The National Bureau of Standards is charged by law with the development, construction, custody, and maintenance of reference and working standards and their intercomparison, improvement, and application in science, engineering, industry, and commerce.
# Scientific and Technical Positions in the National Bureau of Standards

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1 Prepared by William C. Fewell, Personnel Officer.
DIVISIONS AND SECTIONS OF BUREAU

Electricity
- Resistance Measurements
- Inductance and Capacitance
- Electrical Instruments
- Magnetic Measurements
- Photometry
- Radio
- Underground Corrosion
- Electrochemistry
- Telephone Standards

Weights and Measures
- Length
- Mass
- Time
- Capacity and Density
- Gas Measuring Instruments
- Thermal Expansivity, Dental Research, and Identification
- Weights and Measures Laws and Administration
- Large-Capacity Scale Testing
- Limit Gages

Heat and Power
- Thermometry
- Pyrometry
- Heat Measurements
- Heat Transfer
- Cryogenics
- Fire Resistance
- Automotive Power Plants
- Lubrication and Liquid Fuels
- Aviation Engines and Accessories

Optics
- Spectroscopy
- Polarimetry
- Colorimetry and Spectrophotometry
- Optical Instruments
- Radiometry
- Atomic Physics, Radium, and X-Rays
- Photographic Technology
- Interferometry

Chemistry
- Paints, Varnishes, and Bituminous Materials
- Detergents, Cements, Corrosion, Etc.
- Organic Chemistry
- Metal and Ore Analysis, and Standard Samples

Chemistry—Continued
- Reagents and Platinum Metals
- Electrochemistry (Platinum, Gas Chemistry
- Physical Chemistry
- Thermochemistry and Constitution of Petroleum

Mechanics and Sound
- Engineering Instruments and Mechanical Appliances
- Sound
- Aeronautic Instruments
- Aerodynamics
- Engineering Mechanics
- Hydraulics

Organic and Fibre Materials
- Rubber
- Textiles
- Paper
- Leather
- Testing and Specification
- Fiber Structure
- Organic Plastics

Metallurgy
- Optical Metallurgy
- Thermal Metallurgy
- Mechanical Metallurgy
- Chemical Metallurgy
- Experimental Foundry

Clay and Silica Products
- Whiteware
- Glass
- Refractories
- Enameled Metals
- Heavy Clay Products
- Cement and Concreting Materials
- Masonry Construction
- Lime and Gypsum
- Stone

Simplified Practice
- Wood, Textiles, and Paper Products
- Metal Products and Construction Materials
- Containers and Miscellaneous Products
- Materials Handling Equipment and Ceramics
DIVISIONS AND SECTIONS OF BUREAU—Continued

Trade Standards
Wood, Wood Products, Paper, Leather, and Rubber
Metal Products
Textiles
Apparel
Petroleum, Chemical, and Miscellaneous Products

Codes and Specifications
Safety Codes
Building Codes
Building Practice and Specifications
Producer Contacts and Certification
Consumer Contacts and Labeling

Office—Continued
Property and Transportation
Mail and Files
Library
Information
Editorial

Shops
Design and Drafting
Instrument
Woodworking
Glassblowing
Shop Tools and Equipment
Materials and Supplies

Operation of Plant
Power Plant
Electrical
Piping
Grounds
Construction
Guard
Janitorial

PURPOSE OF THIS CIRCULAR

The National Bureau of Standards desires to keep in touch with men and women who are well qualified to fill positions on its scientific staff. The aim of this circular is to answer queries received in the daily mail and give general information to prospective applicants who are interested in the scientific and technical work of the Bureau.

INFORMATION CONCERNING BUREAU

Location of Bureau.

The Bureau's location is pleasant, about 3½ miles from the center of Washington, at Connecticut Avenue and Upton Street. The Bureau comprises a group of laboratory buildings on a 56-acre site, arranged like a university, situated on a natural hill.

Laboratory Facilities.

The Bureau's facilities make it one of the best-equipped physical laboratories in the world for carrying on scientific research.

Scientific and Technical Work.

The work of the Bureau includes many branches of physics, chemistry, and engineering, such as mechanics, heat, optics, electricity, sound, metrology, metallurgy, radio, electronics, thermodynamics,
aerodynamics, engineering (aeronautical, automotive, electrical, gas, hydraulic, mechanical, structural), also industrial technology (ceramics, leather, petroleum, rubber, and textiles), includes research and standardization, and offers valuable experience in these professions, combining as it does theoretical, experimental, and practical work.

Training in the Bureau.

The Bureau affords an excellent opportunity for training in scientific work, and its close connection with the industries makes Bureau experience valuable in industrial research. Many employees have found a Bureau position the stepping stone to a more highly remunerative one outside. Others who have remained in the service have been rewarded with steady advancement. It is generally recognized that the Government scientific and technical service is an excellent postgraduate training ground and outside interests are ever on the alert to seek successful Government research workers.

Educational Opportunities.

Educational opportunities are afforded by weekly meetings of the Bureau staff, meetings of various divisions and sections, cooperative postgraduate study courses in physics, chemistry, mathematics, etc., conducted by members of the staff and others outside of official hours, special lectures by visiting scientists, and meetings of national societies. The advanced courses at the Bureau are accepted by several universities as credits toward a higher degree, which can be used for a thesis. Junior assistants are offered the opportunity of continuing college work at local universities. In fact, employees appointed to positions in the subprofessional service are expected to prepare themselves suitable education in some branch of the Bureau work for the broader field represented in positions of higher grades. The university courses are largely arranged to suit the convenience of persons in Government service, and classes in most subjects are given in the late afternoon or evening.

Library Facilities.

The National Bureau of Standards has a highly specialized scientific library of 45,000 volumes
and free use of the other scientific collections in Washington.

INFORMATION REGARDING APPOINTMENTS

Date of Entrance.

All positions on the staff of the National Bureau Standards are subject to the competitive requirements of the civil-service rules and regulations. Only those candidates can be considered who have passed appropriate examinations and who are certified by the United States Civil Service Commission among the three highest eligibles on the register, who have eligibility for transfer or reinstatement.

Terms of the Service.

For original appointment the demand is always much greater for junior assistants than for the higher grades, principally because, wherever possible, vacancies in the higher grades are filled through promotion. The Bureau staff comprises approximately 930 professional, subprofessional, clerical, administrative, fiscal, and custodial positions. Naturally, in a force of this size, vacancies often occur. The staff is also gradually increasing, so at there is frequent opportunity for the employment of young college men and women in scientific work.

Entrance Salary.

All appointments are made at the entrance salary for the grade for which eligibles have qualified through civil-service examination.

Duties.

No definite statement can be made as to the specific nature of the duties of a particular grade or position prior to offer of appointment. The duties are usually in connection with original investigations or testing in some field of the Bureau's work. While experimental testing usually forms the major part of the early work of new appointees in the minor grades, opportunities for research are afforded.

Application.

Formal applications for examination in any of the several grades cannot be accepted until after an examination has been announced. Application is made on standard prescribed forms issued by the United States Civil Service Commission.
Examination.

Examinations for positions in the lower grades are held occasionally throughout the country in practically every city of considerable size. Examinations for the higher grades are held from time to time as the needs of the service require. Applicants for the junior and assistant professional and subprofessional positions are required to report for a written examination. Applicants for positions of higher grade are not required to report for a written examination but are rated on their education, training, experience, writings (publications, reports, or thesis), and corroborative evidence.

Notice of Examination.

Persons who desire to be notified of the announcement of an examination for a position of any grade or in any specialty in the National Bureau of Standards may place their names on file for the purpose with the United States Civil Service Commission or the National Bureau of Standards, Washington, D. C.

Announcements giving full information regarding the requirements, places of examination, etc., will be mailed to interested persons approximately one month in advance of the examination dates.

Physical Examination.

In view of the benefits granted employees under employees' compensation and retirement legislation, persons appointed will be required to pass a physical examination by a physician in the Federal service before entering on duty. They must have such health and freedom from physical defects as will enable them to meet the physical standard which the Civil Service Commission deems necessary to perform the duties of the position.

Proof of Date of Birth.

Applicants who attain eligibility and are selected for appointment must furnish proof of date of birth to the appointing officer at the time of reporting for duty.
Members of Family Already in Government.

Where there are already two members of a single family (living under the same roof) in the service of the District of Columbia or the United States, additional members of that family will not be appointed.

Senior Students.

Applications will be accepted from senior students in college and high school when an examination is announced, subject to their furnishing proof of actual graduation before entering on duty in case appointment is made.

Citizenship and Sex.

All citizens of the United States, both men and women, who meet the requirements may enter these examinations; appointing officers, however, have the legal right to specify the sex desired in requesting certification of eligibles.

Residence.

To be eligible for permanent appointment to the apportioned service in Washington, D.C., applicants must show legal or voting residence for at least one year next preceding the closing date for receipt of applications, in the State or Territory claimed. Practically all positions on the Bureau staff are in the District of Columbia and are, therefore, subject to the above residence requirement.

Temporary Appointment.

Temporary appointments are also made through civil-service examination and certification; that is, if there are eligibles on civil-service registers who are willing to accept temporary appointment, they must be given first opportunity for such positions. Temporary appointment of others may be authorized by the United States Civil Service Commission in the event that there are no eligibles available for certification from existing lists, pending the announcement of an examination and the establishment of a new register of eligibles. There is, however, usually a surplus of civil-service eligibles available for certification, and there is seldom opportunity for such temporary appointment of others except in positions requiring highly specialized training and experience.
The names of the principal buildings are shown. The main entrance to the main visitor's trip through the laboratories starts at 1:45 p.m. from...
The General Bureau of Standards' grounds is on Connecticut Avenue, to the left of this picture. For more information, consult the South Building, shown near the top center.
Airplane view of the National Bureau of Standards.
[Looking south.]

The names of the principal buildings are shown. The main entrance to the Bureau's grounds is on Connecticut Avenue, to the left of this picture. For visitors a trip through the laboratories starts at 1:45 p.m. from room 300, South Building, shown near the top center.
Summer Appointment.

There are no special provisions for appointments to cover the summer-vacation period. A few such appointments can sometimes be made, but, in general, the statements above regarding civil-service requirements for temporary appointments apply to the summer positions as well. The Bureau's operations have to be conducted under a budget providing for fairly uniform maintenance of its work and staff throughout the year. Furthermore, most of the work requires a considerable amount of experience before it can be carried on independently. The time required from experienced members of the staff in instructing and supervising new appointees makes employment for short periods uneconomical. In view of all these conditions, it is necessary to limit rather closely the number of summer appointments made.

Research Associate Positions.

Technical problems arise in every industry. Some are of such pressing importance that an industry or group of technicians concerned may apply to the Bureau for cooperation. If facilities and other conditions are favorable, the Bureau may authorize the appointment of a research associate. The industrial or technical group allots funds for the purpose. A research worker is then sought either by the Bureau or the employing organization. If mutually acceptable, he is appointed as a research associate by the Director of the National Bureau of Standards. Usually the appointee is a technical or scientific graduate qualified to initiate and conduct research. The employing organization is usually an association of an entire industry or a specialized scientific or technical group. These appointments are made without reference to civil-service examination, rules, and regulations. In view of the small number of research associate assignments, in comparison with the regular staff, vacancies seldom arise in these positions.

Nontechnical Positions.

There are also other classes of positions on the staff of the National Bureau of Standards, such as clerical, stenographic, administrative, mechanical, etc., but calls for such eligibles are infrequent and there is usually a sufficient supply of eligibles available to meet the demand of the service from current examinations conducted by the United States Civil Service Commission for the entire Government
service. Requests for information concerning these positions should be addressed to the United States Civil Service Commission, Washington, D. C.

Probationary Period.

All civil-service appointees to positions in this Bureau are required to serve a probationary period of one year. At the expiration of the probationary period, the appointment becomes permanent if the employee’s work and conduct have been satisfactory.

QUALIFICATIONS REQUIRED FOR ENTRANCE

The general requirements necessary for admission to the examinations for the regular scientific and technical positions are given below. It is, of course, occasionally necessary to announce other special examinations, but these are usually of a highly specialized nature. Detailed requirements for each position are given when an announcement is issued by the United States Civil Service Commission.

Junior Professional Grade (salary range, $2,000 to $2,600).

Physicist.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, including the completion of at least 24 semester-hours’ study in physics. (By semester-hour is meant one lecture recitation hour or two laboratory hours per week per semester.) Applicants are examined and rated on the subjects of general physics and mathematics through calculus, and practical questions on the optional subject chosen (electricity, heat, mechanics, optics, radio, sound).

Chemist.—Applicants must have successfully completed a full 4-year course leading to a bachelor’s degree in a college or university of recognized standing, including the completion of at least 30 semester-hours’ study in chemistry. Applicants are examined and rated on the subjects of general chemistry, and practical questions in the optional subject chosen (advanced inorganic chemistry, analytical chemistry, organic chemistry, physical chemistry).

Engineer.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in engineering in a college or university of recognized standing. Applicants are examined and rated on the subjects of engineering fundamentals (including mathematics, physics, mechanics, chem-
istry, engineering materials, etc.), and practical questions in the optional subject chosen (aeronautical, ceramics, chemical, civil, electrical, mechanical, petroleum, structural steel, and concrete).

Assistant Professional Grade (salary range, $2,600 to $3,200).

In addition to meeting the preliminary requirements for the junior professional grade, applicant must have had at least two years of subsequent experience in work of a research or scientific character in the optional selected, showing a fair degree of progression in duties and responsibilities and some aptitude for investigative work; provided, that one year of graduate work will be accepted in lieu of each year of the required experience.

Associate Professional Grade (salary range, $3,200 to $3,800).

In addition to meeting the preliminary requirements for the junior professional grade, applicant must show that they have had at least three years of subsequent experience in specialized research or developmental work and should submit evidence to show the quality of work accomplished and their ability to assume important responsibilities and to carry on difficult scientific work in the optional under which they apply. Appointment in this grade requires professional attainment of a high order. Applicants may substitute one year of postgraduate work for each year of the required experience, but in order to qualify entirely on the basis of academic work an applicant must have received the doctor's degree.

Full Professional Grade (salary range, $3,800 to $4,600).

In addition to meeting the preliminary requirements for the junior professional grade, applicant must show that they have had at least five years experience subsequent to graduation and of scientific or investigative nature in the optional selected. The training and experience must have been sufficient to demonstrate ability to perform highly specialized and extremely difficult scientific or investigative work, must show a high degree of progression, scientific research successfully accomplished, and ability to assume increasingly important responsibilities. Applicants may substitute, year for year, up to a maximum of 3 years, for the abov
tirescribed experience, postgraduate study in a college or university of recognized standing, with major study in the appropriate optional.

Higher Professional Grades (salary range, $4,600 to $9,000).

Vacancies in the higher professional grades are usually filled by promotion, and it is seldom necessary to make appointments in these grades. Applicants for these positions must show broad fundamental scientific education, extended experience, demonstrated proficiency in the field of science involved, and exceptional executive ability. Examinations in the higher grades are announced only as the needs of the service require, and then only in highly specialized fields.

Minor Subprofessional Grade (salary range, $1,020 to $1,380).

Applicants for the position of minor laboratory apprentice must show that they have graduated from a 4-year high-school course or completed 14 units of high-school work accepted for college entrance, and that their high-school work included at least a 1-year course in either physics or chemistry. Applicants are examined and rated on the subjects of elementary algebra and geometry and elementary physics or chemistry.

Under Subprofessional Grade (salary range, $1,260 to $1,620).

Applicants for the position of under laboratory apprentice must have completed at least 30 credit-hours of college work, which shall have included as a minimum either a 6-hour course in college physics or a 6-hour course in college chemistry. Applicants are examined and rated on the subjects of general chemistry or elementary physics, mathematics through trigonometry, and education and experience.

Junior Subprofessional Grade (salary range, $1,440 to $1,800).

Applicants for the position of junior physical science aid must have completed at least 60 credit-hours of college work, such college course to have included as a minimum either a 6-hour course in college physics or a 6-hour course in college chemistry. Applicants are examined and rated on the subjects of general chemistry or elementary physics, mathematics through trigonometry, and education and experience.
Assistant Subprofessional Grade (salary range: $1,620 to $1,980).

Applicants for the position of assistant physics science aid must show that they have completed at least 90 credit-hours of study in a college or university of recognized standing and that they have majored in the optional subject selected in the examination (advanced general physics, ceramics, chemical engineering, chemistry, civil and mechanical engineering, electrical engineering, paper technology, physical metallurgy, physics and chemistry, textile technology). Applicants are examined and rated on the subjects of general chemistry and elementary physics, mathematics including differential calculus, and education and experience.

Higher Subprofessional Grades (salary range, $1,800 to $3,200).

It is seldom, if ever, necessary to hold examinations in the higher subprofessional grades except in unusual cases where special training and experience are required. Employees in the subprofessional service engaged in laboratory work are usually promoted from the assistant subprofessional grade to the junior professional grade upon receiving a college degree. The higher subprofessional grades are composed principally of mechanical or other types of positions not in line for promotion to the professional service.

GENERAL INFORMATION

Working Hours.

The regular hours for employees on the scientific staff of the National Bureau of Standards are from 8:30 a. m. to 4 p. m., with one-half hour out for luncheon. On Saturdays the working hours are from 8:30 a. m. to 12:30 p. m. without intermission.

Leave of Absence.

Employees of the National Bureau of Standards are granted 26 days, exclusive of Sundays and holidays, of annual leave in each year: Provided, That the part unused in any year shall be accumulable for succeeding years until it totals not exceeding 90 days. During sickness, employees are entitled to sick leave at the rate of 1/2 days a month, and such leave is not used it shall accumulate: Provided, That the total accumulation shall not exceed 90 days.
advancement.

The positions on the scientific staff form a con-

nuous series from the entrance grade to the highest

subject to the limitations placed by the number of

cancies occurring. Promotion is possible from one

grade to another, subject, of course, to the individual

employee's efficiency, training, and accomplish-

ments and to the funds available for making pro-

motion.

retirement.

Classified employees who have reached the retire-

ment age and have served 15 years are entitled to

tirement with annuity. A deduction of 3½ per-

cent is made from monthly salary toward this annu-

ity, which will be returned with 4-percent interest,

compounded annually, to persons leaving the serv-

ice before retirement. The retirement age for

professional employees is 70 years, with optional

tirement at 68 years.

specimen Examination Papers.

The National Bureau of Standards does not dis-

tribute specimen sets of previous examination papers.

The character of the examinations for the various

asses of positions is sufficiently indicated under the

parate headings in this publication.

transportation to New Appointees.

Persons accepting appointments must report to

Washington, D. C., or assigned post of duty without

ost to the Government.

Welfare.

Provision is made for the individual welfare of the

ureau employees. Voluntary first aid is rendered

all principal buildings, and for those injured in

ee of duty care is provided in accordance with the

visions of the Federal Compensation Act.

creation.

There are tennis courts at the Bureau, and facilities

or golf, tennis, bathing, baseball, polo, skating, and

ther sports are provided in the public parks. The

Potomac River is much used for canoeing, swimming, and its banks for camping and hiking. The

ibrary of Congress, National Academy of

iences, National Museum, art galleries, Zoological

ark, and many other civic institutions peculiar to

National Capital afford unusual opportunities

ulture and recreation.
Cost of Living in Washington.

The cost of living in Washington is about the same as in other large cities of the country. The average cost of room and board in the vicinity of the National Bureau of Standards is approximately $40 to $50 per month, including two meals per day. Rentals for apartments and houses would probably range from $55 per month and upward, depending upon the size, location, etc.

Salary Ranges.

The following table gives the salary steps attached to the various grades and positions under the classification act:

### Professional service

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<tr>
<th>Grade</th>
<th>Descriptive title</th>
<th>Salary rates in dollars</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Junior</td>
<td>2000 2100 2200 2300 2400 2500 2600</td>
</tr>
<tr>
<td>2</td>
<td>Assistant</td>
<td>2600 2700 2800 2900 3000 3100 3200</td>
</tr>
<tr>
<td>3</td>
<td>Associate</td>
<td>3200 3300 3400 3500 3600 3700 3800</td>
</tr>
<tr>
<td>4</td>
<td>Full</td>
<td>3800 4000 4200 4400 4600</td>
</tr>
<tr>
<td>5</td>
<td>Senior</td>
<td>4600 4800 5000 5200 5400</td>
</tr>
<tr>
<td>6</td>
<td>Principal</td>
<td>5600 5800 6000 6200 6400</td>
</tr>
<tr>
<td>7</td>
<td>Head</td>
<td>6500 7000 7500</td>
</tr>
<tr>
<td>8</td>
<td>Chief</td>
<td>8000 8500 9000</td>
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### Subprofessional service

<table>
<thead>
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<th>Grade</th>
<th>Descriptive title</th>
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<tbody>
<tr>
<td>1</td>
<td>Minor</td>
<td>1020 1080 1140 1200 1260 1320 1380</td>
</tr>
<tr>
<td>2</td>
<td>Under</td>
<td>1260 1320 1380 1440 1500 1560 1620</td>
</tr>
<tr>
<td>3</td>
<td>Junior</td>
<td>1440 1500 1560 1620 1680 1740 1800</td>
</tr>
<tr>
<td>4</td>
<td>Assistant</td>
<td>1620 1680 1740 1800 1860 1920 1980</td>
</tr>
<tr>
<td>5</td>
<td>Main</td>
<td>1800 1860 1920 1980 2040 2100 2160</td>
</tr>
<tr>
<td>6</td>
<td>Senior</td>
<td>2000 2100 2200 2300 2400 2500 2600</td>
</tr>
<tr>
<td>7</td>
<td>Principal</td>
<td>2300 2400 2500 2600 2700 2800 2900</td>
</tr>
<tr>
<td>8</td>
<td>Chief</td>
<td>2600 2700 2800 2900 3000 3100 3200</td>
</tr>
</tbody>
</table>
Clerical, administrative, and fiscal service

<table>
<thead>
<tr>
<th>Descriptive title</th>
<th>Salary rates in dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under</td>
<td>1200 1320 1380 1440 1500 1560 1620</td>
</tr>
<tr>
<td>Junior</td>
<td>1440 1500 1550 1620 1680 1740 1800</td>
</tr>
<tr>
<td>Assistant</td>
<td>1620 1680 1740 1800 1860 1920 1980</td>
</tr>
<tr>
<td>Main</td>
<td>1800 1860 1920 1980 2040 2100 2160</td>
</tr>
<tr>
<td>Senior</td>
<td>2000 2100 2200 2300 2400 2500 2600</td>
</tr>
<tr>
<td>Principal</td>
<td>2300 2400 2500 2600 2700 2800 2900</td>
</tr>
</tbody>
</table>
| Assistant adminis-
| 2600 2700 2800 2900 3000 3100 3200 |
| Associate adminis-
| 2900 3000 3100 3200 3300 3400 3500 |
| Full administrative| 3200 3300 3400 3500 3600 3700 3800 |
| Senior administrative | 3500 3600 3700 3800 3900 4000 4100 |
| Principal adminis-
| 3800 4000 4200 4400 4600 |
| Head administrative| 4600 4800 5000 5200 5400 |
| Chief administrative| 5600 5800 6000 6200 6400 |
| Executive         | 6500 7000 7500 |
| Senior executive  | 8000 8500 9000 |

Custodial service

<table>
<thead>
<tr>
<th>Descriptive title</th>
<th>Salary rates in dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior messenger</td>
<td>600 660 720 780 840</td>
</tr>
<tr>
<td>Office laborer</td>
<td>1080 1140 1200 1260 1320 1380</td>
</tr>
<tr>
<td>Minor</td>
<td>1200 1260 1320 1380 1440 1500</td>
</tr>
<tr>
<td>Under</td>
<td>1320 1380 1440 1500 1560 1620 1680</td>
</tr>
<tr>
<td>Junior</td>
<td>1500 1560 1620 1680 1740 1800 1860</td>
</tr>
<tr>
<td>Assistant</td>
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</tr>
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</tbody>
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