Date: February 6, 2013

Code: TECHNICAL LETTER
HR/PCOS 2013-01

To: Human Resources Officers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: Classification Standards Clean Up (Unit 4)

Overview

Audience: HR professionals responsible for hiring and classifying employees

Action Item: Information only

Affected Employee Group(s)/Unit(s): Employees in Educational Television Program Director, Extended Education Specialist Series, Placement Interviewer, and Student Personnel Technician (Financial Aid) classifications (Unit 4)

Summary

Human Resources has concluded the classification standard clean-up project for APC (Unit 4). The class clean-up project involves formatting class standards to a consistent format, correcting typos, and updating verbiage. Class standards reformatted to the new format have no substantive changes to content. This technical letter provides notification to the campuses of the classification standards that have been reformatted to the new format. Those listed in the audience listed above should review the remainder of this Technical Letter for more detailed information.

The following classification standards have been reformatted to the new format and verbiage:

- Educational Television Program Director
- Extended Education Specialist Series
- Placement Interviewer
- Student Personnel Technician (Financial Aid)

Summary of changes to the class standards:

- No substantive content has been changed; therefore the phrase “Classification Standard Reformatted 02-01-2013” is included on the class standard.

- Only twelve-month class codes are listed.

- FLSA status is included for each classification.

Distribution:
CSU Presidents
Associate Vice Presidents/Deans of Faculty
Vice Chancellor, Human Resources
All Campus Vice Presidents
Classifications with specific changes:

- Educational Television Program Director – removed “San Diego State University”. This classification is open for all campuses to use. The reference to working title “Instructional Television Coordinator” has been removed.
- Extended Education Specialist – removed abolished Extended Education Specialist III and all references to this classification.

These classification standards may be viewed and printed at the Human Resources Classification Standards Web site at: https://www.calstate.edu/HRAdm/Classification/index.shtml

Please direct questions regarding this technical letter to 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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