Date: March 3, 2014

To: Human Resources Officers

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

Subject: Classification Standards Clean-Up (Unit 2)

Overview

Audience: HR professionals responsible for hiring and classifying employees
Action Item: Information Only
Affected Employee Group(s)/Unit(s): Employees in Health Care Support classifications (Unit 2)

Summary

Human Resources has concluded the classification standard clean-up project for CSUEU (Unit 2). 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:

- Clinical Support Series
  - Clinical Assistant
  - Medical Assistant
- Clinical Laboratory Scientist Series
  - Clinical Laboratory Scientist I
  - Clinical Laboratory Scientist II
- Health Education Series
  - Health Education Assistant
  - Health Educator
- Health Information Technician
- Licensed Vocational Nurse Series
  - Licensed Vocational Nurse I
  - Licensed Vocational Nurse II
- Nurse Practitioner
- Orthopedic Technician
- Pharmacy Series
  - Pharmacy Technician
  - Pharmacist I
  - Pharmacist II
- Phlebotomist/Clinical Laboratory Assistant
- Physical Therapy Series
  - Physical Therapist I
  - Physical Therapist II
- Physician Assistant
- Radiological Technologist Series
  - Radiologic Technologist I
  - Radiologic Technologist II
- Registered Dietitian
- Registered Nurse Series
  - Registered Nurse I
  - Registered Nurse II
  - Registered Nurse III
- Speech Pathologist

Summary of changes to the class standards:

- No substantive content has been changed; therefore the phrase “Classification Standard Reformatted 03-01-2014” is included on the class standard.
- Only twelve-month class codes are listed.
- FLSA status is included for each classification.
- “Desired” and “preferred” qualifications have been removed.
- References to abolished classifications have been removed.
- Classifications with specific changes:
  - **Medical Assistant**: Bureau of Private Postsecondary and Vocational Education → Bureau for Private Postsecondary Education
  - **Radiologic Technologist Series**: Picture archiving and information system (PACS) → picture archiving and communication system (PACS); California Department of Health Services → California Department of Public Health
  - **Registered Dietitian**: American Dietetic Association → Academy of Nutrition and Dietetics; American Dietetic Association’s credentialing agency → Commission on Dietetic Registration
  - **Speech Pathologist**: American Speech and Hearing Association → American Speech-Language-Hearing Association; Certificate of Clinical Competence in Speech-Language Pathology; California Speech-Language Pathology and Audiology Board → California Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board

The following classifications will be abolished:
- Sanitarian II (8005)
- Radiation Protection Specialist (7988)
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