


MEMORANDUM

To: President, Provost, Vice Presidents, Deans, Directors, and Department Heads

From: Gary E. Leitnaker, Director 

Date: October 30, 2001

Subject: Classification Structure Update--Administrative Support, Maintenance and Trades

The Division of Personnel Services (DPS) has developed and begun implementation of a three year, six-phase project to simplify the classification system. The goals of the project are to consolidate classes when possible, to ensure the minimum qualifications attract qualified applicants, to update classification specifications to reflect current work performed, and to identify the use of technology. Phase I, the Administrative Support and Maintenance and Trades occupational groups, has been completed and approved. The update to the classification structure for these occupational groups will be effective November 11, 2001, as authorized by an Executive Directive.

Administrative Support: Twenty-one classes in the Administrative Support occupational group are being consolidated into six new classes as shown on the enclosed diagram. At Kansas State University, pay grades will not be affected except in the case of current Office Assistant I and Secretary III classifications. Employees in the Office Assistant I and Secretary III classifications will be moved to the new pay grade at the same salary currently being paid. However, if the employee's pay rate is below the minimum step (step 4) of the higher pay grade, the employee's pay will be brought up to step 4 of the new pay grade. No funding for these increases has been provided by the state.

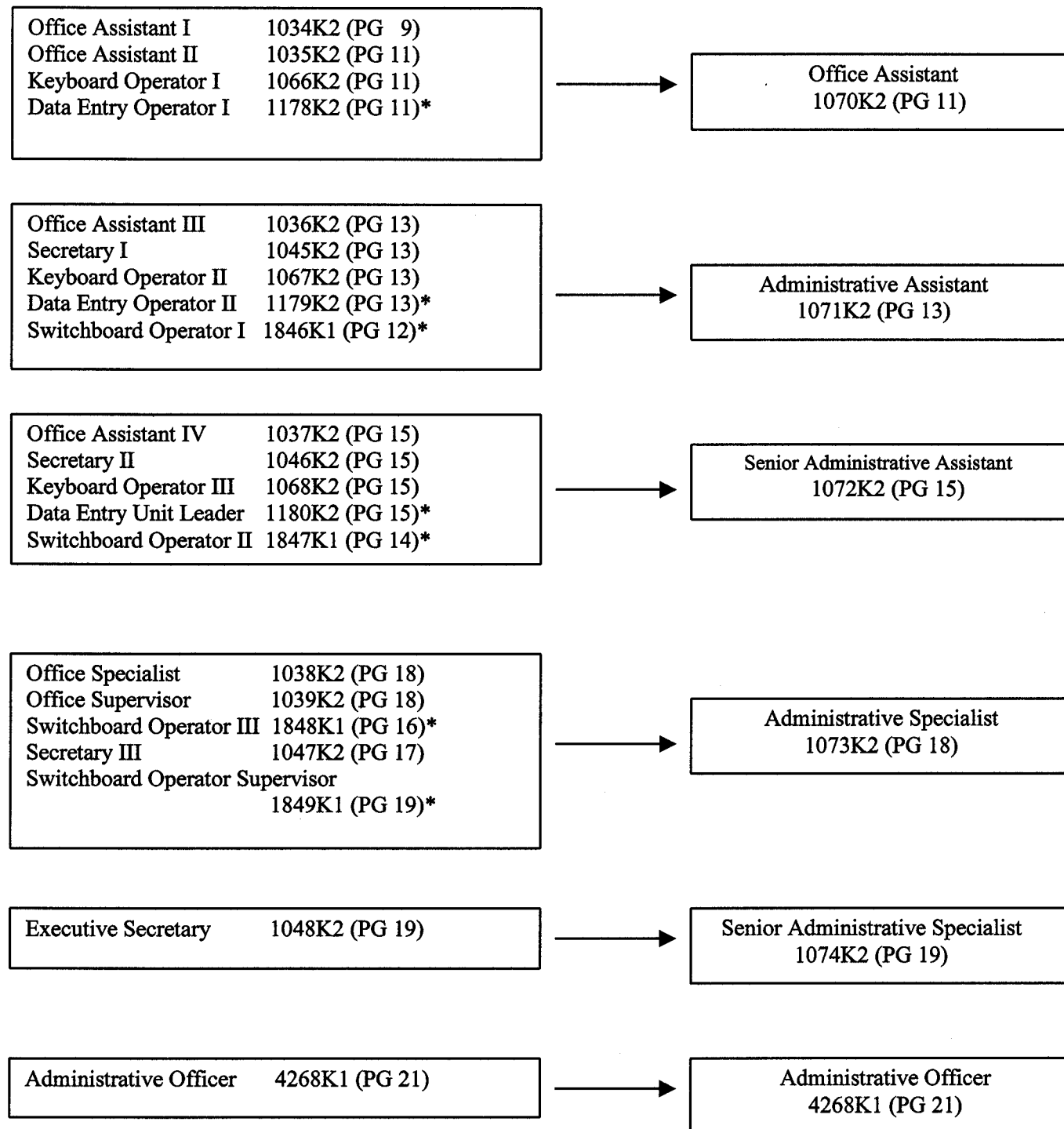
Maintenance and Trades: The Equipment Operator class series is redesigned as a four-level class series as follows: Equipment Operator Trainee, Equipment Operator, Equipment Operator Senior, and Equipment Operator Specialist. The remainder of classes will have their class titles updated to remove the numerical distinction. For example, Carpenter I and II will be re-titled Carpenter and Carpenter Senior. These are title changes only and there will be no monetary changes associated with the new titles, nor any salary grade changes.

Departmental listings and individual employee statements reflecting these changes will be sent to Personnel Specialists in the near future. Our office will automatically update employee information in the Human Resource Information System for all employees affected by this update. The new titles are now being used for recruitment actions.

If you have any questions, please contact Classification Services at (785) 532-1866. Thank you.

Enclosure

Administrative Support Crosswalk
November 11, 2001



* Not in use at Kansas State University