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NATIONAL ARCHIVES AND RECORDS SERVICE  
" Statistical Study on the Status of Women in the  
National Archives, 1974-1976

Prepared by the NARS  
Federal Women's Program  
Committee, November, 1976

THE NATIONAL ARCHIVES LIBRARY

PURPOSE/METHODS

The National Archives branch of the Federal Women's Program Committee serves in an advisory capacity to the Archivist on matters pertaining to equal employment opportunity for women within the agency. In order to properly fulfill this responsibility, the Committee decided to study the status of women within the National Archives over the past several years. A statistical study was undertaken covering a three-year period, in order to develop a perspective on what positions women within the Archives have held and to learn if the status of women within the agency is changing or needs to change. The purpose of the study was to enable the Committee to identify problem areas, if any, which should be addressed in order for the Archives to achieve equal employment opportunity for women.

The data base of the study consists of three censuses of NARS Central Office personnel (representing all offices in the D. C. metropolitan area, including the Washington National Records Center in Suitland, Md.) as of January 31, 1974; January 31, 1975; and January 31, 1976. (All references in this report to statistics in 1974, 1975, and 1976 actually refer to these three moments in time.) Each census contains the same information for each individual: name, sex, grade, job series, and organization location code. The Data Processing Center at Kansas City produced computer card files of the censuses from GSA's Manpower and Personnel System (MAPS file). The cards were read into the NARS mini-computer, which thereafter generated a variety of sorted lists, which were read and verified by Committee members to insure against error.

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The data in these lists was analyzed from the general to the specific. First, the basic numbers for the entire agency were studied. Then, areas were selected for more detailed analysis. Six groups representing the most populous job series in the agency were analyzed in depth. These groups are:

Archivists: Job Series 1420  
Archives Technicians: Job Series 1421  
Nonclerical 300's: Job Series 334, 340, 341, 342, 343, 345  
Clerical 300's: Job Series 305, 312, 318, 322, 335, 344, 350  
Visual Arts and Information Specialists: Job Series 1001, 1060, 1081, 1082, 1084, 1087, 1102  
Legal Editors: Job Series 905, 986

Other job series were excluded from this in-depth portion of the study because they represent so few people that graphic presentations and percentage comparisons would not be significantly meaningful. In addition, job series 301 (General Clerical and Administrative) was excluded from the in-depth analysis because it represents a variety of clerical and administrative personnel with individual career ladders that are too diversified for comparison as a single group.

The following report outlines the findings of the NARS Federal Women's Program Committee study on the status of women within the agency and presents the recommendations which the Committee proposes, based on these findings. The statistical basis for the report appears in graphic and tabular format in the attached appendices.

OVERALL ANALYSIS: NARS CENTRAL OFFICE

The bulk numbers studied reveal that there were a total of 1019 Central Office employees in 1974, 1100 in 1975, and 1125 in 1976. Of these totals, the women were 431 or 42% in 1974, 485 or 44% in 1975, and 503 or 45% in 1976.

The overall counts immediately show that the women in NARS have been significantly behind the men in average grades. In 1974, the average grade for men was 8.3, while the average grade for women was 6.5. In 1975, the ratio was 8.5 for men to 6.6 for women, and in 1976, it was 8.7 for men to 6.8 for women.

A more detailed analysis studied the relative positions of those men and women who appeared in all three censuses (to be called the persistent population). These were individuals who had been employed at NARS Central Office at all three time periods studied, 1/31/74, 1/31/75, and 1/31/76. There was a total of 3244 records in the three censuses studied. Of that number, 397 appeared in one census, 291 appeared in two censuses, and 755 appeared in all three censuses. There were, therefore, 1443 discrete individuals listed in the three censuses. Those appearing all three times consisted of 52.3% of all discrete individuals listed. The records of these individuals were analyzed with respect to average grades in order to compare the movement along the career ladder of men versus that of women in the persistent population over the three years studied, and particularly to search for an understanding of the grade gap between men and women exhibited in the total population.

The grade ratios between these persistent men and women were an average grade of 8.5 for men to 6.7 for women in 1974, 8.9 for men to 7.3 for women in 1975, and 9.3 for men to 7.7 for women in 1976, which indicates a grade gap of 1.8 in 1974, 1.6 in 1975, and 1.6 again in 1976. The accession of new people into NARS did little to minimize this grade gap. New men in 1974 entered at an average grade level of 8.0, while new women had an average grade level of 5.9. Three years later, men came into NARS at an average grade of 6.5, while new women averaged 5.3.

The continued gap between average grades for persistent men and women over the three years studied does not appear to exist in the two most populated job series, 1420 (Archivists) and 1421 (Archives Technicians). For the 1420's, the average grades for the persistent population were 11.4 for men compared to 11.3 for women in 1974, 11.7 for men compared to 11.9 for women in 1975, and 12.1 for men compared to 12.2 for women in 1976. For the 1421's the average grade ratios were 6.1 for men to 5.4 for women in 1974, 6.4 for men to 5.9 for women in 1975, and 6.6 for men to 6.3 for women in 1976. However, the bulk of the persistent population in these two job series consists of men, four men to every one woman in the higher paying 1420 job series and a little over two men to every one woman in the lower paying 1421 job series. In contrast, the persistent women clericals outnumbered the persistent men clericals by twelve to one, and the average grade of the persistent women clericals was only 4.0 in 1974, 4.1 in 1975, and 4.4 in 1976.

The in-depth analyses by job series presented below further support the above evidence that a major reason for the disparity between average grade levels for men and women is the concentration of women in lower grade and clerical job series and the concentration of men in higher grade and professional job series. These in-depth studies also point out additional problem areas appearing in specific job series with respect to the hiring and promotion of women.

## ANALYSIS BY JOB SERIES

### Archivist; Job Series 1420

The ratio of men to women in the 1420 job series (Archivists) has not changed over the three-years studied. In 1974, the ratio of men to women was 78% men to 22% women; in 1975 it was 80% to 20%; and in 1976 it was again 78% to 22%. The average ratio of 79% men to 21% women in the largest professional job series in the Archives shows a discrepancy in comparison with the percentage of women in the work force available for an archivist job. The most recent data available from the Bureau of Labor Statistics, which compiles the Civilian Labor Force statistics, is a 1970 figure based on information compiled between 1965 and 1970. However, even this outdated figure shows a rate of 27% women in the available labor force for archivists. More recent figures from the Office of Education's Educational Statistics Division show that of all the people receiving Masters of Arts degrees in History in 1975, 32% were women.

A detailed analysis by grade reveals an equally disturbing indication of the disparity between men and women in this job series. As of January 31, 1974, there was only one woman archivist at the grade seven level, the beginning of the archivist career ladder, as compared to 12 men. The statistics as of January 31, 1975, show that no women had been hired at the grade seven entry level during 1974, as compared to 11 men. Only in the 1976 statistics did the rate become more equitable, with 5 men and 4 women having been hired at grade seven. The actual number of women in the 1420 job series remained the same in 1974 and 1975, and only increased by 5 in 1976.

### Archives Technicians: Job Series 1421

The 1421 job series spans grades 1 to 15, with a journeyman level of grade 6 for the archives technicians, who comprise the majority of employees in this series. However, the statistical analysis of this series may not be a completely accurate representation of the status of women as archives technicians, because of the fact that the 1421 series also includes archives specialists who are in grades 10 and above and archives aids in grades 1 to 3.

In 1974, 32% of the women in the 1421 job series were above the journeyman level, 30% in 1975, and 28% in 1976. This compares favorably to the percentages of men above the journeyman level: 31% in 1974 and 1975 and 32% in 1976. However, at the same time there was a considerable imbalance in the total numbers of men and women in this job series, with women comprising only about one third of the 1421 work force during the three years studied.

### Nonclerical 300's

The nonclerical (administrative/management) job series in the 300 group are job series 334, 340, 341, 342, 343, and 345, spanning grades 5 through 16, with a journeyman level of grade 12. This group of job series exhibits a striking imbalance in the total number of women versus the total number of men and especially in the number of women above the journeyman level versus the number of men above the journeyman level. The status of women in these job series does not show significant improvement over the three-year period studied.

As of January 31, 1974, 21% of the total 86 people in the non-clerical 300 group were women, while 79% were men. On January 31, 1976,



30% of the total 91 members of this group were women, while 70% were men. This shows a minor improvement, but an imbalance still exists. Furthermore, this slight progress towards balancing the numbers of men and women in these job series is currently reflected only in the lower-paying entry-level jobs.

An even more striking imbalance continues to exist between the number of women and the number of men in the higher-paying jobs above the journeyman level. In these job series in 1974, there were 9 women at or below grade 12 and 9 women above grade 12, an equal number. However, at that same time, there were 14 men at or below grade 12 and 54 men above grade 12, almost 4 times as many men above the journeyman level as below. In 1975, as a slight trend towards hiring additional women was reflected in the lower grades of these job series, there was an equal number (18) of men and women at or below grade 12. However, at that same time, there were over 5 times as many men as women above grade 12; 51 men compared to 9 women, the same number of women above grade 12 as had existed in the previous year. In 1976, conditions had not significantly changed. There was still an almost equal number of men as women at or below grade 12 (18 men versus 15 women), while there were over 4 times as many men as women above grade 12 (47 men versus 11 women).

#### Clerical 300's

The clerical job series in the 300 group are job series 305, 312, 318, 322, 335, 344, and 350, with a journeyman level of grade 4. The graph for this group of job series shows a span of grades 2 through 11, but this is a misleading figure. In each of the three years studied, the only person above a grade 8 in this job series was one male in grade

11. Thus, these clerical job series are really confined to lower-paying jobs in grades 2 through 8.

These low-paying clerical jobs are filled almost entirely by women. 91% of the employees in the clerical 300 group of job series were women in 1974; 92% in 1975 and 1976. Furthermore, two of the job series, 312 (Clerk Stenographer) and 318 (Secretary), were 100% women in all three years studied.

#### Visual Arts and Information Specialists

This group represents job series 1001, 1060, 1081, 1082, 1084, 1087, and 1102, spanning grades 1 to 15. The distribution of jobs between men and women in this group of job series has been consistently moving towards an almost equal level during the three years studied. In 1974, the ratio of men to women was 41% men to 59% women; in 1975, it was 47% men to 53% women; and in 1976, it was 49% men to 51% women.

However, this equality is not reflected in the grade distribution, which illustrates a growing concentration of men in the upper grades and of women in the lower grades below the grade 8 journeyman level. In 1974, the ratio of men to women in grades 9 to 15 was 53% men to 47% women. By 1976, that ratio had shifted to 63% men to 37% women. In contrast, the concentration of women in the three lower grades is very obvious. In each of the three years studied, over 70% of the total women were in grades 1 to 8.

#### Legal Editors

Job series 905 (General Attorney) and 986 (Legal Clerk and Technician) represent employees of the Office of the Federal Register. The grade span for these job series is grades 5 through 16, with the

journeyman level at grade 9. Job series 986, as analyzed in this study, includes the current job series 986 and 950, a new job series created in 1976.

The statistics for these job series are favorable for women during the three years studied. Although there were more men than women below the journeyman level in these job series in 1975 and 1976, there were more than twice as many women as men above the journeyman level in all three years.

## RECOMMENDATIONS

The major problem revealed by this study is the concentration of women in the lower-paying clerical job series and of men in the higher-paying professional job series. The discrepancy in the average grades for men and women in the agency can only be corrected if this major problem is alleviated. Towards this end, the NARS Federal Women's Program Committee recommends the greater use of CAP and TAP programs and the establishment of additional bridge positions to help women in the lower-grade job series move into higher paying ones.

Implicit in any program of upward mobility is the training needed to qualify for higher grade positions. The Federal Women's Program Committee recommends that a standard policy relating to training paid for by NARS be established throughout the agency using the guidelines of the Civil Service Commission as a base. It is also important to establish an agency-wide regulation pertaining to funds and time-release for university courses. All employees should be made aware of the training policy. Printed regulations concerning training and any changes in those regulations should be distributed to all employees and included in the orientation materials distributed to new employees. This information should also be publicized through the NARS Newsletter. All supervisors should be instructed on how to implement the training policy, and all employees should be consulted by their supervisors when the training budget is being drawn up each year. Each supervisor should be required to confer with the members of his/her staff prior to the submission of a proposed training budget, and both the employee

and the supervisor should have to sign-off on a standard form acknowledging that the conference has taken place. This type of program would insure that each supervisor is aware of what training each employee is planning for the upcoming year so that an adequate budget can be prepared. When the NARS budget has been approved, each Branch Chief or Division Head should hold a meeting to inform his/her staff of what funds are available for training and how they will be allocated among the staff in the coming year.

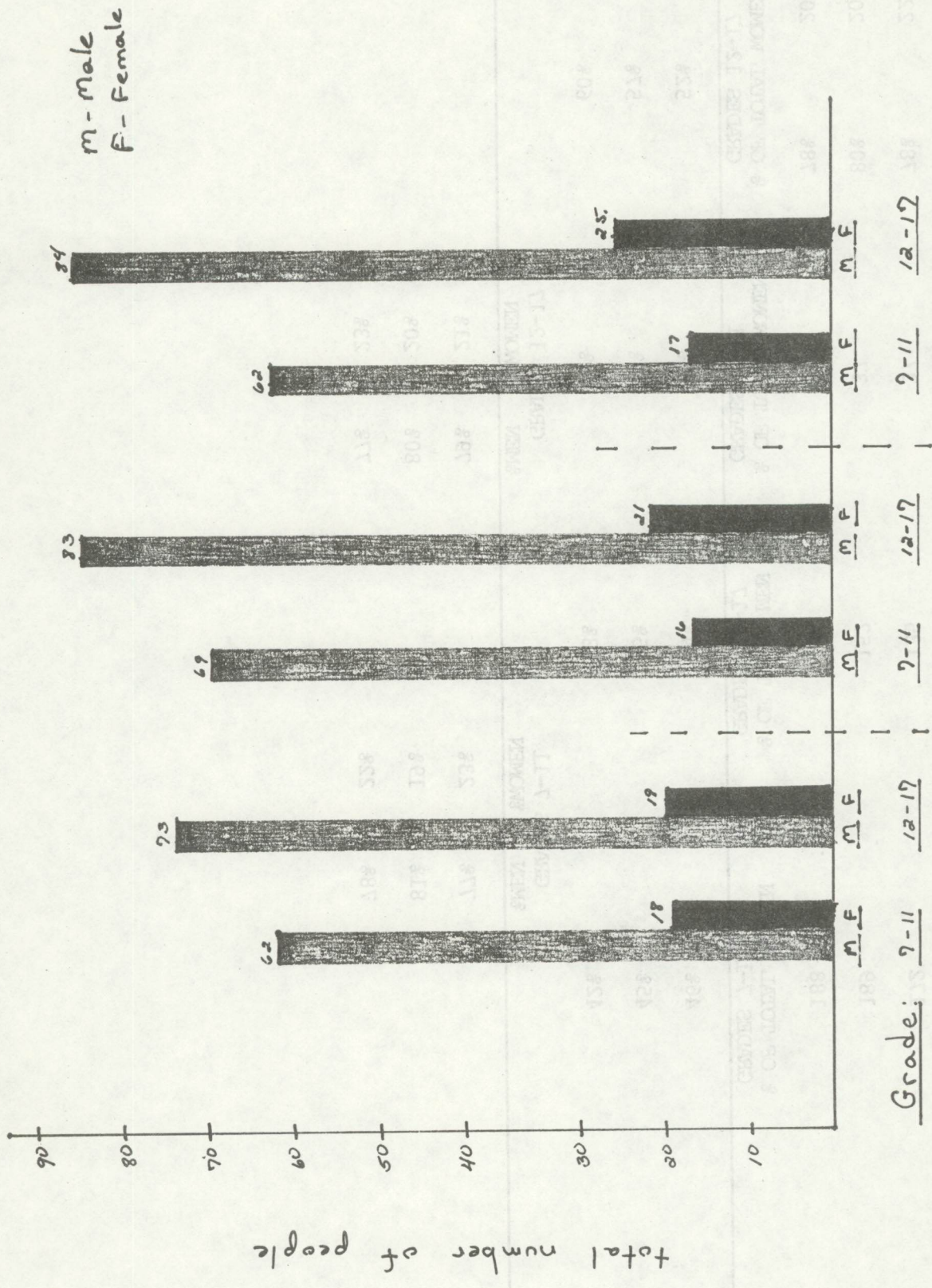
Training and bridge positions will help the people already employed within NARS, but they will not entirely solve the problem that exists in some job series where there is a discrepancy between the percentage of women employed and the availability of women for that type of job in the labor force. To correct this discrepancy, the Federal Women's Program Committee recommends that a serious effort be made to recruit women for the professional jobs, from both co-ed and women's colleges and universities. The FWP Committee will assist in the development of any recruitment teams which are organized, whether for co-op students or for career employees. Although efforts at recruitment may be hindered by the practical difficulties of hiring from the Civil Service Commission registers, increased use of the Cooperative Education Employment program would provide additional opportunities for women to enter the professional job series.

## CONCLUSION

A major accomplishment of this study was the collection and organization of data on the status of women within NARS in a format capable of being analyzed by job series. The Federal Women's Program Committee recommends that a yearly update of this information in the same format be used in the assessment of the agency prior to the development of the annual Affirmative Action Plan. The Affirmative Action subcommittee of the NARS Federal Women's Program Committee will work closely with the EEO Coordinator in the analysis of the yearly update. A comparison of each yearly update with the statistics from previous years will provide a continuing perspective on the changing status of women within the agency. This will form the basis for an evaluation of previous Affirmative Action Plans as they relate to women and for the development of a more effective program to achieve equal employment opportunity for women within the National Archives and Records Service.

Appendix A  
Charts and Percentages

# 1420 Job Series - Archivist



Grade: 7-11 12-17  
 as of: January 31, 1974 | January 31, 1995 | January 31, 1996



Archivist: Job Series 1420

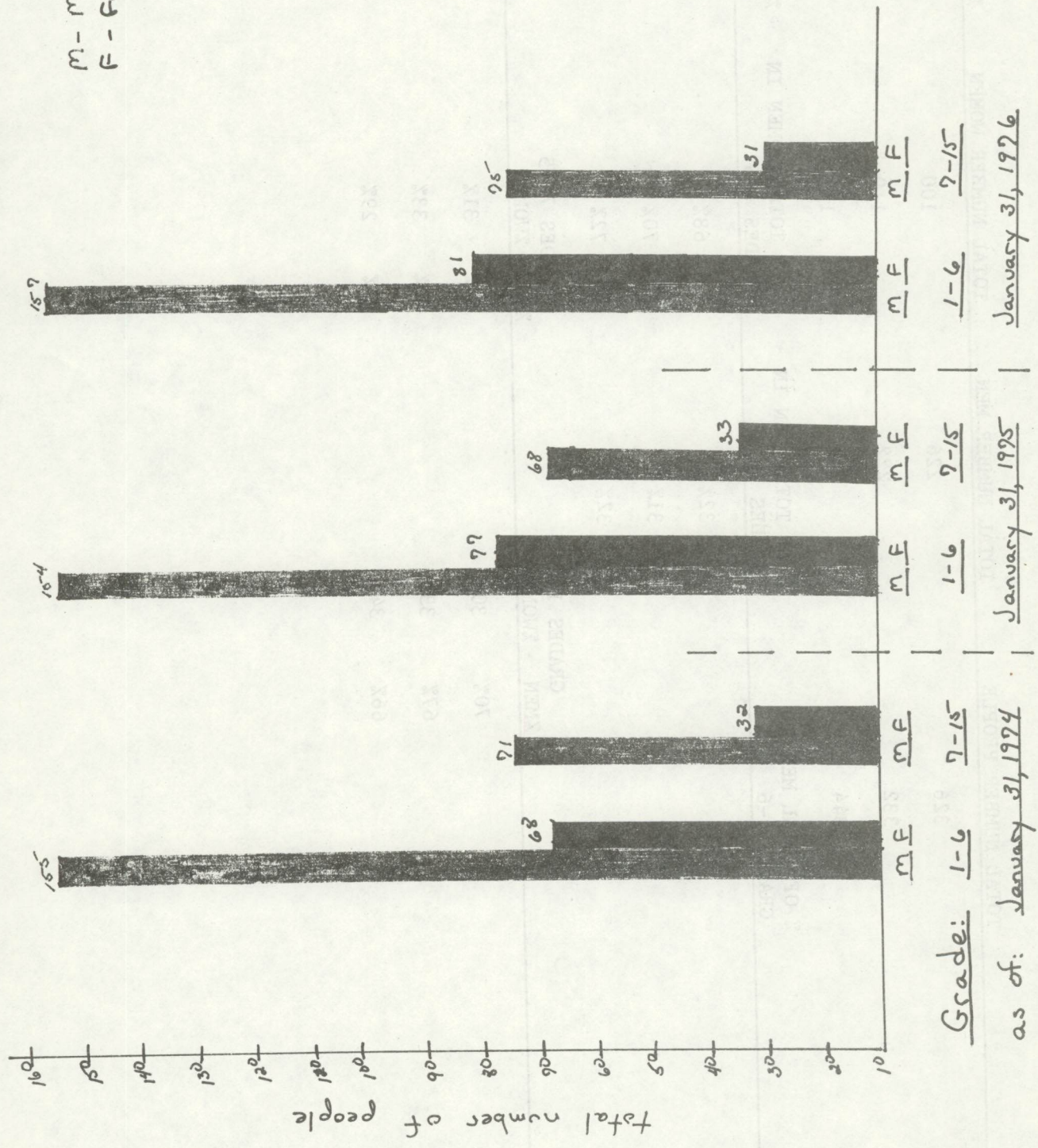
YEAR	TOTAL NUMBER PEOPLE	TOTAL NUMBER MEN	TOTAL NUMBER WOMEN	% MEN	% WOMEN
1974	172	135	37	78%	22%
1975	189	152	37	80%	20%
1976	188	146	42	78%	20%

YEAR	% OF TOTAL MEN IN GRADES 7-11	% OF TOTAL MEN IN GRADES 12-17	% OF TOTAL WOMEN IN GRADES 7-11	% OF TOTAL WOMEN IN GRADES 12-17
1974	46%	54%	48%	52%
1975	45%	55%	43%	57%
1976	42%	58%	40%	60%

YEAR	GRADES 7-11		GRADES 12-17	
	%MEN	%WOMEN	%MEN	%WOMEN
1974	77%	23%	79%	21%
1975	81%	19%	80%	20%
1976	78%	22%	77%	23%

# 1421 Job Series - Archives Technician

M - Male  
F - Female



Grade: 1-6 7-15  
as of: January 31, 1974  
January 31, 1995  
January 31, 1996

**Archives Technicians: Job Series 1421**

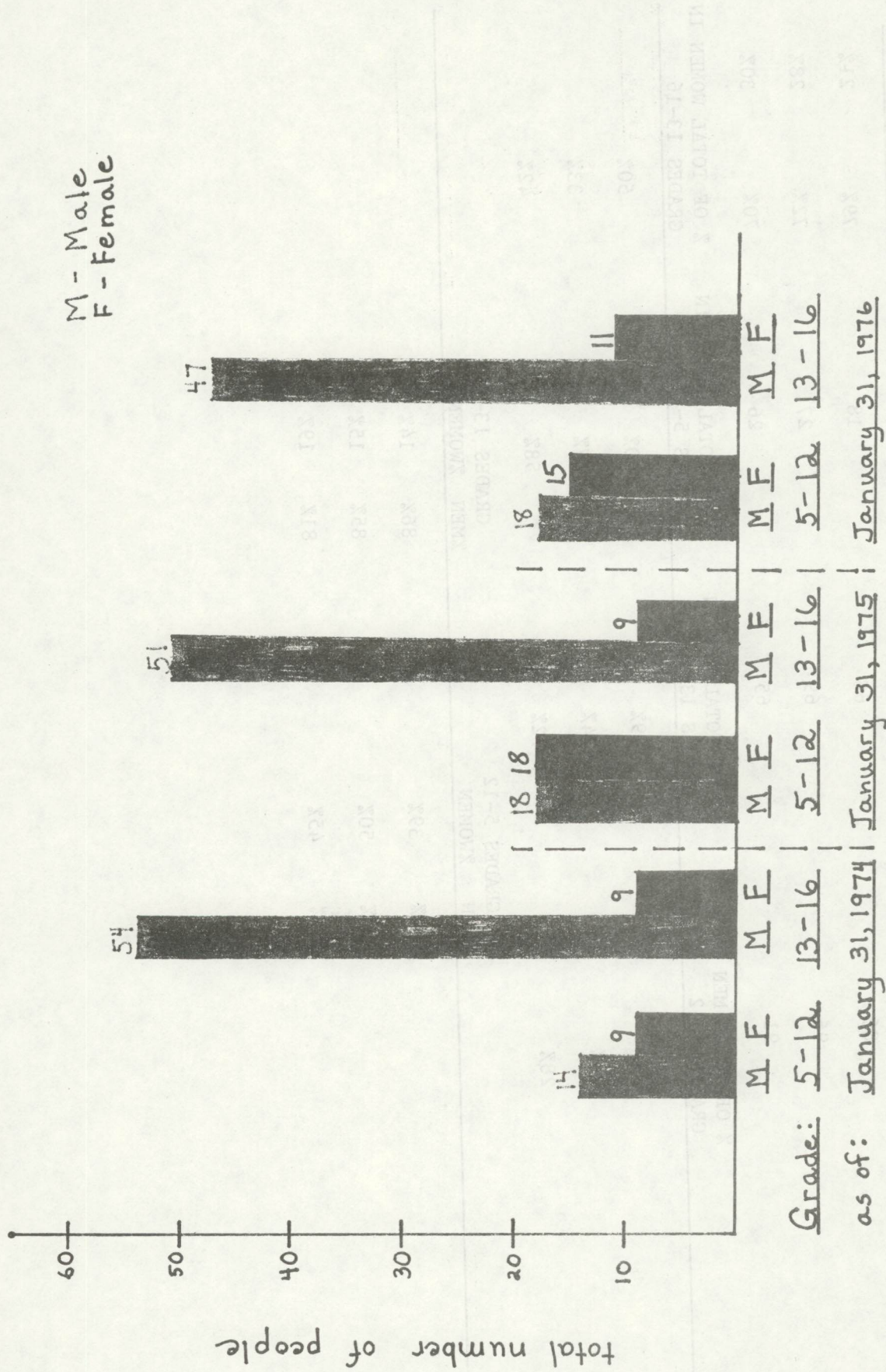
YEAR	TOTAL NUMBER PEOPLE	TOTAL NUMBER MEN	TOTAL NUMBER WOMEN	% MEN	% WOMEN
1974	326	226	100	69%	31%
1975	332	222	110	67%	33%
1976	344	232	112	67%	33%

YEAR	% OF TOTAL MEN IN GRADES 1-6	% OF TOTAL MEN IN GRADES 7-15	% OF TOTAL WOMEN IN GRADES 1-6	% OF TOTAL WOMEN IN GRADES 7-15
1974	68%	32%	68%	32%
1975	69%	31%	70%	30%
1976	68%	32%	72%	28%

YEAR	GRADES 1-6		GRADES 7-15	
	%MEN	%WOMEN	%MEN	%WOMEN
1974	70%	30%	69%	31%
1975	67%	33%	67%	33%
1976	66%	34%	71%	29%

# Nonclerical 300's: Jd Series 334, 340, 341, 342, 343, 345

M - Male  
F - Female



Non-Clerical 300's: Job Series 334, 340, 341, 342, 343, 345

YEAR	TOTAL NUMBER PEOPLE	TOTAL NUMBER MEN	TOTAL NUMBER WOMEN	% MEN	% WOMEN
1974	86	68	18	79%	21%
1975	96	69	27	72%	28%
1976	91	65	26	70%	30%

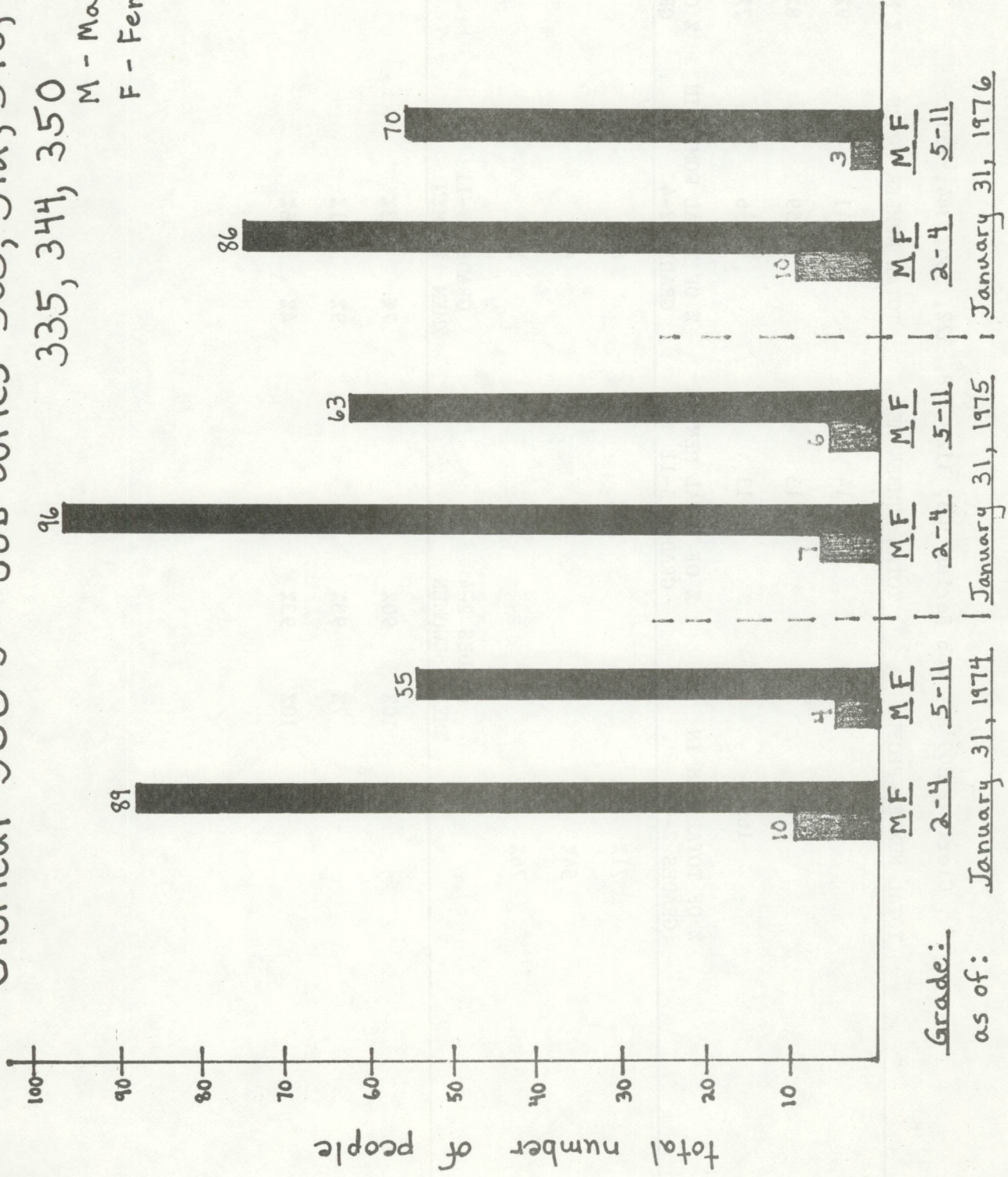
YEAR	% OF TOTAL MEN IN GRADES 5-12	% OF TOTAL MEN IN GRADES 13-16	% OF TOTAL WOMEN IN GRADES 5-12	% OF TOTAL WOMEN IN GRADES 13-16
1974	21%	79%	50%	50%
1975	26%	74%	67%	33%
1976	28%	72%	58%	42%

YEAR	GRADES 5-12		GRADES 13-16	
	%MEN	%WOMEN	%MEN	%WOMEN
1974	61%	39%	86%	14%
1975	50%	50%	85%	15%
1976	55%	45%	81%	19%

# Clerical 300's: Job Series 305, 312, 318, 322,

335, 344, 350

M - Male  
F - Female



Grade: as of:

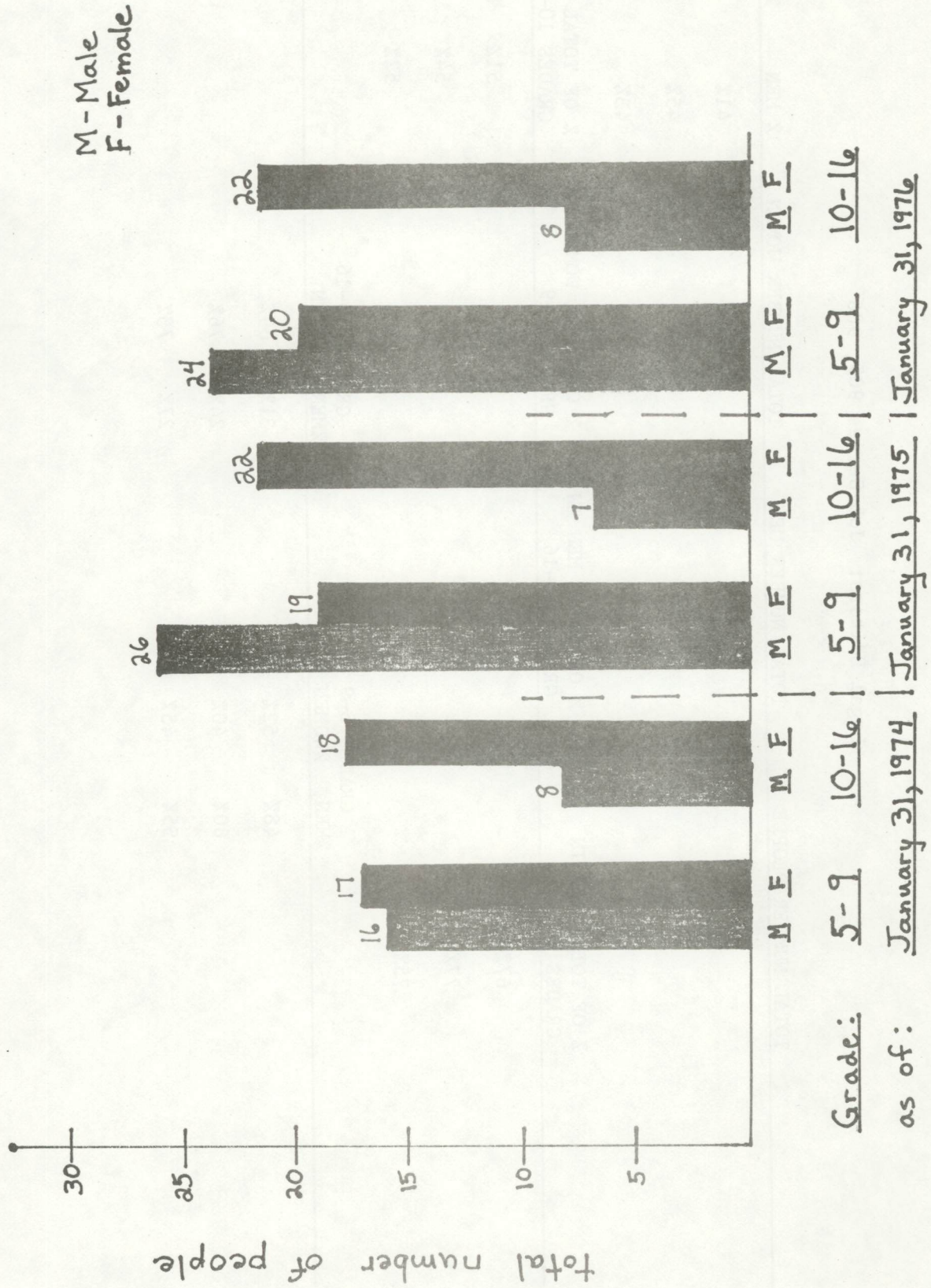
Clerical 300's: Job Series 305, 312, 318, 322, 335, 344, 350

YEAR	TOTAL NUMBER PEOPLE	TOTAL NUMBER MEN	TOTAL NUMBER WOMEN	% MEN	% WOMEN
1974	158	14	141	9%	91%
1975	172	13	159	8%	92%
1976	169	13	156	7%	93%

YEAR	% OF TOTAL MEN IN GRADES 2-4	% OF TOTAL MEN IN GRADES 5-11	% OF TOTAL WOMEN IN GRADES 2-4	% OF TOTAL WOMEN IN GRADES 5-11
1974	71%	29%	62%	38%
1975	54%	46%	60%	40%
1976	76%	24%	55%	45%

YEAR	GRADES 2-4		GRADES 5-11	
	%MEN	%WOMEN	%MEN	%WOMEN
1974	10%	90%	7%	93%
1975	7%	93%	9%	91%
1976	10%	93%	4%	16%

# Legal Editors: Job Series 905, 986





Legal Editors: Job Series 905, 986

YEAR	TOTAL NUMBER PEOPLE	TOTAL NUMBER MEN	TOTAL NUMBER WOMEN	% MEN	% WOMEN
1974	59	24	35	41%	59%
1975	74	33	41	45%	55%
1976	74	32	42	43%	57%

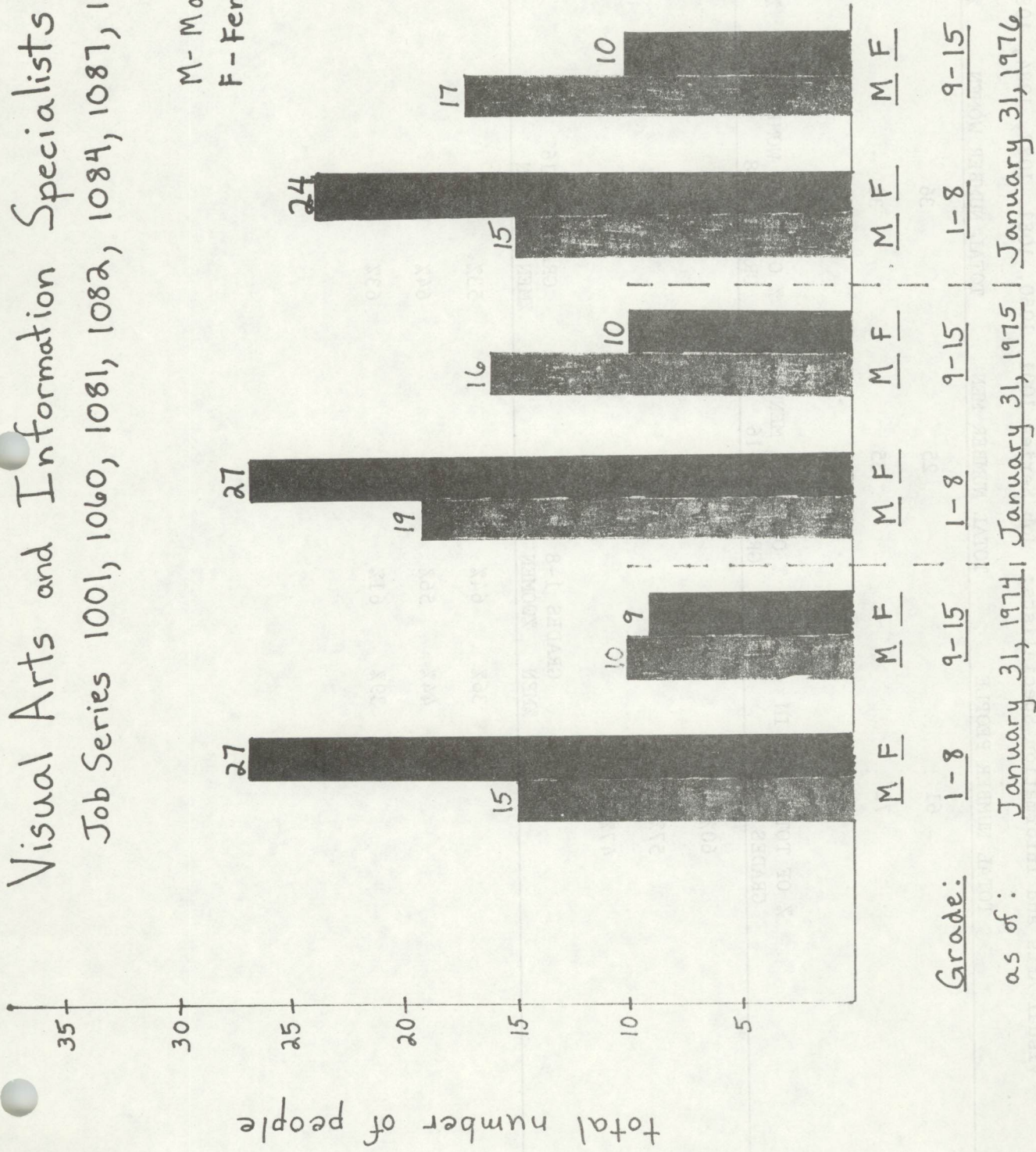
YEAR	% OF TOTAL MEN IN GRADES 5-9	% OF TOTAL MEN IN GRADES 10-16	% OF TOTAL WOMEN IN GRADES 5-9	% OF TOTAL WOMEN IN GRADES 10-16
1974	67%	33%	49%	51%
1975	77%	13%	46%	54%
1976	75%	25%	48%	52%

YEAR	GRADES 5-9		GRADES 10-16	
	%MEN	%WOMEN	%MEN	%WOMEN
1974	48%	52%	31%	69%
1975	60%	40%	24%	76%
1976	55%	45%	27%	73%

# Visual Arts and Information Specialists:

Job Series 1001, 1060, 1081, 1082, 1084, 1087, 1102

M- Male  
F- Female



Grade: 1-8 9-15

as of:

January 31, 1974 | January 31, 1975 | January 31, 1976

Visual Arts and Information Specialists: Job Series 1001, 1060, 1081, 1082, 1084, 1087, 1102

YEAR	TOTAL NUMBER PEOPLE	TOTAL NUMBER MEN	TOTAL NUMBER WOMEN	% MEN	% WOMEN
1974	61	25	36	41%	59%
1975	72	35	38	47%	53%
1976	65	32	33	49%	51%

YEAR	% OF TOTAL MEN IN GRADES 1-8	% OF TOTAL MEN IN GRADES 9-16	% OF TOTAL WOMEN IN GRADES 1-8	% OF TOTAL WOMEN IN GRADES 9-16
1974	60%	40%	75%	25%
1975	57%	43%	73%	27%
1976	47%	53%	71%	29%

YEAR	GRADES 1-8		GRADES 9-16	
	%MEN	%WOMEN	%MEN	%WOMEN
1974	36%	64%	53%	47%
1975	44%	56%	64%	36%
1976	39%	61%	63%	37%