Date: March 28, 2003

Code: TECHNICAL LETTER
       HR/PCOS 2003-01

To: Human Resources Directors
   Associate Vice Presidents/Deans of Faculty Affairs

From: Cathy Robinson
       Assistant Vice Chancellor
       Human Resources Administration

Subject: Classification Standards Update: Confidential and Excluded

Human Resources Administration updated the classification and qualification standards for all Excluded (E99) and Confidential (C99) classifications. These classification standards were reformatted to a new layout and were updated to reflect current terminology, additional classification codes and other non-substantive verbiage changes. References to the occupational index code, overtime eligibility, shift eligibility and the employee category were removed as this information is maintained and communicated via the CSU Salary Schedule. Workweek group references were removed as they are no longer applicable to the CSU.

New classification and qualification standards can be viewed and printed at: http://www.calstate.edu/HRAdm/classstandards.shtml.

Questions regarding this technical letter may be directed to Gina Caywood at (562) 951-4416 or via email at gcaywood@calstate.edu.

This technical letter is also available on Human Resources website at: http://www.calstate.edu/HRAdm/memos.shtml. Thank you.

CR/gc

Distribution:

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Vice Chancellor, Human Resources
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