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Date: September 13, 2005 **Code: TECHNICAL LETTER**
HR/PCOS 2005-03

To: Human Resources Directors

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: **Classification Standards Update: Health Care Support (Unit 2)**

Human Resources Administration has completed an update of Health Care Support (Unit 2) classification and qualification standards.¹ The following updates were made:

- The classification standards were reformatted, classification codes were added, and other non-substantive verbiage changes were made.
- References to the occupational index code, overtime eligibility, shift eligibility and the employee category were removed as this information is maintained and published in the CSU Salary Schedule.
- Workweek group references were removed as they are no longer applicable to the CSU.
- In some cases, the previous Introduction/Series Overview sections were removed or modified because they contained dated information, and/or content was no longer appropriate for the classification standard.

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 or Arlene Coronel at (562) 951-4411 or via email at gaywood@calstate.edu.

This technical letter is also available on Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/ac

¹ Please note that this classification standards update is a separate project from the Unit 2 classification study currently underway. The Clinical Aid Series, Clinical Laboratory Technologist Series, Pharmacist Series and Nurse Practitioner standards are under classification review and will be distributed upon implementation.

Distribution:

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