

the Personnel Touch

ARCHIVES

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedures and benefit information. Suggestions on content may be sent to the Personnel Department in PC 510.

Vol. 1, No. 2
July, 1977

HERE IT IS - CAREER SERVICE \$\$ INFO!

Add these biweekly increases to your present biweekly salary to determine your 9/1/77 base salary. Note: Merit increases are not included in this figure. Merit money will be added to this new biweekly base after appraisals are complete. If your position classification does not appear on this list, please contact Personnel at 2181.

CLASS CODE	CLASSIFICATION TITLE	BIWEEKLY INCREASE
0011	Clerk I	\$22.82
0012	Clerk II	26.74
0013	Clerk III	46.78
0014	Clerk IV	56.38
0015	Clerk V	73.71
0021	Clerk Typist I	25.89
0022	Clerk Typist II	39.45
0023	Clerk Typist III	50.40
0032	Secretary II	46.78
0033	Secretary III	56.38
0034	Secretary IV	73.71
0038	Exec. Secretary III	37.93
0051	Mail Clerk I	25.89
0052	Mail Clerk II	42.49
0056	Campus Postmaster I	77.23
0057	Campus Postmaster II	80.67
0062	Office Services Supvr. II	80.67
0117	Centrex Operator	50.40
0118	Centrex Oper. Supvr. I	72.35
0129	Law Enfor. Rad-Tele. Opr.	70.78
0131	Radio-Teletype Opr. I	73.71
0202	Keypunch Operator	40.65
0205	Keypunch Supervisor I	57.45
0206	Keypunch Supervisor II	60.37
0231	Computer Operator I	50.67
0232	Computer Operator II	56.80
0233	Computer Operator III	99.75
0235	Computer Oper. Supervisor	124.80
0237	Computer Oper. Mgr. I	109.22
0238	Computer Oper. Mgr. II	100.29
0239	Data Center Comp. Opr. Mgr I	97.98
0240	Data Center Comp. Opr. Mgr II	52.43
0241	Computer Programmer I	99.75
0242	Computer Programmer II	104.00
0243	Computer Programmer III	106.89
0246	Scientific Programmer	100.29
0251	Computer S. Analyst I	106.89
0252	Computer S. Analyst II	100.29
0254	Computer S. Analysis Supvr.	103.55
0258	Systems Consultant	103.55
0260	Asst. Dir. Data Systems	97.98
0268	EDP Scheduling Supervisor	109.22
0270	EDP Librarian	37.18
0272	EDP Control Clerk	37.18
0273	EDP Prod. Control Supvr. I	97.98
0322	Teller II	61.98
0402	Account Clerk II	50.40
0405	Fiscal Asst. I	72.35
0406	Fiscal Asst. II	75.18
0411	Accountant I	79.06
0412	Accountant II	83.31
0413	Accountant III	88.53
0414	Accountant IV	94.36
0418	Asst. Fin. & Acct. Dir. I	86.49
0419	Asst. Fin. & Acct. Dir. II	89.21

CLASS CODE	CLASSIFICATION TITLE	BIWEEKLY INCREASE
0500	Personnel Aide	\$72.35
0502	Personnel Technician I	77.23
0503	Personnel Technician II	80.67
0504	Personnel Technician III	88.53
0511	Asst. Personnel Off. I	94.36
0600	Buyer	51.73
0605	Purchasing Agent I	77.23
0606	Purchasing Agent II	80.67
0607	Purchasing Agent III	88.53
0619	Stock Clerk	39.45
0621	Storekeeper I	51.73
0622	Storekeeper II	73.71
0624	Stores Supervisor	77.23
0653	Property Clerk I	39.45
0654	Property Clerk II	51.73
0656	Property Manager I	79.06
0701	Statistical Aide I	51.73
0702	Statistical Aide II	72.35
0705	Statistician I	77.23
0706	Statistician II	80.67
0721	Illustrator I	75.11
0722	Illustrator II	72.63
0729	Public Prod. Coordinator	83.31
0745	Information Spec. I	77.23
0746	Information Spec. II	80.67
0747	Information Spec. III	86.20
0748	Library Tech. Asst. I	73.71
0749	Library Tech. Asst. II	77.23
0771	Photographer I	76.46
0901	Staff Asst. I	75.18
0902	Staff Asst. II	77.23
0907	Admn. Asst. II	88.53
0958	Procedures Analyst	28.95
1880	Campus Parking Patrol	66.78
1881	Univ. Police Officer I	25.92
1882	Univ. Police Officer II	33.37
1883	Univ. Police Corporal	42.65
1884	Univ. Police Sergeant	67.38
1885	Univ. Police 2nd Lt.	46.08
1887	Investigator - SUS	67.38
2000	Laborer	42.69
2010	Trades Helper	64.73
2011	Maintenance Repairman	66.18
2020	Electrician	106.64
2025	Painter	82.28
2030	Plumber	106.64
2035	Maint. Mechanic	106.64
2050	Locksmith I	47.59
2051	Locksmith II	106.64
2056	Refrigeration Mechanic	106.64
2062	Trades Foreman	108.25
2121	Pressman I	\$53.37
2122	Pressman II	64.54
2123	Pressman III	65.89
2126	Print Shop Supervisor	69.41
2201	Groundskeeper I	42.69
2202	Groundskeeper II	46.18
2204	Groundskeeping Supvr. I	52.56
2205	Groundskeeping Supvr. II	43.66
2217	Nursery Supervisor	72.63
2225	Landscape & Grndkpg. Supt. I	40.25
2322	Custodial Worker	45.69
2324	Custodial Supervisor I	47.64
2325	Custodial Supervisor II	50.48
2326	Custodial Supervisor III	54.85
2330	Maint. Supervisor I	108.25
2331	Maint. Supervisor II	104.00
2335	Maint Superintendent I	97.72
2340	Bldg. Services Asst. Supt.	108.25
2341	Bldg. Services Supt. I	106.89
2348	Asst. Phy. Pt. Svc. Dir. I	88.80

CLASS CODE	CLASSIFICATION TITLE	BIWEEKLY INCREASE
2350	Asst. Phy. Pt. Svc. Dir. II	49.71
2359	Safety Officer	60.33
2365	Bldg. Const. Coordinator	106.64
2428	Utilities & Maint. Supt. II	46.08
2444	Utilities Supt. I	92.64
2501	Lab. Mech. Mach. I	26.90
2511	Lab. Mach. Shop Supv. II	42.82
2514	Mgr. of Laboratories	40.25
2522	Electronic Tech. II	122.51
2706	Auto Equip. Mech. II	28.95
2731	Motor Vehicle Oper. I	70.25
2732	Motor Vehicle Oper. II	71.20
3012	Engineering Tech. II	99.02
3013	Engineering Tech. III	86.42
3032	Engineer II	118.22
3033	Engineer III	121.48
3211	Lab. Tech. I	75.81
3212	Lab. Tech. II	63.62
3216	Lab. Technologist I	65.89
3217	Lab. Technologist II	49.18
4037	Medical Technologist II	54.92
5442	Food Control Manager	58.56
6107	Vocational Instructor II	30.78
6137	Training Specialist	28.95
6329	Schedule & Space Coord.	32.39
6330	Record & Regist. Supv.	32.39
6332	Admissions Counselor	28.95
6333	Admissions Officer I	40.25
6334	Admissions Officer II	42.82
6336	Asst. Registrar	46.08
6339	Asst. Admissions Director	46.08
6341	Financial Aid Counselor	28.95
6342	Asst. Student Fin. Aid Dir.	40.25
6347	Univ. Pub. Functions Mgr.	32.39
6427	Athletic Trainer	32.39
6450	Univ. Union Recr. Supv. I	\$50.40
6472	Audio-Visual Tech.	56.07
6474	Audio-Visual Librarian	28.95
6476	Audio-Visual Materials Mgr.	26.90
6478	Audio-Visual Spec.	35.04
6480	Learning Res. Spec.	37.93
6482	Asst. A-V Media Director	40.25
6531	Radio-TV Engineer Tech.	28.95
7071	Vocational Counselor I	30.78
7072	Vocational Counselor II	37.93

*** *** ***

CONGRATULATIONS!

Congratulations to Forrest (Mike) Baldwin, Custodial Supervisor II, for obtaining his Bachelor of Arts in Political Science. We are all very proud of him!

*** *** ***

PERFORMANCE APPRAISAL REMINDER -
 All Career Service employees who will have six (6) months of continuous and satisfactory service as of September 1, 1977 will be rated on performance. The new forms and guides to Performance Appraisals have been distributed. All reviews must be returned to the Personnel Department no later than Friday, August 5, 1977.

*** *** ***

DID YOU KNOW.....

... THAT THE MAJOR MEDICAL CLAIMS SYSTEM WILL BECOME AUTOMATED THIS OCTOBER? HOPEFULLY, THIS WILL REDUCE THE LENGTHY TURNAROUND TIME FOR CLAIMS PAYMENTS.

... THAT BLUE CROSS/BLUE SHIELD BASIC RATE ON CLAIMS PAYMENTS TO PHYSICIANS ARE BASED UPON THE REASONABLE, USUAL AND CUSTOMARY DADE COUNTY RATES FOR THE ENTIRE STATE? THESE ARE UPDATED ANNUALLY.

... THAT A DEFERRED COMPENSATION PLAN WILL BE AVAILABLE STATEWIDE IN NOVEMBER? (MORE ABOUT THIS IN NEXT MONTH'S TOUCH).

*** *** ***

DIALOGUE DAY



8/10/77, Wednesday, 2 P.M. - We'll meet in University House, Room 210 (next to Student Activities) Bring yourself, your suggestions and ideas!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			8/3 C.S. Senate		8/5 Performance Appraisals Deadline	
			8/10 Dialogue Day Sign-On Deadline		8/12 Payday	
			8/17 C.S. Senate	8/18 A & P Senate		
		8/23 Univ. Council	8/24 Sign-On Deadline		8/26 Payday	