

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Presidential Personnel

Series/Staff Member: General Files

Subseries:

OA/ID Number: 19617

FolderID:

Folder Title:

Yellen, Janet

Stack:

S

Row:

47

Section:

3

Shelf:

5

Position:

3

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: Schedule C Status Change - Alice H. Williams (partial) (1 page)	10/01/1988	P6/b(6)

COLLECTION:

Clinton Presidential Records
Presidential Personnel
General Files
OA/Box Number: 19617

FOLDER TITLE:

Yellen, Janet

2013-0723-F

jp3281

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

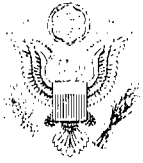
C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
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THE CHAIRMAN

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL OF ECONOMIC ADVISERS
WASHINGTON, D.C. 20500

September 25, 1998

MEMORANDUM FOR BOB NASH
DIRECTOR OF PRESIDENTIAL PERSONNEL

FROM: Janet Yellen *Janet Yellen*
SUBJECT: Schedule C Employee -- Title Change

I am writing to request approval for a title change for Alice H. Williams. Ms. Williams serves as a Confidential Assistant to the Chairman of the Council of Economic Advisers (CEA). During her years at the CEA, she has taken on many additional areas of responsibility which are detailed below.

Ms. Williams participates in the administrative management of my office, handling a variety of procedural and management problems. The confidential relationship is imperative since Ms. Williams performs duties requiring a working knowledge of my political, personal, and management philosophies and views. She reviews and analyzes requests and makes independent decisions regarding my schedule; plans and coordinates meetings; reviews and analyzes incoming correspondence, reports, and memoranda; analyzes outgoing correspondence, replies to inquiries, and coordinates requisitions for support services.

Ms. Williams arranges and coordinates my domestic and international travel and itinerary, and she handles many administrative details incident to my attending and chairing international conferences.

Ms. Williams is an invaluable member of my staff. She has extremely good judgment, works well independently, and in general exercises great discretion. I depend on her to keep the work flow moving and to keep me informed. She genuinely deserves this title change to reflect the scope of the work she has been performing for quite some time.

For these reasons, I believe the request for a title change should be approved.

cc: Vanessa Weaver

Information on Schedule C Position and Incumbent

(Instructions for Use on Back)

1. Date (Month, Day, Year)

9/25/98

2. Name of Employing Agency, Bureau and Office

Council of Economic Advisers

U.S. Office of Personnel Management
Room 6500
1900 E Street, NW
Washington, DC 20415-0001

FAX Number is (202) 606-3603

3. Reason(s) for Submission

- ☐ New Authority
- ☐ Reestablishment of Authority
- ☐ Upgrade From: _____ To: _____
- ☐ Downgrade From: _____ To: _____
- ☒ Change in Title: (old) Private Secretary to the Chairman
- ☐ Change in Immediate Supervisor
- ☐ Change in Organizational Location
- ☐ Notice of Entry on Duty (see A below)
- ☐ Notice of Date Position Vacated (see B below)
- ☐ Other (specify): _____

4. Position Title

Confidential Assistant to the Chairman

5. OPM Approved Number

6. Occupation, Series, Grade or Salary and Duty Station

303,13, Washington, DC

7 a. Name of Nominee or Incumbent

Alice H. Williams

A. Date Entered on Duty (Month, Day, Year)

10/23/88

7 b. Name of Former Incumbent

Same

B. Date Position Vacated (Month, Day, Year)

not vacant

8. Name and Complete Mailing Address of the Official to be informed of OPM's Action

The Honorable Janet L. Yellen
Chair
Council of Economic Advisers
Room 314, Old Executive Office Building
Washington, DC 20502

9. Supervisor's Title
Chair

Supervisor's Appointment Type

- ☒ PAS
- ☐ PA
- ☐ SES in a General Position
- ☐ Schedule C, Grade: _____

10. Position Description Certification (Official's Type of Appointment)

☒ PAS ☐ PA ☐ SES in a General Position

 11. Agency Contact: (Name and Telephone Number)
Michele Jolin
(202) 395-5034

CERTIFICATION STATEMENT

I certify that the position indicated above, for which a request has been made to the Office of Personnel Management to except the position from the competitive service because of its confidential or policy-determining character, was not created solely or primarily in order to detail the employee to the White House.

Signature of Agency/Department Head:

Janet Yellen

Date: 9/25/98

BELOW FOR OPM USE ONLY

- ☐ Your request for a Schedule C exception, reestablishment or amendment is Approved.
- ☐ Your request for a Schedule C exception, reestablishment, or amendment is Disapproved.

Signature

Title

Effective Date (Month, Day, Year)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

EORH014001

2. Reason for Submission

☐ Redescription ☐ New
☐ Reestablishment ☒ Other

Explanation (Show any positions replaced)

Change in Position Title
and Occupational Code

3. Service

☒ Hdqtrs. ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure ☐ Employment and
Financial Interests

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
SES (Gen.) ☐ SES (CR)

11. Position Is:

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
Sensitive ☐ 2-Noncritical
Sensitive ☐ 4-Special
Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Confidential Assistant to the Chairman	GS	303	13		9/9/98
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

Alice H. Williams

18. Department, Agency, or Establishment

Executive Office of the President

c. Third Subdivision

a. First Subdivision

Council of Economic Advisers

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Michele M. Jolin, Chief of Staff
Council of Economic Advisers

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Clerical and Assistant Series, GS-303, date Jan. 1979.

Typed Name and Title of Official Taking Action

Mary Coutts Beck, Associate Director for
Human Resources Management

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks Position status: Excepted - Schedule C. Confidential relationship of a Schedule C nature is imperative since the incumbent will be performing duties requiring a working knowledge of the political, personal, and management philosophies and views of the Chairman, CEA.

Target grade level is GS-13.

25. Description of Major Duties and Responsibilities (See Attached)

MAJOR DUTIES

The incumbent of this position serves as the Confidential Assistant to the Chairman, Council of Economic Advisers.

1. Sets up the Chairman's calendar, scheduling all appointments and interviews for the Chairman with top officials of other executive branches of the Government, Congress and private enterprise, as well as Council personnel. In order to expedite the work of the office, the incumbent is given full latitude for committing the Chairman's time within the general outlines they have prescribed and for making the numerous adjustments in their schedules necessary to complete the maximum amount of work.
2. Initiates and completes all arrangements for the Chairman's conferences as the need arises. This may involve contacting the most appropriate officials or persons on their staffs to handle certain matters, determining what materials and supplies are needed and acquiring such, contacting staff members who should be present at the conferences, making arrangements for the proper staff members to brief the Chairman or briefing him/her personally, greeting participants upon their arrival, seeing that they are properly and courteously received and that the conference arrangements move smoothly.
3. Receives and places all incoming and outgoing calls for the Chairman as they request or as determined feasible. Whenever possible, takes care of the calls personally or refers to staff members in order to conserve the Chairman's time and effort and notes items that require further action, and where advisable, takes that action personally or transmits a summary of the call to members of the staff, and when appropriate, maintains a follow-up.
4. Handles the Chairman's personal correspondence. Upon own initiative or after general instruction from the Chairman composes correspondence for their signature. Takes the Chairman's personal dictation and is responsible for seeing that the work is handled in the most efficient manner.
5. Arranges and maintains the Chairman's personal files of correspondence and other materials as they may require.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

1. Thorough knowledge of the names and positions of high officials in the White House, other parts of the Executive Office of the President and Federal Government and a high degree of skill in meeting and dealing with people at this high level.
2. Discretion and tact in dealing in sensitive areas. The highest level of personal integrity and loyalty is required

in view of the confidential relationship that must exist between the incumbent and the Chairman.

3. Thorough knowledge of the activities of the Council of Economic Advisers and its role in the Executive Office of the President.
4. Substantive knowledge of the staff assignments and responsibilities of Council personnel, together with an intimate knowledge of the most appropriate and expedient points of contact on Council matters.
5. Knowledge of the way in which the Executive Branch of the Government operates and familiarity with the organization and operations of the various Federal departments and agencies.
6. Judgment and tact in releasing information in response to inquiries.
7. Skill in taking and transcribing dictation with accuracy and speed. A qualified stenographer is required.
8. Ability to provide guidance and technical assistance to others.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor sets overall objectives. The employee and supervisor, in consultation, develop and deadlines, projects, and work to be done.

The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work, independently.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Written and unwritten procedural and general policy guidelines are available, but the application of the guidelines often leaves much to the judgment of the incumbent. Incumbent must keep acquainted with the substantive content and status of the work of the Chairman. Incumbent obtains by personal investigation, or by consulting other officials, facts and judgments which will facilitate prompt and accurate support to the Chairman.

FACTOR 4. COMPLEXITY

The incumbent serves as the Confidential Assistant to the Chairman. The responsibilities of this position encompass the entire range of activities and functions of the Council of Economic Advisors (CEA). The principal responsibility of the

incumbent is to provide assistance to the Chairman by the performance of diversified tasks and activities which enhance the Chairman's effectiveness in conducting the affairs of CEA.

FACTOR 5. SCOPE AND EFFECT

The incumbent ensures that the clerical and administrative portions of the supervisor's work are accomplished effectively allowing the supervisor to concentrate on professional and managerial duties. The incumbent's effectiveness determines the degree to which the programs and assignments of the Chairman are accomplished effectively.

FACTOR 6. PERSONAL CONTACTS

Within CEA, contact is made with staff at all levels. Other contacts include the EOP and White House staff, high level officials and staff from Congress, other Federal departments and agencies, the business and private sector, the media, academia, and the general public.

FACTOR 7. PURPOSE OF CONTACTS

Incumbent briefs or advises staff members or persons outside the agency on the supervisor's views on current issues facing the office. Makes contacts necessary to plan and coordinate the work of the office to include all clerical and administrative support details incidental to that work such as exchanging information, dispatching or receiving materials, gathering information assuring that deadlines are met, ensuring the smooth flow of correspondence, arranging conferences and following up to ensure that required actions are completed.

FACTOR 8. PHYSICAL DEMANDS

Work is sedentary. Work requires some walking, standing, bending, and carrying light items such as books and papers. Long hours and urgent work demands are often required.

FACTOR 9. WORK ENVIRONMENT

Work is performed within an office setting.

Withdrawal/Redaction Marker

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SCHEDULE C STATUS CHANGE

APPOINTEE INFORMATION:

Name: Alice H. Williams Date: 10/1/98

(As it appears on formal records)

Date of Birth (M/D/Y): (b)(6) Social Security Number: (b)(6) [000]

Department or Agency: Council of Economic Advisers

ACTION REQUESTED:

(Please check all that apply)

REASSIGNMENT

New Position Title/Area: _____

Old Position Title/Area: _____

ACCRETION:

(Please attach justification)

New Pay Grade: _____

Old Pay Grade: _____

TITLE CHANGE ☒

New Position Title/Area: Confidential Assistant to the Chairman/Office of the Chairman
Council of Economic Advisers

Old Position Title/Area: Private Secretary to the Chairman/Office of the Chairman
Council of Economic Advisers

Name and Phone # of Person Completing this Form: Mary C. Fibich (202) 395-5034

For PPO use only:

Date: 10/5/98 *DW*

Approved: _____ Disapproved: _____ Received and Noted: _____