

30. Compensation of secretarial staff in central government

Among the different central government occupations, the remuneration of staff in executive assistant and secretarial positions seems to vary the least across OECD member countries. Executive assistants may supervise the work of secretaries and generally have more responsibility. Annex D provides a detailed description of these positions.

Data from the survey show that on average executive secretaries earn about USD 57 000 PPP per year and secretaries about USD 50 000 PPP. This includes wages and salaries, employers' social contributions and the monetary value of working time adjustments (both weekly working time and holidays). However, the annual wages and salaries alone for these two groups do not surpass USD 40 000 PPP. The Netherlands, the United States, and to a lesser extent Belgium, Norway and Finland, pay their secretaries significantly above the OECD average. Chile, Hungary, Estonia and Slovenia pay these positions the lowest relative to the OECD average.

There is a larger difference between the levels of compensation of secretaries and professionals than between professionals and middle management. As in the case of other occupations, the way countries structure remuneration (through relatively more or less employers' social contributions compared to wages and salaries) is very different across countries. Sweden, Italy, the United States, Estonia and Hungary provide the most in employers' social contributions. Differences in remuneration levels across countries can be a result of differences in national labour markets, in particular the remuneration in the private sector for comparable positions. They can also indicate different organisational structures in countries and different levels of seniority in similar occupations.

Methodology and definitions

Data refer to 2009 and were collected by the 2010 OECD survey on the Compensation of Employees in Central/Federal Governments. Officials from central Ministries and Agencies responded to the survey through the OECD Public Employment and Management Working Party.

Total compensation includes wages and salaries, employers' social contributions to statutory social security schemes or privately funded social insurance schemes, as well as unfunded employee social benefits paid by the employer, including pension payments paid through the state budget rather than through employer social contributions (mostly for some pay-as-you-go systems). Compensation was converted to USD using PPPs for GDP from the OECD *National Accounts Database*. Working time adjustment compensates for differences in time worked (both weekly working time and holidays). A larger working time adjustment generally means that employees work fewer hours and/or days per year. The focus on total compensation allows a comparison of the varying degrees with which governments remunerate their employees via social contributions or via higher wages and salaries. In most cases data are for six central government Ministries/Departments only (Interior, Finance, Justice, Education, Health and Environment or their equivalents). Positions are based on the International Standard Classification of Occupations (ISCO). The main limitations of the data are the less-than-full comparability of occupations across countries, the way countries have interpreted the definition of the positions, and some lack of clarity regarding the level of social contributions and the differing costs of living across countries in capital cities.

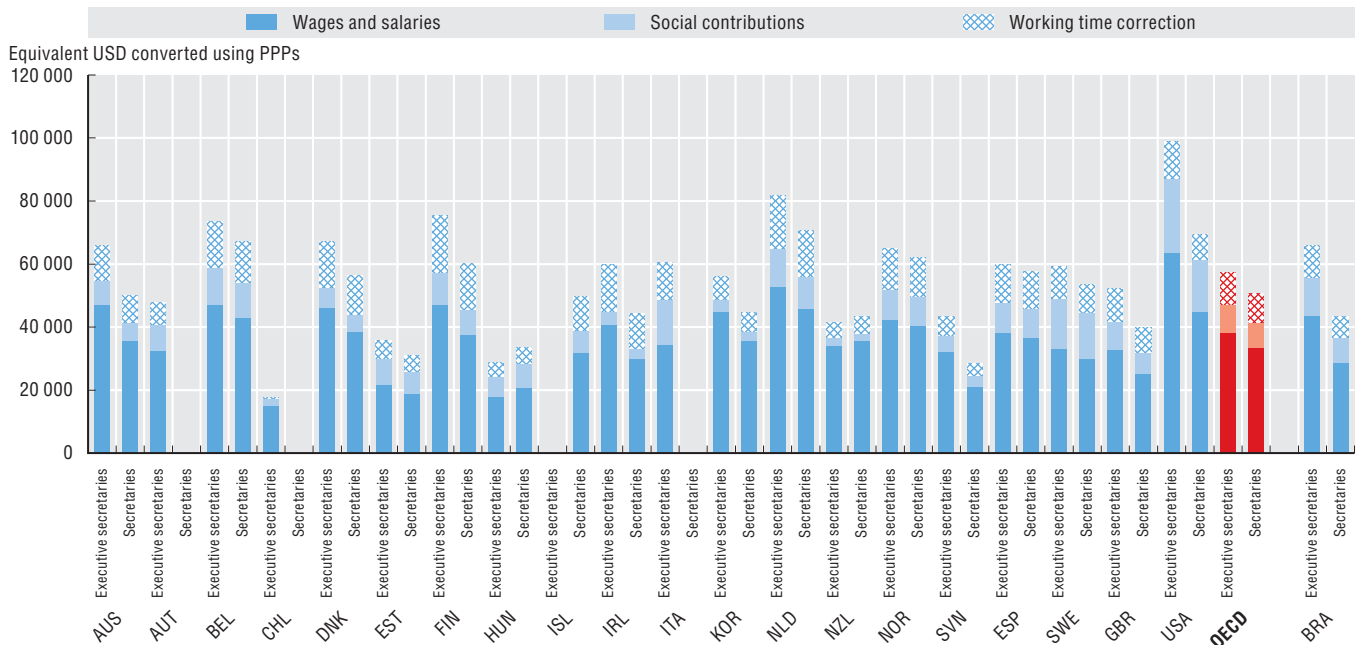
Compensation levels are calculated by averaging the compensation of the staff in place. (It is not the middle point between the minimum and maximum salary.) See Annex D for the full methodology.

VI. COMPENSATION IN SELECTED PUBLIC SECTOR OCCUPATIONS

30. Compensation of secretarial staff in central government

30.1 Average annual compensation of employees in secretarial positions (2009)

Adjusted for differences in working hours and holidays



Notes: Compensation data for secretaries are missing or mixed with executive secretaries for Austria, Chile and Italy; compensation data for executive secretaries are missing or mixed with secretaries for Iceland. **Austria:** Value is median rather than average. Executive secretaries and secretaries are not differentiated in Austria, therefore their compensation has been averaged. **Brazil:** Source of social contribution: IBGE. Source of PPP: World Bank. Data include career salary +60% of *Direção e Assessoramento Superiores*. **Chile:** Data exclude bonuses for critical functions. This affects cross-country comparisons by one to two percentage points depending on the occupational group but may be much higher for top ranking positions. **Ireland:** Data take into account the decrease in salaries following the *Financial Emergency Measures in the Public Interest Act 2009*. Social contributions rates are for staff hired after 1995 and exclude unfunded pension schemes though the pay-as-you-go system. **Korea:** Civil servants are entitled to 3-21 days of annual leave per year depending on the length of service. **New Zealand:** Data do not include all social payments including sick leave and other unfunded leave payments made by the employers. **Spain:** Major reductions in compensation were introduced in May 2010 that are not reflected. **The United Kingdom:** Data exclude additional payments. Please see Annex D for additional notes.

Data are not available for the Czech Republic, France, Germany, Greece, Israel, Japan, Luxembourg, Mexico, Poland, Portugal, the Slovak Republic, Switzerland and Turkey. Canada withdrew its data.

Source: 2010 OECD Survey on the Compensation of Employees in Central/Federal Governments, OECD STAN Database.

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