

Questions

\$3,549, \$3,666, \$3,783, \$3,900; Level 2, \$3,941, \$4,071, \$4,201, \$4,331; Level 3, \$4,232, \$4,371, \$4,510, \$4,649; Level 4, \$4,714, \$4,869, \$5,024, \$5,179; Level 5, \$4,940, \$5,103, \$5,266, \$5,429; Level 6, \$5,366, \$5,543, \$5,720, \$5,897; Level 7, \$6,164, \$6,367, \$6,570, \$6,773; Level 8, \$7,988, \$8,251, \$8,514, \$8,777. Clerical and Regulatory Group: Level 1, \$2,480, \$2,571, \$2,662, \$2,753, \$2,844, \$2,935, \$3,026; Level 2, \$3,352, \$3,462, \$3,572, \$3,682; Level 3, \$4,116, \$4,252, \$4,388, \$4,524; Level 4, \$4,598, \$4,750, \$4,902, \$5,054; Level 5, \$5,281, \$5,455, \$5,629, \$5,803; Level 6, \$5,735, \$5,924, \$6,113, \$6,302; Level 7, \$6,822, \$7,047, \$7,272, \$7,497. Office Equipment Operation Group: Level 1, \$2,472, \$2,582, \$2,692, \$2,802, \$2,912, \$3,022, \$3,132, \$3,242, \$3,352, \$3,462, \$3,572, \$3,682; Level 2, \$4,116, \$4,252, \$4,388, \$4,524. Secretarial, Stenographic, Typing Group: Level 1, \$2,571, \$2,662, \$2,753, \$2,844, \$2,935, \$3,026; Level 2, \$3,123, \$3,226, \$3,329, \$3,432; Level 3, \$2,593, \$2,709, \$2,825, \$2,941, \$3,057, \$3,173, \$3,289, \$3,405, \$3,521, \$3,637, \$3,753, \$3,869; Level 4, \$3,834, \$3,960, \$4,086, \$4,212; Level 5, \$4,116, \$4,252, \$4,388, \$4,524; Level 6, \$4,598, \$4,750, \$4,902, \$5,054; Level 7, \$5,281, \$5,455, \$5,629, \$5,803; Level 8, \$6,107, \$6,308, \$6,509, \$6,710; Level 9, \$7,053, \$7,285, \$7,517, \$7,749. Telephone Operation Group: Level 1, \$2,461, \$2,562, \$2,663, \$2,764, \$2,865, \$2,966, \$3,067, \$3,168, \$3,269, \$3,370; Level 2, \$2,594, \$2,701, \$2,808, \$2,915, \$3,022, \$3,129, \$3,236, \$3,343, \$3,450, \$3,557; Level 3, \$3,436, \$3,549, \$3,662, \$3,775; Level 4, \$3,806, \$3,931, \$4,056, \$4,181; Level 5, \$4,172, \$4,310, \$4,448, \$4,586.

4. October 1, 1965.

5. Written standards for each group, incorporating category and group definitions, definitions of level determinants, or rating scales, and, except for the Telephone Operation Group, descriptions of bench mark positions were developed by the Civil Service Commission's Bureau of Classification and Revision in consultation with interested staff associations. The standards were reviewed by the Classification Policy Group, which consists of the Civil Service Commissioners, the Secretary of the Treasury Board and the Chairman of the Preparatory Committee on Collective Bargaining in the Public Service, prior to being given formal approval by the Civil Service Commission.

6. Yes.

7. Clerical and Regulatory Group, and Data Processing Group. The factors and the maximum weights assigned to each factor are:

[Miss LaMarsh.]

Clerical and Regulatory Group:	Maximum
Knowledge	350
Complexity	300
Consequence of Error	100
Responsibility for Contacts	100
Supervision	150
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	1,000
Data Processing Group:	Maximum
Skill and Knowledge	350
Complexity	300
Consequence of Error	150
Responsibility for Contacts	50
Supervision	150
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	1,000

8. A holding classification is a classification established to provide for an employee whose position has been evaluated under the new system as belonging to a group and level with a lower maximum salary than that applicable to his old classification. An employee is assigned to a holding classification in order that he may continue to receive his existing rate of pay and progress in the normal manner to his old maximum rate. The rates of pay holding classifications are not revised. An employee in such a classification is moved to the classification associated with his position when it becomes financially advantageous for him to do so. In the meantime he is eligible for promotion to higher level positions in accordance with the merit system.

9. Since not all departments have completed the allocation of their personnel to the new groups, statistics are not yet available.

10. "Red-circled" positions are those assigned to a holding classification as described in 8.

11. Final statistics are not yet available.

12. The employing departments are informing all employees in the Administrative Support Category of the effects on them of the conversion program. Any employee assigned to a holding classification who feels that the new standards have not been properly applied in evaluating his position is expected, in the first instance, to discuss the matter with his immediate supervisor. If he is not satisfied with the result of this, he has a right to raise the matter with his personnel office. If he is still not satisfied, the personnel office refers the matter to the Civil Service Commission for review by the Senior Classification Review Officer.