

From: Gouveia, Cynthia L (DOA)
Sent: Friday, April 03, 2009 4:00 PM
Subject: Admin Clerk Study - status, preliminary results, draft specs

Attachments: Information Concerning the Administrative Clerk Study.doc; Preliminary Results of the Admin Clerk Study.doc; Office Assistant Draft Job Class Series.doc
Good Afternoon,

Attached are three documents with information about the Administrative Clerk Study.

The first attachment is "Information Concerning the Administrative Clerk Study." This document has the following information:

- 1) the current status of the Administrative Clerk Study,
- 2) the draft specification review schedule,
- 3) the processing of PDs and recruitment for clerical positions, and
- 4) Division of Personnel and Labor Relations contact information.

The second attachment is the "Preliminary Results of the Administrative Clerk Study" document that gives a concise explanation of the changes that are being proposed to the job classes under review and the methodologies used during the Administrative Clerk Study.

The third attachment is the proposed Administrative Clerk Study draft class specifications for your review and comment. Comments and recommendations on the draft class specifications are due by close of business Friday, April 17, 2009.

Thank you,

Cindy Gouveia

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