


The California State University
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Date: November 14, 2000

Code: **Technical Letter**
HR/SA 2000-21

To: Human Resources Directors
 Payroll Managers

From: Cathy Robinson 
 Senior Director
 Human Resources Administration

Subject: **New Classification and Qualification Standards for Public Affairs/
 Media/Arts and Public Safety-Related Classifications**

HR 2000-16, issued October 30, 2000, distributed the new classification and qualification standards for the Public Affairs, Media and Arts, and Public Safety Support classifications within California State Employees' Association (CSEA). The classification standards were updated and revised to better reflect actual work performed on campuses and to acknowledge integration of technology into these classifications. The new classification standards outline a broader range of work than the current classifications and skill levels are defined within each classification. Skill level placement is based on the nature of work and the knowledge and skills required to perform that level of work. The following classifications have been updated and new classification codes have been assigned as follows:

<i>Public Affairs, Media and Arts Classifications</i>			
Class Codes*	Unit	Title	Skill Levels
0800 – 0802	9	Public Affairs/Communication Specialist	3
0810 – 0812	9	Media Production Specialist	3
0820 – 0822	9	Graphic Designer	3
0830 – 0832	7	Desktop Publishing/Graphic Specialist	2
0840 – 0842	9	Performing Arts Technician	3
0850 – 0852	9	Broadcast Engineer	None
0860 – 0862	7	Visual Resource Specialist	2

<i>Public Safety Support Classifications</i>			
Class Codes*	Unit	Title	Skill Levels
8800 – 8802	7	Police Dispatcher	2
8810 – 8812	7	Parking Officer	2
8820 – 8822	7	Community Service Specialist	2
8830 – 8832	9	Fire Apparatus Engineer	None

**Separate classification codes denote twelve, eleven and ten month pay plans for each classification.*

Distribution: CSU Presidents
 Vice Chancellor, Human Resources
 Vice Presidents, Administration
 Police Chiefs

Associate Vice Presidents/ Deans of Faculty
 Employee Relations' Designees
 Public Affairs Directors
 Director, SOSS

❖ **Conversion Process**

➤ **Implementation Road Map:**

The Implementation Road Map (Attachment A) details the appropriate change from the existing classification structure to the new classification structure effective December 1, 2000.

➤ **Payroll Processing Instructions:**

Because of the limited number of employees affected by this implementation process, this conversion will be processed manually at each campus as outlined below:

1. The conversion is effective December 1, 2000.
2. No employees will receive additional salary increases as a result of conversion.
3. The CRO transaction will be used to denote the class code and range code changes. Enter T/L 2000-21 in item 215, Employment History Remarks.
4. Employees on leave of absence without pay, including IDL and TDL, should be reinstated for the implementation process, changed to the new classification via CRO transaction, and then returned to leave status effective December 1, 2000. Follow the processing instructions per PIMS Manual page 2.16, 2.31 or 9.3 using the CRO transaction in lieu of the 120 transaction.
5. Revised pay scales will be available via CIRS on December 1, 2000. This report may be accessed from Report Code G20, Cycle 9999. You may begin keying these transactions on December 1, 2000. Campuses are encouraged to complete the conversion transactions as quickly as possible.

➤ **Conversion/Reclassification to New Skill Levels:**

The following skill levels define new configurations of work not covered in the existing classifications. As a result, no employees will convert into the following skill levels:

Unit 7

- Level II - Police Dispatcher (class codes 8800 – 8802)
- Level II - Community Services Specialist (class codes 8820 – 8822)

Unit 9

- Level III – Public Affairs/Communications Specialist (class codes 0800 – 0802)
- Level III – Graphic Designer (class codes 0820 – 0822)
- Level III – Performing Arts Technician (class codes 0840 – 0842)

Reclassifications to a new skill level must be subsequent to the conversion process detailed in Implementation Road Map and must be effective on or after December 1, 2000. Campuses will need to review the new classification standards to determine if existing positions are appropriate for the new skill level.

➤ **Classification/Conversion Appeals:**

Pursuant to the MOU, employees **may not appeal** the conversion of their old classification into the new classification structure. However, after the implementation, a request for a classification review may be made in accordance with the MOU.

❖ **Employment Issues**

➤ **Probationary Periods**

An employee serving a probationary period in a classification affected by this implementation will serve the remainder of his/her probationary period in the new classification. Implementation of the new classifications does not alter the terms of the collective bargaining agreement.

➤ **Seniority Points/Permanent Status**

Employees moved to the new classifications will carry their seniority points and permanent status with them into the new classifications and skill levels. Seniority points will be earned by position skill level within the new classification.

➤ **New Hires**

New hire transactions may be made on or after December 1, 2000 utilizing the new classifications.

Thank you in advance for directing your questions as follows:

Processing Instructions	Campus CSU Audits Contact at the SCO
Salary Administration Issues	Gina Caywood at (562) 951-4416
Collective Bargaining Issues	Chancellor's Office Employee Relations Contact

This technical letter can also be found on Human Resources Administration's web site at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>.

CR/gc

PUBLIC AFFAIRS/MEDIA/ARTS

IMPLEMENTATION ROAD MAP
(effective December 1, 2000)

PAY PLAN: 12 MONTH

“Old” Classification				“New” Classification			
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Editorial Aid	1160	1	→ R09	Public Affairs/Communications Spec, Level I	0800	1
R09	Public Affairs Asst I	5597	1	→ R09	Public Affairs/Communications Spec, Level I	0800	1
R09	Public Affairs Asst II	5598	1	→ R09	Public Affairs/Communications Spec, Level II	0800	2
<i>No employees/classifications will convert to this level.</i>							
R09	Media Prod Specialist I	7125	1	→ R09	Media Production Specialist, Level I	0810	1
R09	Photographer I	2845	1	→ R09	Media Production Specialist, Level I	0810	1
R09	Media Prod Specialist II	7126	1	→ R09	Media Production Specialist, Level II	0810	2
R09	Photographer II	2844	1	→ R09	Media Production Specialist, Level II	0810	2
R09	Media Prod Specialist III	7127	1	→ R09	Media Production Specialist, Level III	0810	3
<i>No employees/classifications will convert to this level.</i>							
R09	Graphic Artist I	2929	1	→ R09	Graphic Designer, Level I	0820	1
R09	Graphic Artist II	2930	1	→ R09	Graphic Designer, Level II	0820	2
<i>No employees/classifications will convert to this level.</i>							
R09	Graphic Artist III			→ R09	Graphic Designer, Level III	0820	3

PUBLIC AFFAIRS/MEDIA/ARTS

IMPLEMENTATION ROAD MAP
(effective December 1, 2000)

PAY PLAN: 12 MONTH

“Old” Classification			“New” Classification					
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code	
R07	Graphic Specialist I	1413	1	→	R07	Desktop Publishing/Graphic Specialist, Level I	0830	1
R07	Graphic Specialist II	1414	1	→	R07	Desktop Publishing/Graphic Specialist, Level II	0830	2
R07	Lead Graphics Specialist	1415	1	→	R07	Desktop Publishing/Graphic Specialist, Level II	0830	2
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R09	Costume Technician I	6514	1	→	R09	Performing Arts Technician, Level I	0840	1
R09	Stage Technician I	6508	1	→	R09	Performing Arts Technician, Level I	0840	1
R09	Costume Technician II	6515	1	→	R09	Performing Arts Technician, Level II	0840	2
R09	Stage Technician II	6507	1	→	R09	Performing Arts Technician, Level II	0840	2
<i>No employees/classifications will convert to this level.</i>								
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R09	Television Engineer	6918	1	→	R09	Broadcast Engineer	0850	0
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R07	Slide Curator I	2935	1	→	R07	Visual Resource Specialist, Level I	0860	1
R07	Slide Curator II	2936	1	→	R07	Visual Resource Specialist, Level II	0860	2

PUBLIC AFFAIRS/MEDIA/ARTS

IMPLEMENTATION ROAD MAP
(effective December 1, 2000)

PAY PLAN: 11/12

“Old” Classification				“New” Classification				
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code	
R07	Editorial Aid	1160	6	→	R09	Public Affairs/Communications Spec, Level I	0801	1
R09	Public Affairs Asst I	5597	6	→	R09	Public Affairs/Communications Spec, Level I	0801	1
R09	Public Affairs Asst II	5598	6	→	R09	Public Affairs/Communications Spec, Level II	0801	2
<i>No employees/classifications will convert to this level.</i>				→	R09	Public Affairs/Communications Spec, Level III	0801	3
R09	Media Prod Specialist I	7125	6	→	R09	Media Production Specialist, Level I	0811	1
R09	Photographer I	2845	6	→	R09	Media Production Specialist, Level I	0811	1
R09	Media Prod Specialist II	7126	6	→	R09	Media Production Specialist, Level II	0811	2
R09	Photographer II	2844	6	→	R09	Media Production Specialist, Level II	0811	2
R09	Media Prod Specialist III	7127	6	→	R09	Media Production Specialist, Level III	0811	3
R09	Graphic Artist I	2929	6	→	R09	Graphic Designer, Level I	0821	1
R09	Graphic Artist II	2930	6	→	R09	Graphic Designer, Level II	0821	2
<i>No employees/classifications will convert to this level.</i>				→	R09	Graphic Designer, Level III	0821	3

PUBLIC AFFAIRS/MEDIA/ARTS

IMPLEMENTATION ROAD MAP
(effective December 1, 2000)

PAY PLAN: 11/12

“Old” Classification				“New” Classification			
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Graphic Specialist I	1413	6	→ R07	Desktop Publishing/Graphic Specialist, Level I	0831	1
R07	Graphic Specialist II	1414	6	→ R07	Desktop Publishing/Graphic Specialist, Level II	0831	2
R07	Lead Graphics Specialist	1415	6	→ R07	Desktop Publishing/Graphic Specialist, Level II	0831	2
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R09	Costume Technician I	6514	6	→ R09	Performing Arts Technician, Level I	0841	1
R09	Stage Technician I	6508	6	→ R09	Performing Arts Technician, Level I	0841	1
R09	Costume Technician II	6515	6	→ R09	Performing Arts Technician, Level II	0841	2
R09	Stage Technician II	6507	6	→ R09	Performing Arts Technician, Level II	0841	2
<i>No employees/classifications will convert to this level.</i>				→ R09	Performing Arts Technician, Level III	0841	3
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R09	Television Engineer	6918	6	→ R09	Broadcast Engineer	0851	0
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R07	Slide Curator I	2935	6	→ R07	Visual Resource Specialist, Level I	0861	1
R07	Slide Curator II	2936	6	→ R07	Visual Resource Specialist, Level II	0861	2

PUBLIC AFFAIRS/MEDIA/ARTS

IMPLEMENTATION ROAD MAP
(effective December 1, 2000)

PAY PLAN: 10/12

“Old” Classification				“New” Classification			
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Editorial Aid	1160	8	→ R09	Public Affairs/Communications Spec, Level I	0802	1
R09	Public Affairs Asst I	5597	8	→ R09	Public Affairs/Communications Spec, Level I	0802	1
R09	Public Affairs Asst II	5598	8	→ R09	Public Affairs/Communications Spec, Level II	0802	2
	<i>No employees/classifications will convert to this level.</i>						
R09	Media Prod Specialist I	7125	8	→ R09	Media Production Specialist, Level I	0812	1
R09	Photographer I	2845	8	→ R09	Media Production Specialist, Level I	0812	1
R09	Media Prod Specialist II	7126	8	→ R09	Media Production Specialist, Level II	0812	2
R09	Photographer II	2844	8	→ R09	Media Production Specialist, Level II	0812	2
R09	Media Prod Specialist III	7127	8	→ R09	Media Production Specialist, Level III	0812	3
	<i>No employees/classifications will convert to this level.</i>						
R09	Graphic Artist I	2929	8	→ R09	Graphic Designer, Level I	0822	1
R09	Graphic Artist II	2930	8	→ R09	Graphic Designer, Level II	0822	2
	<i>No employees/classifications will convert to this level.</i>						
				→ R09	Graphic Designer, Level III	0822	3

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“Old” Classification			“New” Classification				
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Graphic Specialist I	1413	8	→	R07	Desktop Publishing/Graphic Specialist, Level I	0832 1
R07	Graphic Specialist II	1414	8	→	R07	Desktop Publishing/Graphic Specialist, Level II	0832 2
R07	Lead Graphics Specialist	1415	8	→	R07	Desktop Publishing/Graphic Specialist, Level II	0832 2
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R09	Costume Technician I	6514	8	→	R09	Performing Arts Technician, Level I	0842 1
R09	Stage Technician I	6508	8	→	R09	Performing Arts Technician, Level I	0842 1
R09	Costume Technician II	6515	8	→	R09	Performing Arts Technician, Level II	0842 2
R09	Stage Technician II	6507	8	→	R09	Performing Arts Technician, Level II	0842 2
<i>No employees/classifications will convert to this level.</i>							
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R09	Television Engineer	6918	8	→	R09	Broadcast Engineer	0852 0
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R07	Slide Curator I	2935	8	→	R07	Visual Resource Specialist, Level I	0862 1
R07	Slide Curator II	2936	8	→	R07	Visual Resource Specialist, Level II	0862 2

PUBLIC SAFETY SUPPORT

IMPLEMENTATION ROAD MAP
(effective December 1, 2000)

PAY PLAN: 12 MONTH

“Old” Classification				“New” Classification			
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Public Safety Dispatcher	8349	1	→ R07	Police Dispatcher, Level I	8800	1
	<i>No employees/classifications will convert to this level.</i>						
R07	Parking Officer	8351	1	→ R07	Parking Officer, Level I	8810	1
R07	Supervising Parking Officer	8353	1	→ R07	Parking Officer, Level II	8810	2
R07	Parking Garage Supervisor	8341	1	→ R07	Parking Officer, Level II	8810	2
R07	Campus Guard	8352	1	→ R07	Community Service Specialist, Level I	8820	1
	<i>No employees/classifications will convert to this level.</i>						
				→ R07	Community Service Specialist, Level II	8820	2
R09	Campus Fire Apparatus Engineer	8980	1	→ R09	Fire Apparatus Engineer	8830	0
R09	Sup Campus Fire App Engineer	8981	1	→ R09	Fire Apparatus Engineer	8830	0

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“Old” Classification			“New” Classification				
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Public Safety Dispatcher	8349	6	→ R07	Police Dispatcher, Level I	8801	1
	<i>No employees/classifications will convert to this level.</i>						
R07	Parking Officer	8351	6	→ R07	Parking Officer, Level I	8811	1
R07	Supervising Parking Officer	8353	6	→ R07	Parking Officer, Level II	8811	2
R07	Parking Garage Supervisor	8341	6	→ R07	Parking Officer, Level II	8811	2
	<i>No employees/classifications will convert to this level.</i>						
R07	Campus Guard	8352	6	→ R07	Community Service Specialist, Level I	8821	1
	<i>No employees/classifications will convert to this level.</i>						
R09	Campus Fire Apparatus Engineer	8980	6	→ R09	Fire Apparatus Engineer	8831	0
R09	Sup Campus Fire App Engineer	8981	6	→ R09	Fire Apparatus Engineer	8831	0

PUBLIC SAFETY SUPPORT

IMPLEMENTATION ROAD MAP
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PAY PLAN: 10/12

“Old” Classification				“New” Classification			
CBID	Classification Title	Class Code	Range Code	CBID	Classification Title	Class Code	Range Code
R07	Public Safety Dispatcher	8349	8	→ R07	Police Dispatcher, Level I	8802	1
	<i>No employees/classifications will convert to this level.</i>						
R07	Parking Officer	8351	8	→ R07	Parking Officer, Level I	8812	1
R07	Supervising Parking Officer	8353	8	→ R07	Parking Officer, Level II	8812	2
R07	Parking Garage Supervisor	8341	8	→ R07	Parking Officer, Level II	8812	2
	<i>No employees/classifications will convert to this level.</i>						
R07	Campus Guard	8352	8	→ R07	Community Service Specialist, Level I	8822	1
	<i>No employees/classifications will convert to this level.</i>						
				→ R07	Community Service Specialist, Level II	8822	2
R09	Campus Fire Apparatus Engineer	8980	8	→ R09	Fire Apparatus Engineer	8832	0
R09	Sup Campus Fire App Engineer	8981	8	→ R09	Fire Apparatus Engineer	8832	0