

Date: December 21, 2010

Code: TECHNICAL LETTER
HR/Salary 2010-20
Supplement #1

To: Human Resources Directors
Payroll Managers

Reference: HR 2010-12

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management



Subject: Implementation of New Reprographics Specialist Classifications in Unit 7 (Clerical/Administrative Support Services) – Freeze Old Reproduction, Duplicating and Micrographics Classifications

Overview

Audience: HR professionals responsible for hiring and classifying employees, campus designees responsible for employee payroll processing, and/or individuals with responsibility for reprographic centers

Action Item: Freeze old Reproduction, Duplicating and Micrographics classifications upon implementation of new Reprographics Specialist classifications in Unit 7 (Clerical/Administrative Support Services) effective with the October 2010 pay period

Affected Employee Group(s)/Unit(s): Newly hired employees engaged in Unit 7 reprographics work and employees performing this work in "in lieu of" classifications

Summary

This technical letter updates information contained in HR/Salary 2010-20 regarding the implementation of the new Reprographics Specialist Classifications for CSUEU Clerical/Administrative Support Services (Unit 7) employees, effective with the October 2010 pay period. Campuses are notified that the old Reproduction, Duplicating and Micrographics classifications will be retained; however, no new appointments or reclassifications may be made to these classifications. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

Effective with the October 2010 pay period, all newly hired employees who are to perform reprographic or duplicating duties as described in the Reprographics Specialist classification standards shall be hired into Unit 7 as a Reprographics Specialist I, II, III or IV, as appropriate.

The old Reproduction, Duplicating and Micrographics classifications have been superseded by the Reprographics Specialist classifications but will be retained along with the new classifications until conversion to the new classifications has been affected. No new appointments or reclassifications may be made to the old classifications. The CSU and CSUEU will jointly petition the Public Employment Relations Board to delete the old classifications as soon as all incumbents have been reclassified.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Associate Vice Presidents/Deans of Faculty
Budget Officers

The (old) Reproduction, Duplicating and Micrographics classifications in Unit 7 that will be “frozen” are as follows:

Old “Frozen” Classification	Code
Duplicating Machine Operator I	1450
Duplicating Machine Operator II, Direct Impression	1467
Duplicating Machine Operator II, Offset	1466
Duplicating Machine Supervisor I	1464
Reproduction Processes Assistant	1472
Reproduction Processes Supervisor I	1471
Micrographics Technician Trainee ¹	1424
Micrographics Technician ¹	1426
Supervising Micrographics Technician I ¹	1428
Supervising Micrographics Technician II ¹	1430

The technical letter has no impact to the Common Management Systems (CMS) Baseline.

Please direct questions regarding this technical letter as follows:

- Collective bargaining aspects Collective Bargaining at (562) 951-4400
- All other questions Human Resources Management at (562) 951-4411

This document is available on the Human Resources Management’s Web site at:

<https://www.calstate.edu/HRAdm/memos.shtml>

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¹ Employees classified in the Micrographics Technician series were not mapped to the new Reprographics Specialist series. They were “grandfathered” in the Micrographics Technician series.