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**DEPARTMENT OF ADMINISTRATION**  
Division of Personnel Services

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**MEMORANDUM**

**TO:** Agency Human Resource Managers

**FROM:** Bobbi Mariani *B. Mariani*  
Director of Personnel Services

**DATE:** September 26, 2001

**SUBJECT:** Classification Structure Update: Administrative Support, Maintenance and Trades

The Division of Personnel Services (DPS) has developed and started implementation of a three year, six-phase project to simplify the classification system. The goals of the project are to consolidate classes when possible, to ensure the minimum qualifications attract qualified applicants, to update class specifications to reflect current work performed and to identify the use of technology. Phase I, the Administrative Support and Maintenance and Trades occupational groups, has been completed. We are pleased to announce that Joyce Glasscock, Acting Secretary of Administration, has approved the implementation to update the classification structure for these occupational groups effective November 11, 2001. This will be authorized by an Executive Directive.

The classification structure change will occur this fiscal year and the market alignment will occur in FY 2003, subject to appropriations. We will address the pay issues in the second phase of the implementation. The new classes will be used as benchmarks when we conduct updated salary surveys to align the pay grade with the market.

**New Classes:**

***Administrative Support:*** Twenty-one classes in the Administrative Support occupational group are consolidated into six classes (see attachment). The Office Assistant series, the Secretarial series, Keyboard Operators, Data Entry Operators and Switchboard Operators are combined into a new class series: Office Assistant, Administrative Assistant, Senior Administrative Assistant, Administrative Specialist, Senior Administrative Specialist, and Administrative Officer.

***Maintenance and Trades:*** The Equipment Operator class series is redesigned as a four-level class series as follows: Equipment Operator Trainee, Equipment Operator, Equipment Operator Senior, and Equipment Operator Specialist.

***Class Title Changes:*** The remainder of classes in the Maintenance and Trades occupational group will have their class titles updated to remove the numerical distinction. For example, Carpenter I and II will be re-titled Carpenter and Carpenter Senior. However, these are title changes only and there are no monetary changes. The pay grade assignments and the class specifications will not change. The six-digit numeric job codes in SHARP will also remain the same for these classes. The Employment Registration form listings for the Administrative Support and the Maintenance and Trades occupational groups are updated with the new class titles.

**Implementation:**

The classification structure update will be implemented at minimum cost. The current classes will map directly into the new classes. These classification changes, with the exception of the Equipment Operator class series, will be entered in SHARP via a batch update effective November 11, 2001. Agencies with positions in the Equipment Operator class series will be provided with classification mapping information from DPS to enter these updates directly into SHARP. For the majority of the classes, the pay grade will not change and there will be no impact on the employee's pay. If the employee's pay rate is below the minimum step (step 4) of the higher pay grade, the employee's pay will be brought up to step 4 of the new pay grade. For an employee whose position is mapped to a class on a higher pay grade, the employee will be placed on the step of the higher pay grade that is the same dollar amount as the employee's current pay rate. For example: an employee on pay grade 17, step 9 (\$11.91) would move to pay grade 18, step 7 (\$11.91). The employee's next increase due date remains the same.

Prior to the implementation, agencies are responsible to identify and correct any potential misclassifications. After implementation, DPS will review selected positions to ensure the accuracy of the reallocations.

***SHARP Instructions:*** More detailed information will be available on the SHARP message panel closer to the implementation date.

I would like to thank each member of the Workforce Council team who participated on the project as well as the agency subject matter experts who contributed to the development and redesign of the classes. Their diligent efforts and persistence helped achieve the goals and accomplishments for this phase of the project. I look forward to your input and support of the Information Technology phase of the project, which is beginning in October.

Please check the SHARP message panel and the DPS website for additional information. If you have any questions about the classification structure implementation, please contact Rodger Matthews at 785-296-1844 or e-mail [rodger.matthews@state.ks.us](mailto:rodger.matthews@state.ks.us). If you have questions about SHARP entry, please contact Connie Guerrero at 785-296-0754 or e-mail [connie.guerrero@state.ks.us](mailto:connie.guerrero@state.ks.us).

BJM:LCR:sls

Attachment