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 5)

Overview

Audience: HR professionals responsible for hiring and classifying employees
Action Item: Information Only
Affected Employee Group(s)/Unit(s): Employees in Operations and Support Services classifications (Unit 5)

Summary

Human Resources has concluded the classification standard clean-up project for CSUEU (Unit 5). 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:

- Custodial Series
  - Custodian
  - Lead Custodian
- Equipment Operations Series
  - Light Automotive Equipment Operator
  - Heavy Equipment Operator/Bus Driver
  - Heavy Construction Equipment Operator
- Farm Maintenance and Operations Worker
- Food Service Series

Distribution:
CSU Presidents
Vice Chancellor, Human Resources
Associate Vice Presidents/Deans of Faculty
All Campus Vice Presidents
Food Service Worker I
Food Service Worker II
Food Service Worker I – Lead
Food Service Worker II – Lead
Cook I
Cook II
Cook I – Lead
Cook II – Lead

Ground Series
Groundworker Trainee
Groundworker
Lead Groundsworker
Gardener
Gardening Specialist
Irrigation Specialist
Pest Control and Spray Specialist
Tree Trimmer I
Tree Trimmer II

Laborer
Maintenance and Laborer Trainee
Warehouse Worker
Window Cleaner

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.
- Special Qualifications ➔ License and Certifications
- Valid driver’s license ➔ Valid California driver’s license
- Classifications with specific changes:
  - Ground Series: Positions that “may drive pick-ups and other automotive equipment” or “may drive automotive equipment” added under “License: Some positions may require possession of a valid California driver’s license.”
  - Groundworker Trainee: Added timeframe language.
  - Maintenance and Laborer Trainee: Added timeframe language.

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.

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.

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