

the Personnel Touch

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedure and benefit information. Suggestions on content may be sent to the Personnel Department, PC 220, Extension 2576.

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STATE CAREER SERVICE CLASSIFICATION SYSTEM REVISION

The State Career Service Certification System revision was effective as of January 1, 1984.

All of the Career Service specifications have been revised. The specifications provide the factors used in determining the classification of individual positions, the necessary skills and abilities an employee needs to perform in the position, and the minimum eligibility qualifications.

Some classification titles have been changed and all classification codes have changed. Following is a list of the University titles which have changed. If your classification is not on this list, then the official State title remains the same.

For employees implementation of the new system will be handled as a Class Title Change. This means that:

- Employee's Anniversary or Probationary evaluation due dates will not change, and
- There will be no resulting salary increases.

Departments submitting Personnel Action forms should begin using new Class Codes and titles immediately.

A complete list of old and new Class Codes and titles will be provided for Deans, Directors and Department Heads.

Old Specification Titles		New Specification Titles	
Class Code	Title	Class Code	Title
0010	Clerk Supervisor	0007	Clerk Supervisor II
0032	Secretary II	0102	Secretary
0033	Secretary III	0105	Secretary Specialist
0034	Secretary IV	0108	Senior Secretary
0058	Word Proc. Opr. I	0090	Word Proc. Opr. II
0059	Word Proc. Opr. II	0093	Word Proc. Opr. III
0060	Word Proc. Oper. Superv.	0096	Word Proc. Sys. Oper. Supervisor
0062	Office Svcs. Supvr. II	0129	Office Oper. Supvr. II
0132	Radio-Tel. Opr. II	8409	Radio-Tel. Op. Supv.
0185	EDP Resch. & Eval. Consl.	2081	Systems Proj. Analyst
0266	Data Processing Coord.	2006	Data Proc. Control Spec.
0272	EDP Control Clerk	2003	EDP Clerk
0273	EDP Prod. Contr. Supv. I	2057	Data Center Comp. Opr Manager I
0299	Data Communic. Coord.	2108	Data Communic. Specialist
0325	Cashier I	0186	Cashier
0402	Account Clerk II	8406	Fiscal Clerk II
0403	Fiscal Asst. Supv. I	8423	Supervising Fiscal Asst. I
0404	Fiscal Asst. Supv. II	8424	Supervising Fiscal Assistant II
0579	Planning & Budget Coord.	1679	Planning & Budget. Spec.
0619	Stock Clerk	0903	Property Clerk I
0657	Property Manager II	0942	Property Administrator II
0729	Public Production Coord.	3721	Public Production Specialist II
0782	Library Tech Supv. I	4305	Supervising Library Tech. Assistant I

Old Specification Titles		New Specification Titles	
Class Code	Title	Class Code	Title
0783	Library Tech Supv. II	4306	Supervising Library Tech. Assistant II
0958	Procedures Analyst	0045	Records Technician
1881	Univ. Police Officer I	8518	Law Enforcement Officer I
1882	Univ. Police Officer II	8521	Law Enforcement Officer II
1883	Univ. Police Corporal	8524	Law Enforcement Corporal
1885	Univ. Police 2nd Lt.	8539	Law Enforcement 2nd Lt.
1886	Univ. Police Captain	8545	Law Enforcement Capt. I
1887	Investigator - SUS	3575	Law Enforcemt. Invest. III
1888	Investigation Coord.	8539	Law Enforcement 2nd Lt.
1889	Training Coord SUS	8539	Law Enforcement 2nd Lt.
1890	Education Officer SUS	8554	Law Enforcement Education Officer I
2010	Trades Helper	6374	Maintenance Support Technician
2062	Trades Foreman	6465	Trades Supervisor
2121	Pressman I	6309	Assistant Printer
2122	Pressman II	6310	Printer I
2123	Pressman III	6312	Printer Supervisor
2126	Print Shop Supervisor	6318	Print Shop Supervisor I
2201	Groundskeeper I	6389	Laborer
2202	Groundskeeper II	6394	Groundskeeper
2217	Nursery Supervisor	6393	Nursery/Landscape Supv.
2225	Groundskeeping Supt. I	6398	Landscape & Groundkeeping Superintendent I
2350	Asst. Phys. Pt. Sv. Dir. II	6402	Senior Asst. Phys. Plant Sv. Director
2371	Building Const. Supt.	6484	Building Const. Spec.
2438	Utilities Supv. II	6345	Utilities Supv. - LWP/MUP
2444	Utilities Supt. I	6351	Utilities Supv. - HAC/UP
2445	Utilities Supt. II	6357	Utilities Supv. - UMGT/STS/UP
2501	Lab Mech Mach I	6518	Laboratory Machinist
2511	Lab Mach Shop Supv. II	6522	Senior Lab. Machine Shop Supv.
2708	Auto Equip. Repair Frmn.	6541	Auto/Marine Equip. Repair Supv.
2731	Motor Vehicle Operator I	6366	Motor Vehicle Operator
3176	Const. Proj. Manager I	4691	Const. Proj. Admin. I
3216	Lab Technologist I	5021	Lab Technician III
3217	Lab Technologist II	5027	Lab Tech. IV
4037	Medical Technologist II	5605	Supervising Medical Technologist I
4421	Registered Nurse I	5290	Registered Prof. Nurse
4498	Student Heal Serv. Coord.	5311	Student Health Serv. Nursing Manager
5442	Food Control Manager	6217	Food Control Specialist
6137	Training Specialist	1322	Training Specialist I
6329	Schedule & Space Coord.	0321	Schedule & Space Admin.
6364	Asst. Stud. Fin. Aid Dir.	4268	Asst. Financial Aid Dir
6450	Univ. Union Recr. Supv. I	4240	Univ. Union Recr. Aide I
6474	Audio-Visual Librarian	4307	Audio-Visual Lib. Technical Asst.
6476	A-V Materials Manager	3725	Senior A-V Technician
6540	Fine Arts Prod. Manager	2814	Fine Arts Prod. Spec.
7071	Voc'al Counselor I	4284	Career Counselor I
7072	Voc. Counselor II	4285	Career Counselor II
7203	Job Advisor	0003	Clerk III

The collective bargaining unit designation and time card requirements have changed for select new classification titles. We will notify employees and their supervisors regarding the effect these changes will have, in the near future.

TRAINING AND DEVELOPMENT PROGRAMS

The 1984 calendar for training and development programs is listed below for your planning. Although a separate announcement will reflect the specific time and place each program will be conducted, most will be conducted from 8:45 a.m. - 12:00 noon in PC 521 (Tamiami) and TC 333B (Bay Vista).

MANAGEMENT/SUPERVISORY DEVELOPMENT

(In 1984, all programs in the management/supervisory development series will be held at Tamiami.)

- Feb. 14 — EFFECTIVE DECISION MAKING - Creative Problem Solving
- Feb. 28 — Practical Techniques of Employment Interviewing, and the University's Employment Process
- Mar. 13 — Civil Rights, Minority Relations, and Equal Opportunity
- Mar. 27 — Personnel Rules and Regulations
- Apr. 10 — Developing a Productive Organizational Climate (Motivation and Conflict Resolution Lab)
- Apr. 24 — Effective Performance Appraisals
- May 8 — Writing Disciplinary Actions
- May 22 — Avoiding Job Stress
- June 5 — Managing Departmental Funds
- June 19 — Job Safety Laws and Practices
- Sept. 11 — Florida Government: The Making of Laws Affecting University Managers
- Sept. 18 — University Budgets
- Sept. 25 — The Travel Process and Managing Departmental Funds
- Oct. 2 — Computer Services and Applications and All you Should Know About Using Dimension 2000 Telephones
- Oct. 9 — Administering A & P and Career Service Grievances and Discipline
- Oct. 16 — Administering Faculty Grievances and Discipline
- Oct. 23 — Effective Planning and Time Management
- Oct. 31 — Personal Financial Planning (tentative)

SECRETARIAL/CLERICAL DEVELOPMENT

(In 1984, all programs, except "Dimension 2000 Telephones", will be conducted at both Tamiami and Bay Vista.)

	<u>TAMIAMI</u>	<u>BAY VISTA</u>
Effective File Systems	1/19,24, 31 & 2/7	1/17,26 & 2/2,9
University Travel Process	2/23	2/21
Using Dimension 2000 Telephones	3/20	
Time Management	4/5	4/3
Maintaining A Productive Organizational Unit	4/19	4/17
Avoiding Job Stress	5/3	5/1
Monitoring Departmental Funds	6/5	5/31

GENERAL PROGRAMS

	<u>TAMIAMI</u>	<u>BAY VISTA</u>
New Employee Orientation	Monthly	Quarterly
Job Safety Laws and Practices for Employees of the Physical Plant Dept.	6/14	6/12
CPR (Cardio Pulmonary Resuscitation)	6/28	6/26
Conversational Spanish (Begins July)	TBA	TBA
Career Planning Workshop	7/31	8/2
How to Be a Desirable Employee	9/26	9/24
Effective Use of Audio/Visual Equipment and Aids	11/1	10/30
Copyright Laws and Rules	11/6	

"TAX DEFERRED ANNUITY" PROGRAM

Special tax-saving opportunities are available to faculty and staff members of the University. Careful examination of rights and benefits under this program may have financial impact on your future security.

The Gabor Insurance Agency is distributing a blue, Tax Deferred Annuity Program booklet this month, to help you either start or increase your savings in 1984.

The Tax Deferral booklet cursorily explains the program, but because of the wide variation of individual financial circumstances and tax status, tax deferral agreements are written on the basis of individual private consultation.

The Gabor Agency, Inc. is highly trained and professionally qualified and licensed to handle this type of annuity contract. Please contact Mr. Jerry Rimm, CLU, of Gabor, and arrange for your individual private consultation. He is located in the University Payroll Department, PC 226 - 554-2191.

SERVICE AVAILABLE TO EMPLOYEES

It is conceivable, in these fast-paced times, for some employees to have family problems.

Grant Center Hospital has established a "Guide-Line" telephone service which provides CONFIDENTIAL assistance to any employee, if they call the statewide, toll-free number, 1-800-422-HELP (4357).

The Grant Center will help clarify the problem and provide information as to local resources which are available and appropriate, at no cost.
