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To: Human Resources Directors

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: Classification Standards Update: Operations and Support Services (Unit 5)

Human Resources Administration has completed an update of Operations and Support Services (Unit 5) classification and qualification standards.¹ The classification standards were reformatted and updated to reflect current terminology, additional classification codes, and other non-substantive verbiage changes. Additionally, references to the occupational index code, overtime eligibility, shift eligibility and the employee category were removed as this information is maintained and communicated via the CSU Salary Schedule. Workweek group references were removed as they are no longer applicable to the CSU. In addition, to the changes listed above, the following key changes were made:

- General Changes: Changed the verb “supervise” to “provide lead work direction.” Changed “Minimum Qualifications” to “Typical Qualifications.”
- Equipment Operation Series: Driver’s license requirements were updated to reflect that incumbents must possess the license appropriate for the vehicle operated.
- Grounds Series: Incorporated Groundswoker Trainee classification.

New classification and qualification standards can be viewed and printed at: <http://www.calstate.edu/HRAdm/Classification/index.shtml>. Questions regarding this technical letter may be directed to Gina Caywood at (562) 951-4416 or via email at gcaywood@calstate.edu. This technical letter is also available on Human Resources website at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/ac

¹ Custodian, Lead Custodian and Laborer standards are under review and will be distributed upon implementation. The remaining CSUEU classifications in Units 2, 7 and 9 are under review and will be published in the future.

Distribution:

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