Date: May 26, 2010

Code: TECHNICAL LETTER
HR/Salary 2010-11

To: Human Resources Directors
Payroll Managers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Implementation of New Classifications and Revised Classification Standards in SETC (Unit 6)

Overview

Audience: Human Resources professionals responsible for hiring and classifying employees and/or campus designees responsible for employee payroll processing

Action Item: Information only

Affected Employee Group(s)/Unit(s):
Employees in Unit 6

Summary:

As communicated in HR Letter 2010-06, the California State University (CSU) has reached agreement with the State Employees Trades Council (SETC) on the implementation of new and updated classification standards and corresponding salary ranges in SETC (Unit 6), which are effective June 2010 pay period. This Technical Letter provides the following information:

- List of New Classifications and Associated Class Codes
- List of Revised Classification Standards
- Implementation of the New Classifications

Those in the audience listed above should review the remainder of this Technical Letter for more detailed information.

New Classifications and Associated Class Codes:
- Lead Building Service Engineer (6707)
- Supervising Automotive/Equipment Mechanic (6269)
- Supervising Locksmith (6644)

Revised Classification Standards:
- Air Conditioning/Refrigeration Mechanic (6699)
- Automotive/Equipment Mechanic (6270)
- Building Service Engineer (6702)
- Facilities Control Specialist (6260)
• Lead Automotive/Equipment Mechanic (6852)
• Lead Locksmith (6643)
• Locksmith (6642)
• Mechanics Helper (6837)
• Operating Engineer (6703)
• Supervising Building Service Engineer (6700)

Revised classification standards were provided as an attachment to HR Letter 2010-06 or can be viewed and printed at the Human Resources Classification Standards Web site at:
http://www.calstate.edu/HRAdm/Classification/index.shtml

❖ Implementation of the New Classifications:
• Effective with the June 2010 pay period, employees may be hired or promoted into one of the new classifications. Should a campus need to create one of the new classifications on its campus, the position will be filled in accordance with Article 10 of the CSU/SETC collective bargaining agreement.
• Twelve month, 11/12, and 10/12 pay plans will be available for the subject classifications.

Please direct questions regarding this technical letter as follows:
➢ Collective bargaining aspects Labor Relations at (562) 951-4400
➢ All other questions 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

EN/dm