

3 FAH-2 H-400 Appendix J 1600

FSN-1600 POLITICAL AND LABOR GROUP

(TL:FSNH-15; 10-25-93)

This group includes all classes of positions the duties of which are to advise on, supervise, or perform information-gathering, research, reporting, and related services in the fields of political and labor reporting.

Series of classes included in this group are:

Political Reporting Series	FSN-1605
Labor Reporting Series	FSN-1610

FSN-1605 POLITICAL REPORTING SERIES

This series includes positions that involve information gathering, research, reporting, and related services in the field of political reporting. The more specific functional components involved include translating and interpreting; maintenance of reference files; procurement of publications; providing such services for visiting officials as briefing them on current developments, arranging appointments, and accompanying them to meetings with host country officials; developing and maintaining contacts with host government officials and representatives of other organizations; briefing American officers on current developments; drawing on published and unpublished sources, preparing factual and analytical reports; advising American officers on various issues; and performing related functions.

Positions in the Political Reporting series often involve translating. Positions the duties of which are essentially limited to translating, including the preparation of summaries in translated form, should be placed in the Translator Group.

The Political Reporting Series provides four grade levels. They are:

Political Specialist	FSN-1605-12
Political Specialist	FSN-1605-11
Political Assistant	FSN-1605-9
Political Assistant	FSN-1605-7

The following classification factors are especially important in classifying positions in the Political Service:

1. **Level, diversity, and purpose of contacts** - Consider such aspects as the extent to which the employee is required to develop and maintain outside contacts, the level or relative importance of the persons contacted, the range or diversity of such contacts, and the purpose of the contacts.

2. **Nature, scope and complexity of reporting** - The nature, scope, and complexity of reporting varies appreciably, ranging from identifying items in the daily press which may be useful for reporting purposes to the preparation of complex reports requiring independent analysis, interpretation, and forecasting of probable future developments. Consider whether the employee is limited to collecting and reporting purely factual information drawing on readily available published sources pursuant to well-defined instructions. Consider whether the employee must obtain information from published sources and through personal contact, and analyze and interpret the significance of the information obtained. Consider whether the employee is required to evaluate the reliability of the sources used and to forecast probable future developments. Consider also the scope of the subject matter being reported. Is the employee confined to a

limited field, such as biographic reporting? Or does the employee cover a major segment of the total reporting activity?

3. **Advisory role** - Consider whether the employee is regarded as a true expert in the field to the point that considerable reliance is placed on professional acumen and judgment. Is advice obtained on sensitive and important matters?

4. **Latitude for independent action and exercise of judgment** - Consider the extent to which the employee is given wide latitude in organizing and carrying out research and reporting assignments. Does the supervision received consist mainly of review of completed work? Consider also the extent to which the employee is required to exercise judgment, such as interpreting the significance of given developments.

5. **Qualifications requirements** - Consider the extent to which the work to be performed requires the equivalent of a B.A. or B.S. degree, or even additional post-graduate study. Or can the duties to be performed be carried out effectively by an employee with no more than completion of secondary school, given a normal degree of supervision and guidance?

FSN-1605-12 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Political and Labor
TITLE: Political Specialist

SERIES: Political
LEVEL: FSN-1605-12

BASIC FUNCTION:

As a recognized expert, provides research, reporting, advisory, and related services of broad scope, complexity, and sensitivity in the field of political reporting. May, in addition, be in immediate charge of a Political Reporting Unit.

MAJOR DUTIES AND RESPONSIBILITIES:

Advises American officers on a variety of sensitive political issues and related matters, such as gauging the probable reaction of the host government or political leaders to U.S. views or proposals. Explains U.S. bilateral foreign policies to host government officials and political leaders. Briefs visiting officials on current political developments and trends, arranges appointments, and accompanies them to meetings with host government officials. Develops background material for the use of American officers in conducting negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. Obtains information from a variety of published and unpublished sources and prepares factual and analytical reports dealing with significant political developments, including foreign policy, defense, domestic political policy, political parties, and related subjects. Makes forecasts of likely future developments, such as the outcome of upcoming national elections. In performing the foregoing duties, draws on a variety of published sources, such as the daily press, legislative enactments, official press releases, and government reports; attends legislative sessions and political party conventions; undertakes solo field trips. Develops and maintains an extensive range of high-level contacts in the government, political parties, the press, educational institutions, and related sources.

In some instances a Political Specialist may, in addition to the duties described above, be in immediate charge of a Political Reporting Unit consisting of from three to four lower grade local employees. In this capacity the employee provides technical guidance as necessary, assigns work, and generally ensures timely and accurate completion of required reporting.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Political Science, International Relations, History, International Law, or other closely related field. Completion of one or more years of post-graduate study is highly desirable.

EXPERIENCE: From six to eight years of progressively responsible experience in political research and analysis, newspaper reporting of political developments, university teaching, or closely related field.

LANGUAGE: Level 4 (fluent) in English. Level 5 is even more desirable.

KNOWLEDGE: A thorough knowledge of the host country's political, economic, and social structure, institutions, political parties, historical development, and key political figures. A sound grasp of U.S. foreign policy objectives vis-a-vis the host country. A thorough understanding of internal political reporting requirements and procedures.

ABILITIES: Ability to develop and maintain an extensive range of high-level contacts. Ability to inter-relate developments in the political field to economic and social forces and factors at work in the host country. Ability to plan, organize, and execute complex research projects and to prepare precise and accurate factual and analytical reports. Ability to render advice with detachment and objectivity.

DISTINGUISHING FEATURES:

This is the top level for FSN positions in the field of political analysis and reporting. Such positions are relatively few in number and no more than one such position can normally be justified even in a large Political Section.

Positions of Political Specialist FSN-12 may or may not involve supervision over others. Supervisory responsibility, where it exists, is a strengthening factor, but does not of itself constitute the basis for allocation to the Political Specialist FSN-12 level.

Positions of Political Specialist FSN-12 differ from Political Specialist FSN-11 in that the employee is a recognized expert and substantial reliance is placed upon own professional judgment and acumen in advising American officers on a variety of important and sensitive matters. At this level the employee is likely to maintain somewhat higher level contacts, and, because of expertise, is likely to be given somewhat greater latitude in carrying out research and reporting assignments.

Most reports fall within a required reporting schedule and the basic content of such reports is prescribed. Completed reports are reviewed by an American officer. Considerable judgment is exercised in the analysis and interpretation of information and in forecasting probable future developments or trends. Maintenance of outside contacts covering an extensive range of high level officials in governmental and private organizations is a significant factor.

FSN-1605-11 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Political and Labor
TITLE: Political Specialist

SERIES: Political
LEVEL: FSN-1605-11

BASIC FUNCTION:

Performs analytical reporting of broad scope and complexity and provides related services in the field of political reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

Obtains information from a variety of published and unpublished sources and prepares factual and analytical reports. (In a large Political Section such reports cover a major segment of the total reporting activity, such as defense and foreign policy, or domestic and internal politics. In a smaller Political Section such reports may cover virtually the entire spectrum, excluding labor matters.) Makes forecasts of likely future developments, such as the outcome of pending national elections. Contributes to biographic reporting on key personalities. Draws on such published sources as the daily press, government reports and press releases, legislative enactments, and proceedings of legislative bodies and political party conventions. Develops and maintains an extensive range of contacts at a relatively high level in the government, political parties, press and other media, educational institutions, and related sources. Attends legislative sessions and political party conventions and undertakes solo field trips to observe and report on conditions at first hand.

Briefs or participates in briefings of visiting officials, helps them arrange appointments, and may accompany them to meetings with government and other officials, acting as an interpreter. May also provide interpreting services for American officers, especially when nuance of meaning is important.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Political Science, International Relations, History, International Law, or other closely related field.

EXPERIENCE: From five to seven years of progressively responsible experience in social science research and analysis, preferably in the field of politics, newspaper reporting of political matters, university teaching, or closely related field.

LANGUAGE: Level 4 (fluent) in English. Level 5 is even more desirable.

KNOWLEDGE: A thorough knowledge of the host country's political, economic, and social structure, institutions, political parties, historical development, and key political figures. A sound grasp of U.S. foreign policy objectives vis-a-vis the host country. A thorough understanding of internal political reporting requirements.

ABILITIES: Ability to develop and maintain an extensive range of high-level contacts. Ability to inter-relate political developments to economic and social forces and factors at work in the host country. Ability to plan, organize, and execute complex research projects and to prepare precise and accurate factual and analytical reports.

DISTINGUISHING FEATURES:

Positions of Political Specialist FSN-11 normally are non-supervisory in nature. Supervision over others is merely a strengthening factor where it exists. Such positions are not limited to an embassy, but may also be found in a consulate-general where the political reporting function is of major importance. Allocation to grade FSN-11 rests primarily on the scope and complexity of the reporting with the major emphasis on analytical reporting requiring the exercise of judgment and the forecasting of probable future developments. In a large Political Section the more complex and analytical reporting may be divided between two Political Specialists, excluding the field of labor reporting. In a smaller Political Section normally only one such position would be justified.

The Interagency FSN Position Classification Standards (3 FAH-2 H-400 Appendix J) do not provide for positions of Political Specialist FSN-10. Positions of Political Specialist FSN-11 are clearly distinguishable from those of Political Assistant FSN-9 in that the reporting is substantially more complex, is of broader scope, and is basically oriented towards analysis and interpretation of information, including forecasting probable future developments or trends. Responsibility for developing and maintaining outside contacts is of a substantially higher order. Finally, the employee has considerably greater latitude in carrying out assigned duties.

Most reports fall within a prescribed reporting schedule, although there is considerable scope for voluntary reporting. The basic content of prescribed reports is well-defined. Completed reports are subject to review. Considerable judgment is exercised in the analysis and interpretation of information and in forecasting probable future developments.

FSN-1605-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Political and Labor
TITLE: Political Assistant

SERIES: Political
LEVEL: FSN-1605-9

BASIC FUNCTION:

Provides information gathering, research, reporting, and related services of moderate scope and difficulty in the field of political reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

Obtains information primarily from published sources, but also through personal contact, and, in accordance with well-defined instructions, prepares factual reports on current political developments and trends. For example, prepares a report tracing the development of a particular political party over a significant period of time, including such aspects as positions taken on foreign and domestic policy issues, comparative strength in national elections, changes in party leadership and related facts.

Reviews the daily press, published statements of legislative proceedings, and related published sources and selects therefrom items of likely interest to higher-grade staff members. Determines which items should be merely checked, which summarized, and which translated in full or summary form.

Prepares biographic reports on important political figures and leaders.

Prepares background information to be used in briefing official visitors or in supplying information to other elements of the mission on political matters.

Accompanies an American officer or higher-grade FSN employee on field trips in order to obtain information from provincial or local officials. May attend political party conventions or legislative sessions and inform a higher-grade staff member of significant matters. May act as interpreter for visiting officials or American officers.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Political Science, International Relations, History, International Law or other closely related field.

EXPERIENCE: From three to five years of progressively responsible experience in social science research and analysis, newspaper reporting of political matters, university teaching, or closely related field.

LANGUAGE: Level 4 (fluent) in English is required.

KNOWLEDGE: A good knowledge of the host country's political institutions, structure, political parties and system, and historical development. A thorough knowledge of internal political reporting requirements and procedures.

ABILITIES: Ability to interpret the needs of higher-grade staff members for press and related coverage of current political developments. Ability to maintain contacts at the working level with individuals in the public and private sector. Ability to obtain material from varied sources and prepare reports of a factual nature in precise and accurate form.

DISTINGUISHING FEATURES:

Positions of Political Assistant FSN-9 are concerned with factual, as distinguished from analytical reporting. Although primary reliance is placed on published sources of information, the employee is required to develop and maintain outside contacts at the working level to obtain or verify information. The basic content of reports is well-defined, technical guidance is provided where necessary for work in process, and completed reports are reviewed by higher authority. However, the employee is given considerable latitude in developing and evaluating sources of information and in the actual preparation of reports. The reporting function, as described, should formally take a preponderance of the employee's time, and in no event less than 25 percent of the time, in order to justify allocation to Political Assistant FSN-9.

The review of the daily press, legislative proceedings, and related material in order to identify and select items of likely interest to more senior staff members is a lower-grade function, although judgment is exercised in the selection of items of interest and in deciding whether such items should be summarized and/or translated. The Interagency FSN Position Classification Standards do not provide for positions of Political Assistant FSN-8. Positions of Political Assistant FSN-9 are clearly distinguishable from those of Political Assistant FSN-7 in that the reporting is of a distinctly higher order of complexity and scope, the employee must maintain working level outside contacts, and there is appreciably greater scope for the exercise of judgment.

FSN-1605-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Political and Labor
TITLE: Political Assistant

SERIES: Political
LEVEL: FSN-1605-7

BASIC FUNCTION:

Provides information gathering, minor research, and related services of limited scope and complexity in the field of political reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

Reviews the daily press, periodicals, and other publications and selects therefrom items of likely interest to higher grade staff members. Determines which items should be merely checked and which summarized. Pursuant to specific instructions translates given times in full or summary form.

Prepares biographic reports on important political leaders and figures, utilizing published sources and information supplied by higher grade employees.

Pursuant to specific instructions, prepares "spot" reports of a factual nature and of limited complexity, drawing on published sources. For example, prepares a statistical report with explanatory comments reflecting the results of provincial elections over a five-year period.

Procures official publications pursuant to instructions from the Post Publications Procurement Officer.

Maintains political reference files and upon request obtains information for the use of higher grade employees, including abstracting, summarizing, and compiling, and arranging material for effective use.

May act as an escort and interpreter for visiting officials, arrange travel itineraries, and provide related logistical support services.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Possession of a collegiate degree or several years of college level study is desirable.

EXPERIENCE: From one to three years of progressively responsible experience in social science research, newspaper reporting, or a closely related field.

LANGUAGE: Level 4 (fluent) in English is required.

KNOWLEDGE: A good general knowledge of the host country's political structure and institutions. A good working knowledge of internal political reporting requirements and procedures.

ABILITIES: Ability to interpret the needs of higher grade staff members for press and related coverage of current political developments. Ability to prepare factual reports of limited scope and complexity in precise and accurate form.

SKILLS: Ability to type. Level 1 is required. Level 2 is desirable.

DISTINGUISHING FEATURES:

This is the entering level for positions in the field of political reporting. The work performed is of limited scope and complexity. The employee is concerned with factual reports of limited complexity. Information is obtained from published sources. Guidelines for performing the work are well-defined, technical guidance is available as necessary for work in process, and completed work in the case of reports is subject to review. The employee must exercise some judgment both in report preparation and in the daily press review. Maintenance of outside contacts is not a significant factor, although an employee may at times make outside contacts, such as contacting a publishing house in order to obtain requested publications.

SUPPLEMENTARY NOTES:

Although possession of a collegiate degree is not required for work at this level, posts should consider recruiting individuals who have such a degree or at least have completed several years of college-level study to the extent that a promotional ladder exists leading to higher grade positions in the Political Section.

FSN-1610 LABOR REPORTING SERIES

This series includes positions that involve information-gathering, research, reporting, and related services in the field of labor reporting. The more specific functional components involved include translating and interpreting; maintenance of reference files; procurement of publications; providing such services for visiting officials as briefing them on current developments, arranging appointments, and accompanying them to meetings with host country officials; developing and maintaining contacts with host government officials and representative of other organizations; briefing American officers on current developments; drawing on published and unpublished sources, preparing factual and analytical reports; advising American officers on various issues; and performing related functions.

The Labor Reporting Series provides standards for two levels. They are:

Labor Specialist	FSN-1610-11
Labor Assistant	FSN-1610-9

Positions in the Labor Reporting Series often involve translating. Positions the duties of which are essentially limited to translating, including the preparation of summaries in translated form, should be placed in the Translator Group.

The following classification factors are especially important in classifying positions in the Labor Series.

1. **Level, diversity, and purpose of outside contacts** - Consider such aspects as the extent to which the employee is required to develop and maintain outside contacts, the level or relative importance of the persons contacted, and the purpose of the contacts.

2. **Nature, scope, and complexity of reporting** - The nature, scope, and complexity of reporting varies appreciably, ranging from identifying items in the daily press which may be useful for reporting purposes to the preparation of complex reports requiring independent analysis, interpretation, and forecasting of probable future developments. Consider whether the employee is limited to collecting and reporting purely factual information drawing on readily available published sources pursuant to well-defined instructions. Consider whether the employee must obtain information from published sources and through personal contact and analyze and interpret the significance of the information obtained. Consider whether the employee is required to evaluate the reliability of the sources used and to forecast probable future developments. Consider also the scope of the subject matter being reported. Is the employee confined to a limited field, such as biographic reporting? Or does the employee cover a major segment of the total reporting activity?

3. **Advisory Role** - Consider whether the employee is regarded as a true expert in the field to the point that considerable reliance is placed on professional acumen and judgment. Is advice obtained on sensitive and important matters?

4. **Latitude for independent action and exercise of judgment** - Consider the extent to which the employee is given wide latitude in organizing and carrying out research and reporting assignments. Does the supervision received consist mainly of review of completed work? Consider also the extent to which the employee is required to exercise judgment, such as interpreting the significance of given developments.

5. **Qualifications requirements** - Consider the extent to which the work to be performed requires the equivalent of a B.A. or B.S. degree, or even additional post-graduate study. Or can the duties to be performed be carried out effectively by an employee with no more than completion of secondary school, given a normal degree of supervision and guidance?

FSN-1610-11 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Political and Labor
TITLE: Labor Specialist

SERIES: Labor
LEVEL: FSN-1610-11

BASIC FUNCTION:

Performs analytical reporting of broad scope and complexity and provides related services in the field of labor reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

Obtains information from a variety of published and unpublished sources and prepares factual and analytical reports dealing with all aspects of the labor field, including host government policies and legislation, union-management relations, long-range manpower requirements, and related material. Makes forecasts of likely future developments. Contributes to biographic reporting on key labor leaders. Draws on such published sources as the daily press, government reports and press releases, legislative enactments, proceedings of labor conferences and employer associations, and periodicals. Develops and maintains an extensive range of high-level contacts in the government, trade unions, employer associations, the press, and academic institutions. Attends labor conventions and undertakes solo field trips to observe and report upon developments at first hand. Briefs visiting officials and American business and labor representatives on the local labor scene and may accompany them in meeting government and other officials, acting as an interpreter. Furnishes information to host government officials and other organizations regarding U.S. labor-management matters. Provides prospective American business investors information regarding manpower, wages and benefits, labor-management relations, and related information. Briefs the Labor Attache on current developments of importance and may render advice on various matters. Participates in working out arrangements for host country officials and labor leaders to visit the United States.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Labor or Industrial Relations, Labor Law, Economics, Political Science, or other closely related field.

EXPERIENCE: From five to seven years of progressively responsible experience in labor or industrial relations work, social science research, university teaching in labor relations, or other closely related field.

LANGUAGE: Level 4 (fluent) in English is required.

KNOWLEDGE: A thorough knowledge of the host country's labor history, legislative framework affecting labor-management relations, and current state of manpower requirements and labor-management relations. A good understanding of the U.S. labor movement and U.S. objectives in the international labor sphere. A thorough understanding of internal labor reporting requirements and procedures.

ABILITIES: Ability to develop and maintain an extensive range of high-level contacts. Ability to inter-relate labor developments to political, economic, and social forces and factors at work in the host country. Ability to plan, organize, and execute complex research projects and to prepare precise and accurate factual and analytical reports.

DISTINGUISHING FEATURES:

This is the top level for Labor Specialist positions. Only in the rarest instances would an allocation as Labor Specialist FSN-12 be warranted, and then only if the labor function is of major importance in terms of political party alignments, influence of organized labor on economic and social policy, and similar criteria, and further only if the employee otherwise meets the stringent criteria laid down for professional positions at the Specialist FSN-12 level.

At this level the employee performs a broad range of reporting calling for independent analysis and interpretation of data and forecasting likely future developments and trends. Most reports fall within a prescribed reporting schedule, although there is considerable scope for voluntary reporting. The basic content of required reports is well-defined. Completed reports are subject to review by an American officer. The Interagency FSN Position Classification Standards do not provide for positions of Labor Specialist FSN-10. Positions of Labor Specialist FSN-11 are clearly distinguishable from those of Labor Assistant FSN-9 in that at the higher level the employee enjoys considerably greater latitude in carrying out assigned duties, develops and maintains a much more extensive range of higher level contacts, performs a broader range of more complex reports which are basically oriented towards independent analysis and interpretation of data in contrast to purely factual reports or reports requiring relatively little independent interpretation of data.

FSN-1610-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Political and Labor
TITLE: Labor Assistant

SERIES: Labor
LEVEL: FSN-1610-9

BASIC FUNCTION:

Provides information gathering, research, reporting, and related services of moderate scope and difficulty in the field of labor reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

Obtains information primarily from published sources, but also through personal contact, and, in accordance with well-defined instructions, prepares factual reports on labor developments and trends, such as reports on labor and social welfare legislation, wage and benefits trends, manpower requirements, industrial relations practices, host government views on international labor issues, and related subjects.

Draws on such published sources as the daily press, government reports and press releases, legislative enactments and regulations, technical journals, proceedings of labor conventions, or meetings of employer associations. Regularly reviews such material and selects therefrom items of likely interest to a Labor Attache or higher grade FSN employee. Determines which items should be merely checked, which summarized, and which translated in full or summary form.

Prepares biographic reports on important labor leaders.

Prepares charts, tables, and related background information to be used in briefing visiting officials, American Labor union representatives or American businessmen. Compiles a compendium of articles concerning labor developments in the United States and furnishes information to individual and organizations in the host country having an interest in such developments. May act as an escort officer and interpreter for visiting officials. May accompany the Labor Attache on field trips to obtain information.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree in Labor or Industrial Relations, Labor Law, Economics, Political Science, or other closely related field.

EXPERIENCE: From three to five years of progressively responsible experience in labor or industrial relations work, social science research, university teaching in labor relations, or other closely related field.

LANGUAGE: Level 4 (fluent) in English is required.

KNOWLEDGE: A good general knowledge of the host country's labor history, legislative framework affecting labor-management relations, and the current state of labor-management relations. General familiarity with the U.S. labor movement. A good working knowledge of internal labor reporting requirements and procedure.

ABILITY: Ability to interpret the needs of higher grade staff members for press and related coverage of current labor developments. Ability to maintain contacts at the working level with individuals in government, labor organizations, and employer associations. Ability to obtain material from varied sources and prepare reports of a factual nature in precise and accurate form.

DISTINGUISHING FEATURES:

Positions of Labor Assistant FSN-9 are concerned with factual, as distinguished from analytical reporting. Although primary reliance is placed on published sources of data, the employee is required to develop and maintain outside contacts at the working level to obtain or verify information. The basic content of reports is well-defined, technical guidance is provided where necessary for work in process, and completed reports are reviewed by higher authority. However, the employee is given considerable latitude in developing and evaluating sources of information and in the actual preparation of reports. The report function, as described, should normally take a preponderance of the employee's time, and in no event less than 25% of the time, in order to justify allocation to Labor Assistant FSN-9.

Review of the daily press and related material in order to identify and select items of likely interest to more senior staff members is a lower grade function, although judgment is exercised in the selection of items of interest and in deciding whether such items should be summarized and/or translated.

SUPPLEMENTARY NOTES:

The reporting function as described is illustrative of the type of subject matter reported upon. In individual positions the scope of reporting is likely to be more limited.