

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: September 25, 1989
Reference Code 89-57

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

From: Department of Personnel Administration
Classification and Compensation Division

Subject: MCR Designation change for Administrative Assistant I

Effective October 1, 1989, the MCR designation for the class of Administrative Assistant I is changing from MCR I to MCR II.

Our audit program has identified a number of Administrative Assistant positions which, upon review, were determined to be more appropriately allocated to the Executive Assistant classification. This MCR designation change is intended to ensure that analytical duties are performed by Administrative Assistants, and to encourage the use of Executive Assistant where appropriate.

Should you have any questions regarding the allocation of either the Administrative Assistant or Executive Assistant class series, you may contact your Department of Personnel Administration Classification and Compensation Division Personnel Management Analyst at (916) 324-9381 or ATSS 454-9381.

Nancy E. Bither

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