



Oregon

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To: Human Resource Managers and Analysts

From: Diana L. Foster, Administrator
Human Resource Services Division
Department of Administrative Services

Subject: **General Clerical/Technical Classification Study Management Review & Comment**

The Human Resource Services Division's Classification and Compensation unit has finished updating the classification specifications under review as part of the General Clerical/Technical Classification Study. This was based on the position descriptions supplied by the agencies and the additional online survey responses.

Copies of the revised class specifications are available in PDF format at <http://www.oregon.gov/DAS/HR/techclericalstudy.shtml> under the Management Review and Comment link. We ask that you provide this information to subject matter experts and program managers in your agency to make sure these drafts most accurately describe the different types of work. This input will help us make adjustments and produce final specifications.

Below are recommended revisions and/or updates to the specific classifications:

0100 Student Office Worker

Delete obsolete terminology.

0101 Office Assistant 1

0102 Office Assistant 2

0103 Office Specialist 1

0104 Office Specialist 2

Recommend Office Assistant 1 and 2 be combined into one classification, Office Assistant. This consolidates four levels into three levels within the Office Assistant/Specialist series. Few Office Assistant 1 positions exist any longer and there are not significant differences between the 1 and 2 to support maintaining both levels. The class specifications were also revised to update obsolete language and remove references to out-dated duties (i.e., production typing, taking dictation, etc.).

0107 Administrative Specialist 1

0108 Administrative Specialist 2

No changes made to the classifications.

0110 Legal Secretary

No changes made to the classification.

0118 Executive Support Specialist 1

In the section "General Description of Class" from "upper level agency managers", change language to "typically division or section administrators."

0119 Executive Support Specialist 2

In the section "General Description of Class" from "top level agency managers", change language to "typically agency heads, deputy directors."

0321 Public Service Representative 1

No changes made to the classification.

0322 Public Service Representative 2

No changes made to the classification.

0323 Public Service Representative 3

In "Distinguishing Features" section added "increased technical knowledge in order to analyze, interpret, and apply laws and rules" to better distinguish between levels.

0324 Public Service Representative 4

No changes made to the classification.

0501 Data Entry Operator

No changes made to the classification.

0530 Word Processing Technician 1

0531 Word Processing Technician 2

0532 Word Processing Technician 3

Recommend removing this series from the classification plan. The work environment has changed significantly since this series was adopted in 1990. Word processing duties are regularly found in all levels of clerical/technical work, therefore a dedicated series is no longer necessary. This work would best fit in the Office Assistant/Specialist series.

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0801 Office Coordinator

Recommend removing this classification from the classification plan. This class is performing the same type and level of work as the Office Specialist 2.

0830 Executive Assistant

No changes made to the classification.

1475 Data Entry Control Technician

No changes made to the classification.

If you have questions or would like to discuss these drafts, please contact your agency's assigned Class/Comp consultant:

(Agency assignments available at

<http://oregon.gov/DAS/HR/docs/class/AgyAssignments071510.pdf>)

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Please provide your comments and suggestions to your consultant by **September 3, 2010**.

Thank you for your assistance in completing this classification series review.