

State of California

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: July 7, 1989

Reference Code: 89-40

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Personnel Assistant Classification Revision

Attached for your review are a classification proposal and consolidated series specification for the Personnel Assistant series. This proposal changes the manner of allocation to the various classes within the series from being based upon the size of the departmental entity to the size of the transactions operation, updates terminology, and describes job changes occurring due to the advent of collective bargaining.

A synopsis of the changes is as follows:

Retitling of the classes within the series to Personnel Transactions Specialist and Personnel Transactions Supervisors.

Definition of the PA I (Personnel Transactions Specialist I) changed to the general working level in all multiple position transactions settings.

Definition of the PA II Specialist (Personnel Transactions Specialist II) expanded to include other areas of specialty.

Inclusion of criteria that will allow all "one-person" transactions operations to be allocated to the PA II (Personnel Transactions Specialist II) level.

Criteria for PA II Supervisor (Personnel Transactions Supervisor I) amended to indicate requirement of 3-5 subordinate staff, including at least one Personnel Transactions Specialist I.

Criteria for PA III (Personnel Transactions Supervisor II) amended to indicate requirement of 10-15 subordinate staff, but allowing the inclusion of clerical staff into the count of subordinates.

Criteria for PA IV (Personnel Transactions Supervisor III) amended to indicate requirement of a full range of 30 or more subordinate supervisors and working level staff, including clerical positions.

Inclusion of terminology alluding to collective bargaining.

Addition of language requiring typing skills.

Departments are requested to review the proposal and submit any comments regarding this proposal in writing. All input regarding the proposal should be coordinated with and submitted through the departmental Personnel Office. Departments may submit their comments in writing to Marie Powell, 1515 S Street, Suite 400, Sacramento, CA 95814 no later than August 11, 1989. If you have questions regarding the proposal you may contact Marie at 324-9400 or ATSS 454-9400.

George P. Lloyd II

George P. Lloyd, Chief
Classification and Compensation Division

Attachment: 2

TO: STATE PERSONNEL BOARD

FROM: Sadako Fujiwara, Section Manager
Classification and Compensation Division

Marie M. Powell, Assistant Section Manager
Classification and Compensation Division

REVIEWED BY: GEORGE P. LLOYD II, Chief
Classification and Compensation Division

SUBJECT: Proposed revision to the classes within the Personnel Assistant series; title changes for all classes within the series; and establishment of 12-month probationary periods for all classes within the series not currently possessing 12-month probationary periods.

SUMMARY OF ISSUES:

The Department of General Services, on behalf of a Taskforce representing the Personnel Officers Ad Hoc Committee, requests retitling and revision of the classes within the Personnel Assistant series to update allocation factors and terminology and describe job changes originated by the advent of collective bargaining.

A synopsis of the recommendations and changes within this proposal are:

- retitle the series to Personnel Transactions and individual classes to Personnel Transactions Specialist and Personnel Transactions Supervisor.
- allow the Personnel Transactions Specialist I (Personnel Assistant I) to become the working level in all multiple position transactions operations.
- allow all "one-person" transactions operations to be allocated to the Personnel Transactions Specialist II (Personnel Assistant II Specialist) class.
- make no distinction between types of organizations, i.e., departments, institutions, field offices, but rather use the size of the transactions operation unit and the degree of responsibility authorized the incumbents as allocation factors.
- amend allocation guidelines to allow organizations to "staff up" with working level positions and first line supervisors to effectuate closer review of work products and implementation of training.
- allow a greater number of "specialist" allocations in large transactions operations to assume workload that may be considered more complex such as Workers Compensation/Industrial Disability/Non-industrial Disability,

or full responsibility for all transactions training within the organization.

- update terminology in series definitions and knowledges and abilities to address collective bargaining.
- change probationary periods so all incumbents have 12 months in which to learn and become proficient in the tasks of the jobs.

CONSULTED WITH:

EINER CHRISTENSEN, Department of General Services
JINNY MUNRO, Department of General Services
GLORIA ANDREWS, Department of Personnel Administration
EDWARD ALLEN, State Personnel Board
PHIL KALSTROM, State Personnel Board
GEORGE KARRER, California State Employees' Association
CARL HEPPLER, California State Employees' Association, Supervisory Division Council

In accordance with the terms of the DPA/CSEA contract, DPA has notified the CSEA in writing of this proposed action.

BACKGROUND:

Departmental specific classes to perform personnel transactions-related work were established as far back as the 1930's. The basic structure and concept of the Personnel Assistant classes, as currently configured, were established in 1968 and consisted of a Personnel Assistant I through III series. All levels of classes were supervisory; the I level was also assigned the more complex duties and under these circumstances functioned as a "specialist".

In 1973, a Trainee and a IV level were added to the series. The Trainee level took the place of general clerical classes that had been used to perform the less complex transactions-related work in preparation for entry into the series, and the IV level was established to supervise the transactions operation in the largest departments with a centralized personnel transactions office. A deep class consolidating the Trainee and I levels was established in 1980. With the advent of collective bargaining, the II level class was split in 1986 into "specialist" and "supervisory" parentheses.

CLASSIFICATION CONSIDERATIONS:

Definition of Series

Presently, the series structure consists of an entry, training and journey level (PA I, Ranges A and B); a specialist level (PA II Specialist); and three supervisory levels determined by the size of the department and subordinate staff and the complexity of the transactions functions. It is proposed to

leave the structure of the series as it currently exists, but change the manner of allocation within the series.

Additionally, it is proposed to retitle the classes within the series as follows: Personnel Assistant I to Personnel Transactions Specialist I; Personnel Assistant II (Specialist) to Personnel Transactions Specialist II; Personnel Assistant II (Supervisor) to Personnel Transactions Supervisor I; Personnel Assistant III to Personnel Transactions Supervisor II; and Personnel Assistant IV to Personnel Transactions Supervisor III. The proposed title changes better describe the work performed.

Factors Affecting Position Allocation

Additions to the complexity factors impacting allocation include the number of bargaining units serviced by the transactions operation, the degree of decentralized testing authorized the appointing authority, and the degree of independence and judgment required in resolving personnel transactions-related problems and the ensuing consequence of transactions errors.

As cited previously, it is proposed to leave the classification structure of the series intact; however, the allocation criteria for each level is being amended to abandon the size of the departmental entity as the controlling factor for allocating positions and to utilize the number of transactions operations staff, including clerical support staff, as the basic criteria for allocation. Previously, a fiscal control which budgeted Personnel Assistant positions based upon the number of employees within each department was used as a determining factor in allocating positions; this is no longer the case. Appropriate application of the change in manner of allocation will allow a moderate number of upgrades within the first and second supervisory levels based upon current subordinate staffing, and an increase in the number of allocations to the "specialist" level. This proposal will also legitimize a number of marginal allocations presently existent. The intent of the application of these guidelines is to allow for closer technical supervisor/subordinate interaction by establishing minimum parameters for the number of Personnel Transactions subordinates and allowing the inclusion of clerical staff into the overall ratio of supervisors to subordinates.

In conjunction with the staff size, it is proposed to maintain a "complexity of work" factor to assist in borderline allocation determinations.

Inclusion of simplified allocation criteria within the consolidated series specification negates the need for separate allocation guidelines that have been used in conjunction with the series specification. Upon adoption of this proposal, the separate guidelines will no longer be used.

Definition of Levels

Personnel Transactions Specialist I

Presently the Personnel Transactions Specialist I (Personnel Assistant I) is the entry, training and full working level within the series. Incumbents function as generalists performing difficult and complex duties

in a variety of areas for a group of units or classes; may have lead over lower level clerical personnel; have charge of a more specialized unit responsible for a major segment of a transactions program; or serve as staff specialists in the more difficult and complex aspects of a smaller department's personnel transactions program.

It is proposed to describe this entry, training and journey level class as the working level in all transactions settings with multiple transactions positions, and whose performance of the typical tasks of the class account for 100% of an incumbent's time. Typically, this class should not assume lead responsibility for lower level clerical positions within the transactions office. This change in allocation criteria will have no impact upon the numbers of positions appropriately allocated to this level, except for a small number of "one-person" operation positions that may be allocated to the Personnel Transactions Specialist II level.

Personnel Transactions Specialist II

The Personnel Transactions Specialist II (Personnel Assistant II Specialist) class is the expert resource/specialist typically found in departments with large complex centralized transactions programs working under the direction of a higher level Personnel Assistant; typically, only one position in a large office is utilized in this manner. Incumbents may act as leadpersons to subordinates performing transactions work and are responsible for the total transactions program of a small department, major institution or large geographically separated field office.

It is proposed to allow allocation to this class in any "one person" transactions operation that assumes full charge authority for all phases of transactions work. Geographically separated offices with transactions positions that do not have full charge authority for the transactions function should not be allocated to this level. Lead responsibility is appropriate if the subordinate transactions or clerical staff number less than three. In entities with a higher level transactions supervisor, allocation may be made to this class to perform the most difficult and complex duties as a staff specialist. More than one "specialist" allocation within a transactions operation may be substantiated as long as the most complex duties are concentrated in as few positions as possible; e.g., allocations may be appropriately made for full charge of an entities' Worker's Compensation/Industrial Disability/Non-Industrial Disability program processing or full charge responsibility for an entities' in-house training program for transactions operations staff.

Approximately six positions in "one-person" operations may be upgraded due to the change in allocation criteria. Staff is unable to assess the increase of "specialist" positions performing the most difficult and complex duties as it is unknown how many of the current allocations to the Specialist class already encompass training or Worker's Compensation/Industrial Disability/Non-Industrial Disability duties. It should also be noted that there are presently approximately 20 positions at this level allocated to a supervisory class that appear to be more appropriately allocated to the specialist class.

Personnel Transactions Supervisor I

The current class concept of the Personnel Transactions Supervisor I (Personnel Assistant II Supervisor) is that of a supervisor in charge of the total transactions function in departments, institutions and field offices having approximately 150 employees; assistant supervisor of a large departmental transactions function under a higher level Personnel Assistant; or as a supervisor responsible for a major portion of a large and complex transactions program supervising from two-to-five subordinates including at least one Personnel Assistant I.

It is proposed that this class be used typically when the subordinate staffing includes three or more lower level transactions and clerical staff (there must be at least one lower level Personnel Transactions Specialist) and the incumbent has full charge of the transactions function and reports to a higher level non-transactions authority. There may be responsibility for a portion of the transactions function under the direction of a higher level transactions supervisor that includes three-to-five subordinate transactions specialist and clerical positions.

Staff is unable to accurately estimate an increase in the use of this class based upon application of the new allocation criteria, as each transactions operation may structure its organization with as few or as many subordinates as allowed by the criteria. However, using raw numbers of departmental staff, it appears that from 30 to 35 additional allocations may be made to this class.

Personnel Transactions Supervisor II.

The Personnel Transactions Supervisor II (Personnel Assistant III) is now responsible for the total transactions program of a large department, typically supervising 8-12 subordinate transactions positions. In one of the largest departments, as a subordinate to a higher level Personnel Assistant, assists in the management of a comprehensive transactions program supervising 8-12 subordinate transactions positions. The department should have approximately 10,000 employees to qualify for this standard.

It is proposed that this level have full charge of transactions functions in an operation which includes 10-15 subordinate positions (including clerical positions). There may be functional supervision of lower level transactions specialists in geographically separated locations; these positions are to be included in the subordinate staff count. This class may also assist a higher level transactions supervisor by functioning as an "assistant" to the higher level or by assuming direct responsibility for a portion of the transactions function over lower level supervisors and working level staff. Allocations under this criteria typically should supervise 10-15 total subordinate transactions and clerical staff.

As the numerical criteria established for allocating positions to this level were taken from actual structures currently in place within

departments, there appear to be only two additional appropriate upgrades to this level at this time.

Personnel Transactions Supervisor III

The Personnel Transactions Supervisor III (Personnel Assistant IV) is responsible for the total transactions program in one of the largest departments (typically more than 5000 employees) supervising in excess of 15 subordinate transactions positions. Such positions are characterized by an exceptionally high volume of complex transactions work where the roster, transactions and payroll functions are centralized.

It is proposed that this class remain the highest level transactions supervisor of the series with full charge responsibility of all transactions functions in entities utilizing a full range of 30 or more subordinate supervisors and working level staff (including clerical classes). The allocation may be made with as few as 25 subordinate staff with greater complexities of transactions work that include over ten bargaining units with diversity of contract language, multiple shift or field office rosters, high levels of seasonal employment or documented unique operations requirements of an on-going nature.

As cited for the Personnel Transactions Supervisor II, the criteria used to determine the numerical allocation guide for this class reflect the current structure within departments; thus, no additional allocations are anticipated to this level without increases in staffing and program complexity.

Additional Desirable Qualifications

It is proposed to establish an Additional Desirable Qualification for all the classes within the series to include "typing ability". With the introduction of automated entry into the decentralized State Controller's and State Personnel Board's systems, rudimentary typing skills are required for all transactions functions. No typing speed requirement is envisioned, however, basic knowledge of the keyboard and function of the keys is a requirement for successful performance of the duties of any of the transactions operations classes.

Knowledge and Abilities

It is proposed to make minor additions to the Knowledge and Abilities for all levels within the series to acknowledge technological advances of office equipment and the additional regulatory inferences brought on by collective bargaining. These changes include the use of video display terminals, calculators, program calculators, typewriters and copiers as well as the ability to interpret laws and bargaining unit contract language. Based upon the addition of an Additional Desirable Qualification, it is also proposed to add the ability to type sufficient for successful job performance to the Knowledge and Abilities of all levels within the series.

PROBATIONARY PERIOD:

Presently, the Personnel Transactions Specialist I class is the only class within the series to have a 12-month probationary period. This is consistent with other deep classes and for training level classes. However, with the increase in and changeability of duties within transactions operations caused by collective bargaining, the job cycle of these positions is no longer completed within six months. Therefore, it is recommended that the probationary period of all new incumbents in any of the Personnel Transactions classes be 12 months.

EMPLOYEE STATUS CONSIDERATIONS:

There will be no impact on employee status from this proposal.

RECOMMENDATION:

1. That the titles of the following classes be changed as indicated; and the proposed revised specifications for these classes appearing in the Personnel Transactions series specification as shown in this calendar be adopted:

<u>From</u>	<u>To</u>
Personnel Assistant I	Personnel Transactions Specialist I
Personnel Assistant II (Specialist)	Personnel Transactions Specialist II
Personnel Assistant II (Supervisor)	Personnel Transactions Supervisor I
Personnel Assistant III	Personnel Transactions Supervisor II
Personnel Assistant IV	Personnel Transactions Supervisor III

2. That all appointments to the classes indicated below that require a probationary period and that are effective on or after _____ shall require service of a one-year probationary period before an employee may attain permanent status in the class.

Personnel Transactions Specialist II

Personnel Transactions Supervisor I

Personnel Transactions Supervisor II

Personnel Transactions Supervisor III

CALIFORNIA STATE PERSONNEL BOARD
SPECIFICATION

PRESENT: PERSONNEL ASSISTANT
PROPOSED: PERSONNEL TRANSACTIONS
SERIES SPECIFICATION
(ESTABLISHED MARCH 22, 1968)

SCOPE

This series specification describes five classifications which perform specialized personnel ~~clerical~~ transactions duties in State service. Classes which perform general office work or which require special proficiency in typing, shorthand, filing, accounting, or cashing have been excluded.

Schem	Class	
<u>Code</u>	<u>Code</u>	<u>Class</u>
CG65	1303	Personnel Assistant I <u>Transactions Specialist I</u>
CG61	1743	Personnel Assistant II (Specialist) <u>Transactions Specialist II</u>
CG60	1305	Personnel Assistant II (Supervisory) <u>Transactions Supervisor I</u>
CG50	1304	Personnel Assistant III <u>Transactions Supervisor II</u>
CG40	1314	Personnel Assistant IV <u>Transactions Supervisor III</u>

DEFINITION OF SERIES

Personnel ~~Assistants~~ Transactions Incumbents are distinguished from other clerical classes by being regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel ~~clerical~~ transactions functions. The predominant duties of positions in these classes require a thorough and detailed knowledge of the appropriate laws, rules, and regulations pertaining to personnel transactions. Positions in this series are typically located in the headquarters or field personnel offices of a State department or major subdivision, the personnel office of a State institution, and the operating sections of the State ~~Personnel Board~~ Controller's Office.

FACTORS AFFECTING POSITION ALLOCATION

Variety and complexity of work, independence of action and decision, supervision received, supervisory responsibilities, level and amount of personal contact with employees and the public serve as the major differentiating factors between individual classes. Additional considerations which enter into determinations of borderline allocations include such things as widespread and numerous field offices, 24-hour operations, large seasonal operations, high turnover, high overtime, number of classes used, number of employees served, number of attendance reporting units; number of bargaining

units used; and the number of classes on delegated and decentralized testing;
the degree of independence and judgment required in resolving personnel
problems; and the consequence of error.

DEFINITION OF LEVELS

PERSONNEL ASSISTANT TRANSACTIONS SPECIALIST I

This is the entry, trainee and journey level for this series, and is the
general working level in all transactions settings with multiple Personnel
Transactions Specialist positions where incumbents perform the Typical Tasks
for 100% of the time. Under close supervision as a trainee and in accordance
with established procedures, incumbents perform increasingly difficult duties
in a variety of personnel transactions areas. ~~As a journey level incumbent:~~

- ~~1. As a generalist, performs difficult and complex duties in a variety of
functional areas of personnel transactions for an assigned group of
reporting units or classifications; may act as leadperson to one or more
lower level clerks assisting in the assignment.~~
- ~~2. Has charge of a more specialized unit responsible for a major functional
segment of a personnel transactions program; typically acts as a lead-
person to one or more subordinates.~~

~~3. Serves as a staff specialist and expert resource in the more difficult and complex aspects of a smaller department's personnel program.~~

~~PERSONNEL ASSISTANT II (SPECIALIST) TRANSACTIONS SPECIALIST II~~

This is the advanced journey level within this series.

- ~~1. Acts as a leadperson to subordinates performing transactions work and is responsible for the total personnel transactions program of a small department, a major institution, or large geographically separated field office.~~

Allocation may be made to this class in any "one person" transactions operation that assumes full charge for all phases of transactions work. (Geographically separated offices with Personnel Transactions Specialists that do not have full charge responsibility for the transactions function should not be allocated to this level.)

- ~~2. In a larger department, functions as an expert resource and staff specialist in the most difficult and complex personnel transactions areas, the positions functioning in this capacity may act as leadperson.~~

Lead responsibility is appropriate for this class if the subordinate Personnel Transactions and clerical positions number less than three and the incumbent assumes full charge responsibility for the transactions operation.

3. In entities with a Personnel Transactions Supervisor II or III as the highest level transactions position, allocation may be made to this class to perform the most difficult and complex duties as a "staff specialist". More than one "specialist" allocation within a transactions operation may be substantiated, e.g., appropriate allocation may be made for full charge of a department's Worker's Compensation/Industrial Disability/Non-Industrial Disability program or full charge of a department's in-house transactions training program.

PERSONNEL ASSISTANT II (SUPERVISORY) TRANSACTIONS SUPERVISOR I

1. Supervises three to five subordinates performing personnel transactions and clerical work (there must be at least one Personnel Transactions Specialist) and is responsible has full charge responsibility for the total personnel transactions program of a small department, a major institution, or large geographically separated field office the organizational entity and reports to a higher non-transactions supervisor.

2. Under the direction of a higher level Personnel Transactions Supervisor, incumbents are responsible for a major portion of a large and complex personnel transactions program; typically supervises two three to five subordinates performing personnel transactions and clerical work.

PERSONNEL ASSISTANT III TRANSACTIONS SUPERVISOR II

1. Responsible for the total personnel transactions program ~~of a large department; typically supervises from 8 to 12 subordinate personnel transactions positions in an operation which includes 10-15 subordinate transactions positions (including clerical positions).~~ There may be functional supervision of lower level Personnel Transactions Specialists in geographically separated locations, these positions are to be included in the subordinate staff count.
2. ~~In one of the largest State departments,~~ As a subordinate to a higher level personnel transactions position, assists in the management of a comprehensive transactions program by assuming direct responsibility for a portion of the transactions function over lower level supervisors and working level staff; typically supervises from ~~8 to 12~~ 10 to 15 subordinate personnel transactions and clerical positions.

~~5. In the central personnel agency setting, either is responsible for a complete personnel transactions program function or assists a higher level personnel transactions position, supervises other personnel transactions positions.~~

3. May assist a higher level Personnel Transactions Supervisor by functioning as an "assistant" to the higher level.

PERSONNEL ASSISTANT-IV TRANSACTIONS SUPERVISOR III

~~Responsible for the total personnel transactions program in one of the largest departments; typically supervises in excess of 15 subordinate personnel transactions positions~~ This is the highest level transactions supervisor in the series with full charge of all transactions functions in entities utilizing a full range of over 30 subordinate supervisors and working level staff (including clerical classes). The allocation may be balanced by as few staff as 25 and greater complexities of transactions work that include over 10 bargaining units with diversity of contract language, multiple shift or field office rosters, high levels of seasonal employment or documented unique transactions requirements of an on-going nature.

MINIMUM QUALIFICATIONS

PERSONNEL ASSISTANT TRANSACTIONS SPECIALIST I

Either I

One year of experience in the California state service performing clerical duties at a level of responsibility equivalent to Office Assistant II (General) with typing ability.

Or II

Two years of clerical experience which includes typing. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.]

~~PERSONNEL ASSISTANT II (SUPERVISORY)~~ TRANSACTIONS SPECIALIST II AND PERSONNEL
~~ASSISTANT II (SPECIALIST)~~ TRANSACTIONS SUPERVISOR I

One year of experience in the California state service performing the duties of a Personnel Assistant I Transactions Specialist I, Range B.

~~PERSONNEL ASSISTANT III~~ TRANSACTIONS SUPERVISOR II

One year of experience in the California state service performing the duties of a ~~Personnel Assistant II (Supervisory)~~ Transactions Supervisor I or ~~Personnel Assistant II (Specialist)~~ Transactions Specialist II; or

Two years of experience in the California state service performing the duties of a ~~Personnel Assistant I~~ Transactions Specialist I, Range B.

~~PERSONNEL ASSISTANT IV~~ TRANSACTIONS SUPERVISOR III

One year of experience in the California state service performing the duties of a ~~Personnel Assistant III~~ Transactions Supervisor II; or

Two years of experience in the California state service performing the duties of a ~~Personnel Assistant II (Supervisory)~~ Transactions Supervisor I or ~~Personnel Assistant II (Specialist)~~ Transactions Specialist II.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Modern office methods and procedures, supplies and equipment such as video display terminals, calculators, program calculators, typewriters and copiers.

Ability to: Apply laws, rules, and regulations and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow oral and written directions; gather data and design and prepare tables and charts; advise employees of their rights, and supervisors of alternative actions which they may take regarding various transaction situations; write and speak effectively; type sufficient enough for successful job performance; use tact and good judgment in dealing with the public and other employees; maintain personnel records.

~~PERSONNEL ASSISTANT II (SPECIALIST)~~ TRANSACTIONS SPECIALIST II

Knowledge of: All of the above, and laws, rules, and regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll and certification processes used in State departments.

Ability to: Perform all of the above.

PERSONNEL ASSISTANT II (SUPERVISORY) TRANSACTIONS SUPERVISOR I AND ABOVE

Knowledge of: All of the above, and principles of effective supervision, the department's Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Perform all of the above, and to supervise and train subordinate staff; effectively contribute to the department's affirmative action objectives.

Greater emphasis is placed on supervisory and program administration skills at each higher level in this class series.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Should possess typing ability.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Personnel Assistant I <u>Transactions Specialist I</u>	3/19/80	5/20/86	
Personnel Assistant II (Specialist) <u>Transactions Specialist II</u>	5/20/86		
Personnel Assistant II (Supervisory) <u>Transactions Supervisor I</u>	3/22/68	5/20/86	5/20/86
Personnel Assistant III <u>Transactions Supervisor II</u>	3/22/68	7/7/86	
Personnel Assistant IV <u>Transactions Supervisor III</u>	7/26/73	7/7/86	

