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GAO Survey on SEC Personnel and Human Capital Management

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Summary

View and print a summary of your responses.

Help

If you have any questions about this GAO survey, please contact: Wati Kadzai

Wati Kadzai 312-220-7705 kadzaiw@gao.gov

Progress





GAO Survey on SEC Personnel and Human Capital Management

U.S. Government Accountability Office

Introduction

The U.S. Government Accountability Office, an independent agency of Congress, has been mandated by the Dodd-Frank Act (Section 962) to study personnel management at the Securities and Exchange Commission (SEC), including issues related to human capital programs, workforce planning, performance management, and communication. As a part of our study, we are sending this questionnaire to attorneys, accountants, examiners, and financial economists in the Divisions of Corporation Finance, Enforcement, Investment Management, Trading and Markets, Division of Economic and Risk Analysis, and the Office of Compliance Inspections and Examinations to obtain their opinions about various aspects of working at the SEC. Your cooperation is critical to providing the Congress with complete and balanced information on how personnel management is functioning across these offices and divisions within the SEC. This questionnaire should take about 20 minutes to complete.

GAO pledges to maintain the confidentiality of the responses to this survey: we will not share individually identifiable information obtained from responses to this survey with SEC nor will we release any identifiable information outside of GAO, unless compelled by law or requested by the Congress. Our information protection protocols include destroying any link between the identification number assigned to your questionnaire and your identifying information before issuance of our report. The results of this questionnaire will be used to compile descriptive information on SEC's personnel management, and the results will be included in summary form in our final report. Individual answers may be discussed in the report, but we will not include any information that could be used to identify individual respondents.

All of the questions in this survey can be answered by clicking on radio buttons or providing comments in spaces provided at the end of each section. Please complete the questionnaire within 10 business days of receipt. This questionnaire is divided by topic into six sections:

- (1) Recruitment, Training, Staff Development, and Resources
- (2) Communication Between and Within SEC Divisions and Offices
- (3) Leadership and Management
- (4) Performance Management and Promotions
- (5) Organizational Culture and Climate
- (6) Demographics and Background Information; and
- (7) Final Comments.

Although your participation is voluntary, we urge you to complete this questionnaire. We cannot develop meaningful information without your frank and honest answers.

Thank you very much for your time.

To learn more about completing the survey, printing your responses, and whom to contact if you have questions, <u>click here for help</u>.

Section 1 - Recruitment, Training, Staff Development, and Resources

Notes on terms used in Section 1:

- (1) <u>Division/office</u>: For purposes of this survey, the phrase "division/office" refers to **your division or office** (such as OCIE or the Division of Corporation Finance in Headquarters or the Division of Enforcement or OCIE in a regional office).
- (2) <u>Supervisors and managers:</u> For the purposes of this survey, the phrase "supervisors and managers" refers to those in supervisory or management positions **above your current level**. For non-supervisory staff, "supervisors and managers" refers to Exam Managers, Branch Chiefs, and Assistant Directors.

For Exam Managers, Branch Chiefs, and Assistant Directors, "supervisors" refers to those persons above you in the chain of command who are Assistant Directors or Associate Directors.

- (3) <u>Management:</u> For purposes of this survey, "management" refers to Assistant Directors and those at the Senior Officer (SO) level including Directors, Deputy Directors, Managing Executives, and Associate Directors.
- 1. To what extent do you agree or disagree with the following statements on recruitment, hiring and retention? (Select one response per item.)

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
a. My division/office is able to attract talented and qualified employees.	0	0	0	0	0	•
 b. My division/office retains its most talented and qualified employees. 	0	0	0	0	0	•
c. Management usually hires employees who are a good fit for SEC's mission.	0	0	0	0	0	•
 d. When new people start in jobs in my division/office, they are given enough guidance and training. 	0	0	0	0	0	•
Hiring is sometimes based more on personal connections than on substantive experience or qualifications.	•	•	•	•	•	•
 f. SEC's Office of Human Resources has the necessary expertise to assist in recruiting and hiring qualified employees. 	0	0	0	0	0	•

2. To what extent do you agree or disagree with the following statements on training and development opportunities? (Select one response per item.)

Please note: Some questions ask you to look back over the past three years. If you have worked at the SEC for less than three years, we ask that you look back over the period of time that you have worked at the SEC.

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
SEC management is committed to the ongoing training and development of staff.	0	0	0	0	0	•
 b. SEC needs to invest more in the development of new staff. 	0	0	0	0	0	•
c. The training I have received over the past three years has provided me skills and experience to meet SEC's needs.	0	•	0	•	•	•
d. Management in my division/office needs to do more to address skills gaps.	0	0	0	0	0	•

3. For those training opportunities that you have been involved with over the past three years, to what extent, if at all, have the following types of training provided information and knowledge that is directly relevant to your work? (Select one response per item.)

To a	Тоа	То а	То		
great	moderate	small	no	No basis	Do not
<u>extent</u>	extent	extent	extent	to judge	know

	To a great extent	To a moderate extent	To a small extent	To no extent	No basis to judge	D k
a. Training provided by the SEC University	0	0	0	0	0	
o. External training or conferences	0	0	0	0	•	
c. Computer-based training delivered by Internet	0	0	0	0	•	
Have there been opportunities over the past the provided the latest industry specific knowledge are experts in the field? 1. Yes 2. No 3. Do not know						
5. In general, how adequate, is the number of train specific knowledge relevant to your job with out 1.	ning oppo	rtunities that uctors who a	provide th	e latest ind in the field	lustry ?	
 6. Over the past three years, how many times have industry specific knowledge relevant to your job in the field? 1. O Never 2. Once or twice 3. O Three or more times 						
Three or more times Do not know						
 If there are any other issues, details, or information development and resources that you would like provide this information. 	us to kno	w about, ple	ase use th	e space be	elow to	
					_	
					_	

Section 2 - Communication Within and Between SEC Divisions and Offices

Notes on terms used in Section 2:

- (1) <u>Division/office</u>: For purposes of this survey, the phrase "division/office" refers to **your division or office** (such as OCIE or the Division of Corporation Finance in Headquarters or the Division of Enforcement or OCIE in a regional office).
- (2) <u>Supervisors and managers:</u> For the purposes of this survey, the phrase "supervisors and managers" refers to those in supervisory or management positions **above your current level**.

For non-supervisory staff, "supervisors and managers" refers to Exam Managers, Branch Chiefs, and Assistant Directors.

For Exam Managers, Branch Chiefs, and Assistant Directors, "supervisors and managers" refers to those persons above you in the chain of command who are Assistant Directors or Associate Directors.

- (3) <u>Management:</u> For purposes of this survey, "management" refers to Assistant Directors and those at the Senior Officer (SO) level including Directors, Deputy Directors, Managing Executives, and Associate Directors.
- 8. To what extent do you agree or disagree with the following statements regarding communication within your division/office and between your division/office and other SEC offices and divisions? (Select one response per item.)

Please note: Some questions ask you to look back over the past three years. If you have worked at the SEC for less than three years, we ask that you look back over the period of time that you have worked at the SEC.

Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
•	•	•	0	0	•
0	0	0	0	0	•
0	0	0	0	•	•
0	0	0	0	0	•
•	•	•	•	•	•
0	0	0	0	0	•
	agree	agree agree O O O O O O O O O O O O O O	Strongly agree Somewhat agree agree nor disagree O O	Strongly agree Somewhat agree nor disagree Somewhat disagree O O O	Strongly agree Somewhat agree nor disagree Somewhat disagree Strongly disagree Image: Strongly agree nor disagree Image: Strongly disagree Image: Strongly disagree Image: Strongly

9. In the past 12 months, how often, if at all, did you typically contact employees in the following <u>Headquarters</u> divisions or offices for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable" if you work in that division or office.)

	Daily	One or more times a week	One or more times a month	One or more times in the past 12 months	Never	Do not know	Not applicable
a. OCIE	0	0	0	0	0	0	0
b. Division of Enforcement	0	0	0	0	0	0	•
c. Division of Corporation Finance	0	0	0	0	0	0	•
d. Division of Investment Management	0	0	0	0	0	•	•
e. Division of Trading and Markets	0	0	0	0	0	0	•

 Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) One or more times in the past 12 Do not know applicable of the past 12 Do not know applicable	Analysis 10. In which location do you currently work? Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) Daily Do or One or One or One or Items in the past 12 Do not Not	Analysis 10. In which location do you currently work? Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) Daily Doe or One or One or One or One or Items in the past 12 Do not	Analysis 10. In which location do you currently work? Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) Division of Enforcement Division in your Regional Office Division of Enforcement Division concerning communication between and within divisions and offices that you would like us to know about, please use the space below to	Analysis 10. In which location do you currently work? Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) Division of Enforcement Division in your Regional Office Division of Enforcement Division concerning communication between and within divisions and offices that you would like us to know about, please use the space below to	Analysis 10. In which location do you currently work? Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) Dealy	Analysis 10. In which location do you currently work? Headquarters (Washington, D.C.) A regional or district office 10a. In the past 12 months, how often, if at all, did you typically communicate with employees in the other division or office within your Regional Office for work-related issues such as to coordinate activities or ask for expert advice? (Select one response per item. Select "Not Applicable if you work in that Office or Division in your Regional Office.) Division of Enforcement Division in your Regional Office Division of Enforcement Division concerning communication between and within divisions and offices that you would like us to know about, please use the space below to			Daily	One or more times a week	One or more times a month	One or more times in the past 12 months	Never	Do not know	Not applicable
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Section 3 - Leadership and Management

Notes on terms used in Section 3:

- (1) <u>Division/office</u>: For purposes of this survey, the phrase "division/office" refers to **your division or office** (such as OCIE or the Division of Corporation Finance in Headquarters or the Division of Enforcement or OCIE in a regional office).
- (2) <u>Supervisors and managers:</u> For the purposes of this survey, the phrase "supervisors and managers" refers to those in supervisory or management positions **above your current level**. For non-supervisory staff, "supervisors and managers" refers to Exam Managers, Branch Chiefs, and Assistant Directors.

For Exam Managers, Branch Chiefs, and Assistant Directors, "supervisors" refers to those persons above you in the chain of command who are Assistant Directors or Associate Directors.

- (3) <u>Management:</u> For purposes of this survey, "management" refers to Assistant Directors and those at the Senior Officer (SO) level including Directors, Deputy Directors, Managing Executives, and Associate Directors.
- 12. To what extent do you agree or disagree with the following statements regarding the quality of management and leadership in your division/office. (Select one response per item.)

Please note: Some questions ask you to look back over the past three years. If you have worked at the SEC for less than three years, we ask that you look back over the period of time that you have worked at the SEC.

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
a. In my division/office, the roles and responsibilities of supervisors and managers are clearly defined.	•	•	•	•	•	•
 b. Supervisors and managers in my division/office are genuinely interested in the opinions of their staff. 	0	0	0	0	0	•
c. Promotion to management is mostly based on technical skills.	•	0	0	0	0	•
d. Promotion to management is mostly based on the ability to manage people effectively.	0	0	0	0	0	•
Promotion to management is mostly based on connections that staff have with management.	0	•	•	•	0	•
There is not much incentive to get promoted into a management position because the salary increase is minimal.	0	0	0	0	0	•
g. Over the past 3 years, I have seen SEC staff leave due to being dissatisfied with a supervisor or manager.	0	0	•	•	0	•

13. Over the past three years, to what extent, if at all, have the Senior Officers (SOs) in your division/office worked to make improvements in the areas listed below? (Select one response per item.)

Please note: "Division/office" refers to **your division or office** (such as the Division of Corporation Finance in Headquarters or a Division of Enforcement in a regional office).

SOs worked to make improvements in...

	No basis to judge	To no extent	To a small extent	To a moderate extent	To a great extent	Do not know
a. Workforce morale	0	0	0	0	0	0
b. Collaboration between divisions and offices	0	0	0	0	0	0
c. Staff training focused on specific competencies	•	0	0	0	0	•
d. Transparency in the promotion process	•	0	0	0	0	0

14. Over the past three years, to what extent, if at all, has management solicited employees' ideas and suggestions in developing initiatives designed to improve communication and training

ideas and suggestions in developing.	Not aware of any such initiative	To a great extent	To a moderate extent	To a small extent	To no extent
a. Initiatives designed to improve communication	•	0	0	0	0
b. Initiatives designed to improve training opportunities	0	0	0	0	0
 Over the past three years, how satisfied to improve communication, the perform (Select one response per item.) 					
	Not aware of any such initiative	Very satisfied	Somewhat satisfied	Somewhat dissatisfied	Very dissatisfie
Initiatives designed to improve communication	0	0	0	0	0
b. Initiatives designed to improve the performance management system	•	0	0	0	0
c. Initiatives designed to improve training opportunities	•	0	0	0	0
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My direct supervisor			NI - 141			
	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do no
a. Is knowledgeable in the issue areas I conduct my work.	0	•	•	0	0	0
b. Has the skills and expertise to be an effective supervisor or manager.	0	0	0	0	0	•
c. Does a good job in sharing information.	0	0	0	0	0	0
d. Clearly defines goals and expectations.	0	0	0	0	0	0
e. Provides useful and constructive feedback.	0	0	0	0	0	0
f. Will listen to me if we have differing ideas or approaches.	0	0	0	0	0	•
g. Is willing to change his or her position when there is compelling information.	0	0	0	0	0	0
n. Gives me the flexibility I need to do my job effectively.	0	0	0	0	0	0
i. Spends too much time closely monitoring my work.	0	0	0	0	0	0
					_	
					_	
					_	

Section 4 - Performance Management and Promotions

Notes on terms used in Section 4:

(1) <u>Supervisors and managers:</u> For the purposes of this survey, the phrase "supervisors and managers" refers to those in supervisory or management positions **above your current level**.

For non-supervisory staff, "supervisors and managers" refers to Exam Managers, Branch Chiefs, and Assistant Directors.

For Exam Managers, Branch Chiefs, and Assistant Directors, "supervisors and managers" refers to those persons above you in the chain of command who are Assistant Directors or Associate Directors.

- (2) <u>Management:</u> For purposes of this survey, "management" refers to Assistant Directors and those at the Senior Officer (SO) level including Directors, Deputy Directors, Managing Executives, and Associate Directors.
- 21. To what extent do you agree or disagree with the following statements regarding how SEC management recognizes and rewards performance in your division/office? (Select one response per item.)

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
 a. Overall, Senior Officers deal effectively with poor performing supervisors and managers. 	0	0	0	•	0	•
 b. Overall, supervisors and managers deal effectively with poor performing staff. 	0	0	0	0	0	•
c. I know what is expected of me regarding my work performance.	•	0	0	0	•	•
 d. My direct supervisor provides sufficient performance feedback. 	0	0	0	0	0	•
The criteria for rewarding staff are clearly defined.	0	0	0	0	•	•
f. The criteria for promoting staff are clearly defined.	0	0	0	0	0	•

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
 g. The opportunities in my division/office to get promoted into a management position are limited. 	0	0	•	•	•	•
h. Favoritism is typically not an issue in promotions.	0	0	0	0	0	•
i. Promotions go to those who most deserve it.	0	0	0	0	0	•
j. There is a clear link between my performance and recognition of it.	0	0	0	0	0	•
k. Current performance incentives are effective tools to motivate employees to perform well.	0	0	0	0	0	•

22. To what extent do you agree or disagree with the following statements regarding SEC's current performance management system? (Select one response per item.)

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
SEC's performance management system uses relevant criteria to evaluate my performance.	0	•	•	•	0	•
 SEC's performance management system allows supervisors and managers to have a meaningful discussion with their staff on how they are performing. 	0	0	0	0	0	•
 c. SEC's performance management system provides consistent standards for rewarding performance. 	0	0	•	0	0	•

d. Changes need to be made to increase transparency in the process used to rate my performance.
e. Calibration of performance ratings by management improves fairness in the performance management system.
f. Employee performance appraisals are fair and appropriate under SEC's performance management system.
23. If there are any other issues, details, or info promotions at SEC that you would like us to this information.

Section 5 - Organizational Culture and Climate

Notes on terms used in Section 5:

- (1) <u>Division/office:</u> For purposes of this survey, the phrase "division/office" refers to **your division or office** (such as OCIE or the Division of Corporation Finance in Headquarters or the Division of Enforcement or OCIE in a regional office).
- (2) <u>Supervisors and managers:</u> For the purposes of this survey, the phrase "supervisors and managers" refers to those in supervisory or management positions **above your current level**.

For non-supervisory staff, "supervisors and managers" refers to Exam Managers, Branch Chiefs, and Assistant Directors.

For Exam Managers, Branch Chiefs, and Assistant Directors, "supervisors and managers" refers to those persons above you in the chain of command who are Assistant Directors or Associate Directors.

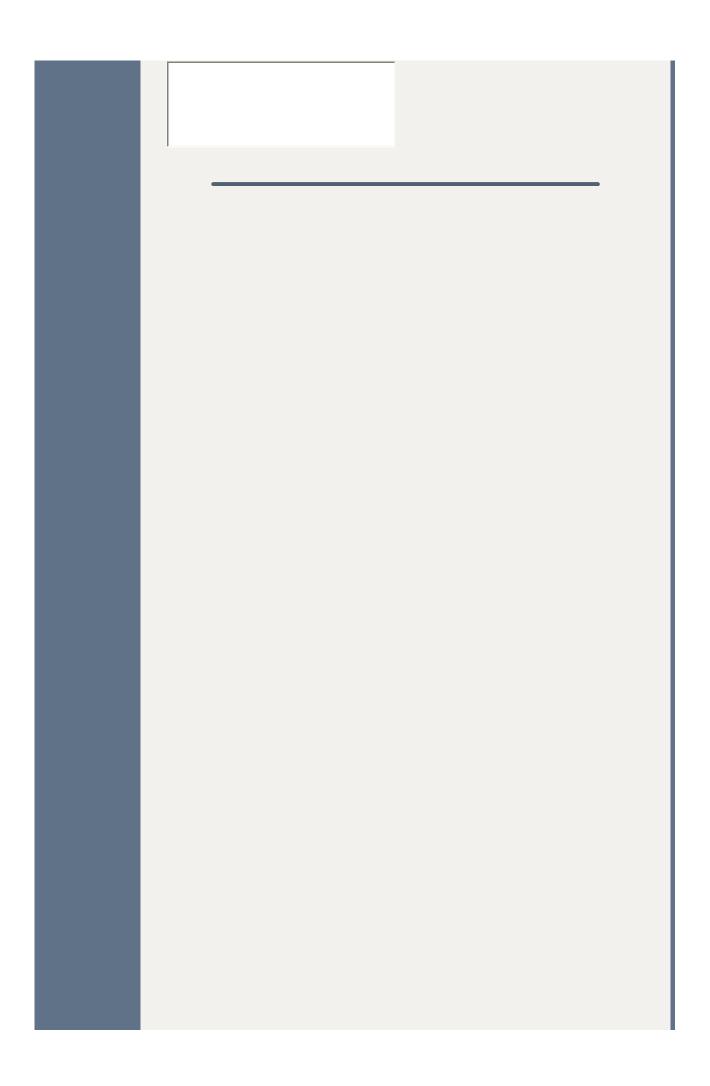
Please note that "division/office" refers to your division or office (such as the Division of Corporation Finance in the Headquarters or a Division of Enforcement in a regional office).

24. To what extent do you agree or disagree with the following statements regarding different aspects of organizational culture and climate within your division/office? (Select one response per item.)

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
There is an atmosphere of trust in my division/office.	0	0	0	0	0	•
b. Employee morale is generally high most of the time.	0	0	0	0	0	•
c. I have a voice in decisions that affect me and my work environment.	0	0	0	0	0	•
d. Management in my division/office has taken steps to improve employee morale.	0	0	0	0	0	•
Supervisors and managers in my division/office tolerate honest mistakes as learning experiences.	•	•	0	•	0	•

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Do not know
f. Protecting investors is sometimes hampered by staff or managers who view firms as places they can potentially work at in the future.	0	•	•	•	•	•
 g. There are clearly defined policies and procedures for doing my work. 	0	0	0	0	0	•
h. Innovative ideas are encouraged in my division/office.	•	0	0	0	0	•
 Fear of public scandals has made SEC overly cautious and risk-averse. 	0	0	0	0	0	•
j. In my view, the fear of being wrong makes supervisors and managers in my division/office reluctant to take a stand on important issues.	•	•	•	•	•	•
k. In my view, the fear of being wrong makes Senior Officers in my division/office reluctant to take a stand on important issues.	0	0	0	0	0	•

25. If there are any other issues, details, or information concerning the organizational culture or climate at the SEC or in your division/office that you would like us to know about, please use the space below to provide this information.



Section 6 - Demographic and Background Information
26. In which SEC division or office do you currently work?
 Division of Enforcement Division of Corporation Finance Division of Investment Management Division of Trading and Markets Division of Economic and Risk Analysis Office of Compliance Inspections and Examinations Other
Please specify the "other" division or office where you currently work:
27. If you currently work in the Division of Enforcement, do you work for a specialized unit?
YesNoI do not work in the Division of Enforcement
28. In which location or regional office do you work?
 Washington, D.C. (Headquarters) Atlanta Boston Chicago Denver Fort Worth Los Angeles Miami New York Philadelphia Salt Lake San Francisco
29. Which of the following best describes your position?
 Accountant Attorney Examiner Financial Economist Branch Chief Exam Manager Assistant Director Other
Please specify your position:
30. What is your current level or grade?
 SK-12 SK-13 SK-14 SK-15 SK-16 SK-17
31. How long have you worked for the SEC (please include total years of service with SEC if you left SEC and came back again)?
Less than 1 year1 to less than 2 years

 2 to less than 3 years 3 to less than 5 years 5 to less than 10 years 10 to less than 15 years 15 to less than 20 years More than 20 years
32. How many years did you work outside of SEC, but in a position related to the type of work SEC conducts or that dealt with issues SEC covers? No related outside employment Less than 1 year 1 to less than 2 years 2 to less than 3 years 3 to less than 5 years 5 to less than 10 years 10 to less than 15 years 15 to less than 20 years More than 20 years

Section 7 - Comments and Final Response Submission
33. Please use the space below to provide any additional information about SEC's human capital programs, workforce planning, performance management, and communication that you would like us to know about.
34. Are you ready to submit your final completed survey to GAO? (This is equivalent to mailing a completed paper survey to us. It tells us that your answers are official and final.)
 Yes, my survey is complete - To submit your final responses, please click on "Exit" below.
No, my survey is not yet complete - To save your responses for later, please click on "Exit" below.
You may view and print your completed survey by clicking on the Summary link in the menu to the left.
Thank you very much for your assistance.
Print
Exit

