2%

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 Erlbaum Associates.
Murphy, K. R., & Jacobs, R. R. (2012). Using effect size measures to reform the determination of adverse impact in equal employment litigation. *Psychology, Public Policy, and Law*, 18(3), 477.
Ployhart, R. E., Schneider, B., & Schmitt, N. (2005). *Staffing organizations: Contemporary practice and theory*. CRC Press.
Ployhart, R. E., Weekley, J. A., & Dalzell, J. (2018). *Talent without borders: Global talent acquisition for competitive advantage*. Oxford University Press.

Benchmarking

Through an examination of possible sources for benchmarking data, the ICF team determined that the Bureau of Labor Statistics (BLS) was the most suitable source. BLS is responsible for measuring labor market activity, working conditions, and changes in the economy, and its mission is to collect, analyze, and disperse economic information to support public and private decision making.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/infohome.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).

House Officers: Job Title to SOC Code Mapping

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

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

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

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

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

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

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



Appendix B

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

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