

## Action Items from Governmentwide Strategy on Gender Pay Equality

### A. Classification

1. *Collecting metrics.* OPM advises that agencies, in exercising their delegated classification authority, collect metrics and other relevant agency data to examine classification practices based on a variety of factors, including gender analysis by occupation. For example, Federal civilian workforce data indicate pay gaps in some traditionally non-female occupations, i.e., occupations where female representation is below 25 percent, particularly in certain science, engineering, and related “technical” occupations. Other data indicate pay gaps in some predominantly female occupations (where women representation is 50-60 percent or more of the occupation). (See Appendix 3 of the Governmentwide strategy.) OPM recommends future agency studies of such occupations in terms of grade patterns by gender so that agencies can better assess the effective application of the GS classification system.
2. *Agency classification policies and application review.* OPM will work with agencies to review their application of classification policies and identify their need for guidance and/or training to support human resources (HR) professionals in the application of the GS classification system, and provide tools and guidance on key classification policy issues.
3. *Classification Policy Forum.* OPM currently hosts a quarterly Classification Policy Forum with agency classification leads. This forum can be used to discuss and identify possible gender pay gap issues as they pertain to classification practices. The forum may also be used to champion agency best practices regarding gender pay equality, and to provide support to agencies to promote internal agency partnerships that include their HR, Equal Employment Opportunity and Diversity and Inclusion Offices with the common goal of gender pay equality.

### B. Salary Transparency

1. *Posting salary tables or rate ranges.* To promote salary transparency across the Government, OPM strongly encourages agencies with independent authority to establish salary tables or rate ranges to post such salary tables or rate ranges on their public websites with appropriate contact information. Please certify that you have posted any such salary tables or rate ranges, have a plan to do so, or explain why you cannot by signing the certification form in Attachment 3 and submitting it to [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov) within 30 days of the date of this memorandum.

2. *Interagency pay policy work group.* OPM will establish an interagency pay policy workgroup to—
  - Identify best practices on sharing information on pay flexibilities and salary information with all job candidates and recommend guidance that OPM could issue.
  - Identify best practices on setting starting salaries in gender-neutral ways.
  - Review any draft guidance that is developed.

### **C. Gender Data Analysis**

1. *Agency data analysis.* OPM will develop guidance for agencies to conduct their own gender data analyses, review their starting salary trends and use of pay-setting flexibilities, and review their promotion data to determine if gender equity issues are apparent so that they can develop approaches to address any issues.
2. *OPM data analysis.* OPM will explore the need to conduct additional Governmentwide statistical analyses to obtain a better understanding of gender pay trends for specific categories of employees not covered by OPM's initial data review.

### **D. Recruitment and Outreach**

OPM will partner with staffing and recruiting interagency work groups to share best practices on recruiting strategies for top talent, including female populations, in occupations in the science, technology, engineering, and mathematics field, cybersecurity, and other mission critical occupations. OPM will plan a seminar for the third quarter of fiscal year 2014. Additionally, OPM will post information on the Human Resources University's recruiting page at [hru.gov/recruiting/resources.aspx](http://hru.gov/recruiting/resources.aspx).

### **E. Part-Time Guidance and Best Practices**

1. OPM will update our Part-Time and Job Sharing guidance at [opm.gov/policy-data-oversight/hiring-authorities/part-time-and-job-sharing/](http://opm.gov/policy-data-oversight/hiring-authorities/part-time-and-job-sharing/).
2. OPM will coordinate with agencies with formal part-time programs to share their successful practices Governmentwide, including any retention benefits to opening full-time positions as job sharing opportunities.