


THE CALIFORNIA STATE UNIVERSITY
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Date: July 18, 2006 **Code: TECHNICAL LETTER**
HR/Salary 2006-08
Supplement #1

To: Human Resources Directors
Payroll Managers

From: Gina Caywood  **Reference: HR 2006-15**
Interim Senior Director
Human Resources Administration

Subject: Clarification on Clinical Aids I and II Conversion to New Unit 2 Classifications

This technical letter updates the implementation instructions regarding the conversion of Clinical Aids I and II (class codes 8135 and 8136) to the Clinic Support Series.

- Employees who are currently in the Clinical Aid I or Clinical Aid II classification must be converted to the Clinical Assistant classification (code 8137) or the Medical Assistant classification (code 8148) by the July 2006 pay period.
- Anniversary Dates for Clinical Aids I and II who meet the following criteria will be set to August 2006:
 - If, as of May 31, 2006, had a base salary at or above the old SSI Maximum Rate.
 - If, on June 1, 2006, has a base salary below the new SSI maximum rate
- If campus management has not yet reviewed and verified the medical assisting competencies of current Clinical Aids for potential conversion to the new Medical Assistant classification, campuses must first convert the Clinical Aids to the new Clinical Assistant classification (no later than the July 2006 pay period), and subsequently convert the incumbent to the Medical Assistant classification pursuant to the side letter of agreement, provided in HR 2006-15.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This technical letter also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

/GC

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