Date: August 28, 2013  
Code: TECHNICAL LETTER HR/PCOS 2013-04

To: Human Resources Officers  

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

Subject: Classification Standards Clean-Up (Unit 7)

Overview

Audience: HR professionals responsible for hiring and classifying employees  
Action Item: Information Only  
Affected Employee Group(s)/Unit(s): Employees in Clerical and Administrative Support classifications (Unit 7)

Summary

Human Resources has concluded the classification standard clean-up project for CSUEU (Unit 7). 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 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:

- Administrative Support Assistant
- Administrative Support Coordinator
- Collections Representative Series
- Community Service Specialist
- Data Control Technician Series
- Data Entry Operator Series
- Desktop Publishing/Graphic Specialist
- Dormitory Supervisor
- Drafting Series
- Head Resident Series

Distribution:
CSU Presidents  
Vice Chancellor, Human Resources  
Associate Vice Presidents/Deans of Faculty  
All Campus Vice Presidents
• Health Services Assistant
• Inventory Clerk
• Mail Clerk
• Mail Services Supervisor I
• Medical Secretary
• Medical Transcriber
• Parking Officer
• Police Dispatcher
• Property Clerk Series
• Reprographics Specialist
• Shipping and Receiving Assistant I
• Stock Clerk
• Storekeeper I
• Supervising Telephone Operator
• Telephone Operator

Summary of changes to the class standards:

- No substantive content has been changed; therefore the phrase “Classification Standard Reformatted 06-01-2013” is included on the class standard.
- Only twelve-month class codes are listed.
- FLSA status is included for each classification.
- Range Codes listed for classifications with skill levels.
- Classifications were merged into series as appropriate.
- “Desired” qualifications have been removed.
- References to abolished classifications have been removed.
- Classifications with specific changes:
  • Administrative Support Coordinator II – removed “may function as the office information technology specialist”.
  • Collections Representative Trainee – modified timeframe language (three to twelve months).
  • Data Entry Operator Trainee – added timeframe language.
  • Inventory Clerk – revised language from “motor vehicle operator license” to “valid California Driver’s License”.

The Classification and Qualification Standards may be viewed and printed at the Human Resources Classification Standards Web site at: [http://www.calstate.edu/HRAdm/Classification/index.shtml](http://www.calstate.edu/HRAdm/Classification/index.shtml).

Questions regarding this technical letter should be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management's Web site at: [http://www.calstate.edu/HRAdm/memos.shtml](http://www.calstate.edu/HRAdm/memos.shtml).

EN/ct