Date: May 20, 2011

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Employment History Database Change – Professional License Table Change for Farm Maintenance and Operations Worker Classification (Class Code 6385)

Overview

Audience: HR Officers, HR professionals responsible for hiring and classifying employees, Payroll Managers and/or designees responsible for PIMS and Oracle/PeopleSoft employment history processing

Action Item: Information Only

Affected Employee Group(s)/Unit(s): Employees in Unit 5 (CSUEU – Operations Support Services)

Summary

This technical letter provides information regarding a PIMS Manual update to the Professional License Table. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

The PIMS Professional License Table has been updated. The license requirement for class code 6385, Farm Maintenance and Operations Worker, has been changed from “Valid California Driver’s License, Class B” to “Appropriate Valid California Driver’s License.” This change aligns the license requirement with the Special Qualifications listed in the Classification and Qualification Standards.

This document is available on the Human Resources Management’s Web site at: https://www.calstate.edu/HRAdm/memos.shtml

Questions regarding this technical letter may be directed to Human Resources Management at (562) 951-4411.

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