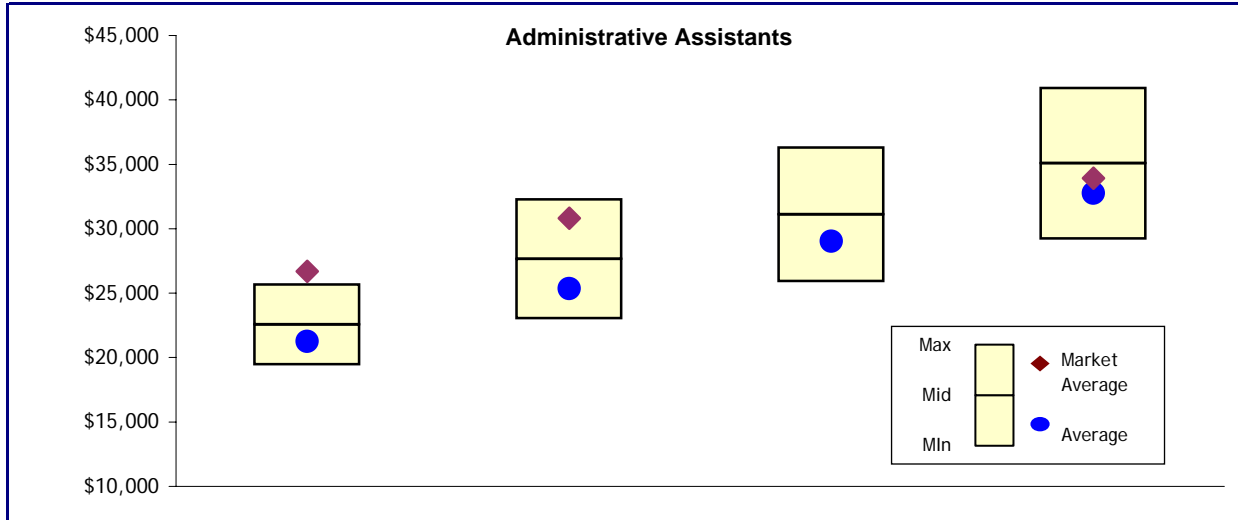


Current Job Classification Data



Job Classification	Administrative Assistant I	Administrative Assistant II	Administrative Assistant III	Administrative Assistant IV
Class Number	150	152	154	156
Level	Entry	Journey	Journey	Senior
Incumbents	1863	3740	3110	2015
Turnover Rate	18%	17%	13%	12%
Salary Group	A08	A11	A13	A15
Average Salary	\$ 21,261	\$ 25,344	\$ 29,025	\$ 32,751
Midpoint	\$ 22,566	\$ 27,666	\$ 31,116	\$ 35,082

Proposed Changes

Option 1

Job Classification	Administrative Assistant I	Administrative Assistant II	Administrative Assistant III	Administrative Assistant IV
New Levels	Entry	Journey	Journey	Senior
New Salary Group	A08	A11	A13	A15
Cost	\$ -	\$ -	\$ -	\$ -
Total Cost				\$ -

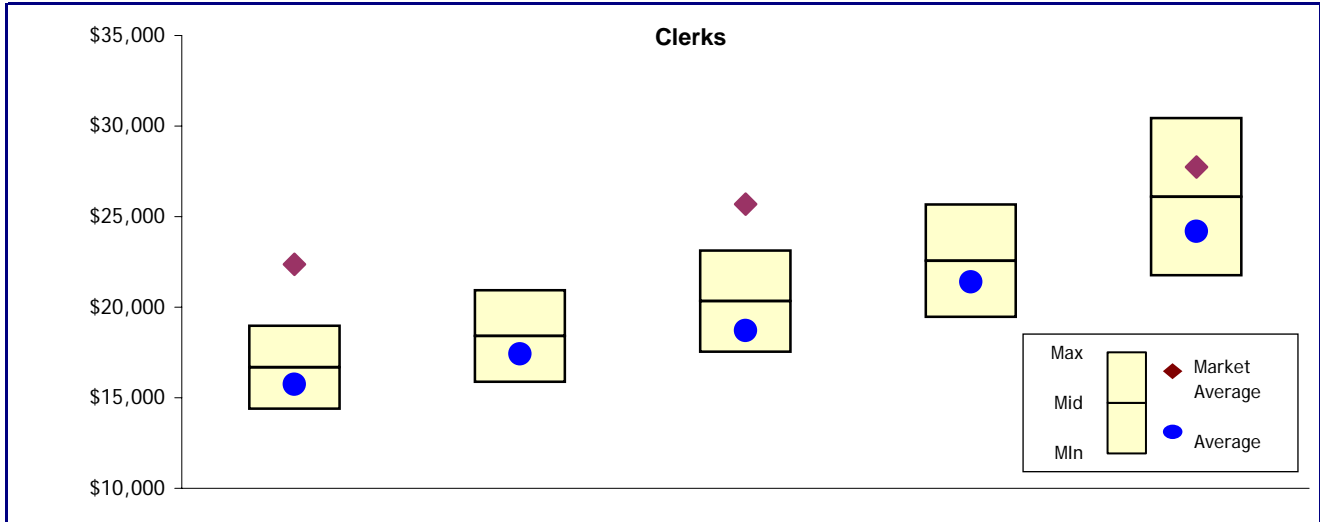
Option 2

Job Classification	Administrative Assistant I	Administrative Assistant II	Administrative Assistant III	Administrative Assistant IV
New Levels	Entry	Journey	Journey	Senior
New Salary Group	A09	A11	A13	A15
Cost	\$ 431,284	\$ -	\$ -	\$ -
Total Cost				\$ 431,284

Option 3

Job Classification	Administrative Assistant I	Administrative Assistant II	Administrative Assistant III	Administrative Assistant IV
New Levels	Entry	Journey	Journey	Senior
New Salary Group	A09	A11	A13	A15
Cost	\$ 431,284	\$ -	\$ -	\$ -
Total Cost				\$ 431,284

Current Job Classification Data



Job Classification	Clerk I	Clerk II	Clerk III	Clerk IV	Clerk V
Class Number	51	53	55	57	59
Level	Entry	Journey	Journey	Senior	Senior
Incumbents	46	200	2603	2643	1733
Turnover Rate	58%	23%	22%	17%	17%
Salary Group	A02	A04	A06	A08	A10
Average Salary	\$ 15,744	\$ 17,428	\$ 18,711	\$ 21,402	\$ 24,190
Midpoint	\$ 16,674	\$ 18,402	\$ 20,334	\$ 22,566	\$ 26,094

Proposed Changes

Option 1

Job Classification	Delete, move to A05	Clerk I	Clerk II	Clerk III	Clerk IV
New Levels		Entry	Journey	Senior	Senior
New Salary Group	A05	A05	A07	A09	A10
Cost	\$ 44,520	\$ 17,424	\$ 445,872	\$ 254,765	\$ -
				Total Cost	\$ 762,581

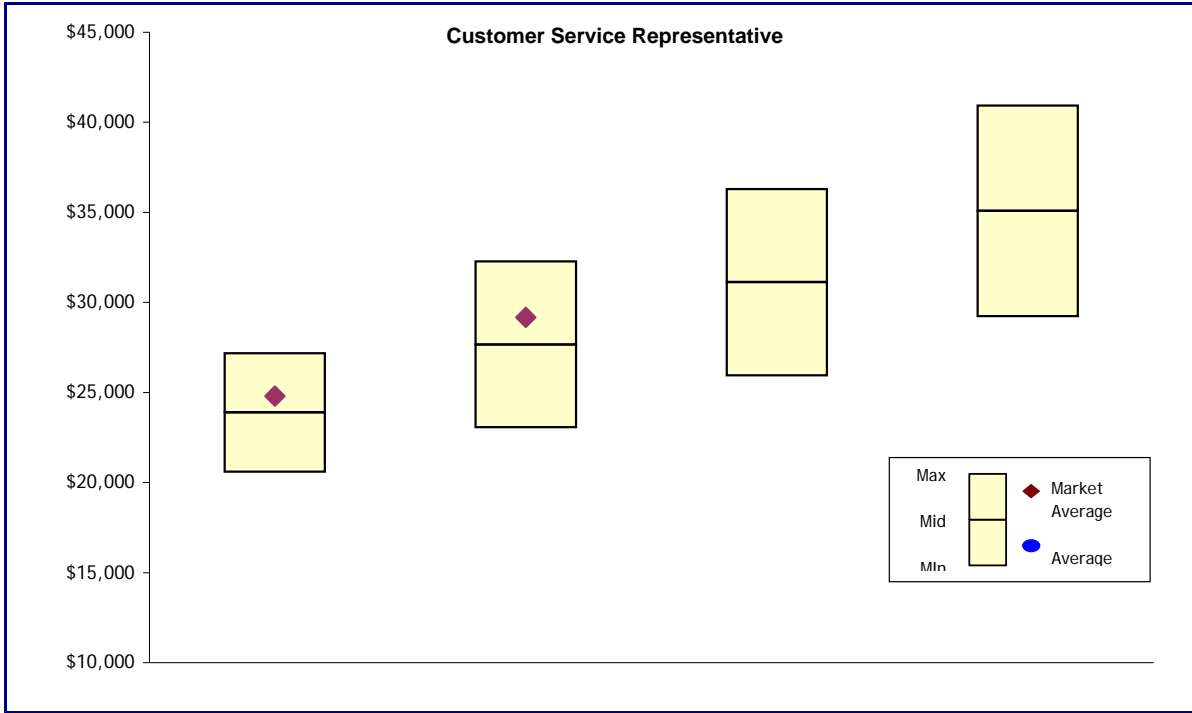
Option 2

Job Classification	Delete, move to A05	Clerk I	Clerk II	Clerk III	Clerk IV
New Levels		Entry	Journey	Senior	Senior
New Salary Group	A05	A05	A07	A09	A10
Cost	\$ 44,520	\$ 17,424	\$ 445,872	\$ 254,765	\$ -
				Total Cost	\$ 762,581

Option 3

Job Classification	Delete, move to A06	Clerk I	Clerk II	Delete, move to A10	Clerk III
New Levels		Entry	Journey		Senior
New Salary Group	A06	A06	A08	A10	A10
Cost	\$ 82,572	\$ 76,520	\$ 2,248,849	\$ 2,023,067	\$ -
				Total Cost	\$ 4,431,008

Proposed Job Classification



Proposed New Class Series

Option 1

Job Classification	Customer Service Representative I	Customer Service Representative II	Customer Service Representative III	Customer Service Representative IV
New Levels	Entry	Journey	Journey	Senior
New Salary Group	A09	A11	A13	A15
Cost	\$ -	\$ -	\$ -	\$ -
Total Cost				\$ -

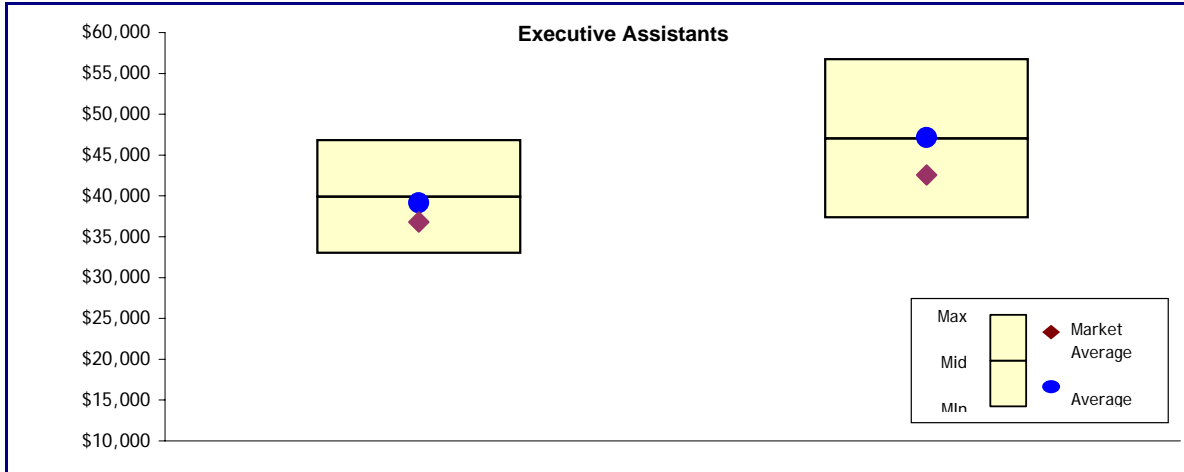
Option 2

Job Classification	Customer Service Representative I	Customer Service Representative II	Customer Service Representative III	Customer Service Representative IV
New Levels	Entry	Journey	Journey	Senior
New Salary Group	A09	A11	A13	A15
Cost	\$ -	\$ -	\$ -	\$ -
Total Cost				\$ -

Option 3

Job Classification	Customer Service Representative I	Customer Service Representative II	Customer Service Representative III	Customer Service Representative IV
New Levels	Entry	Journey	Journey	Senior
New Salary Group	A09	A11	A13	A15
Cost	\$ -	\$ -	\$ -	\$ -
Total Cost				\$ -

Current Job Classification Data



Job Classification	Executive Assistant I	Executive Assistant II
Class Number	160	162
Level	Senior	Senior
Incumbents	348	133
Turnover Rate	16%	8%
Salary Group	B09	B11
Average Salary	\$ 39,148	\$ 47,157
Midpoint	\$ 39,912	\$ 47,034

Proposed Changes

Option 1

Job Classification	Executive Assistant I	Executive Assistant II
New Levels	Senior	Senior
New Salary Group	B09	B11
Cost	\$ -	\$ -
Total Cost	\$ -	\$ -

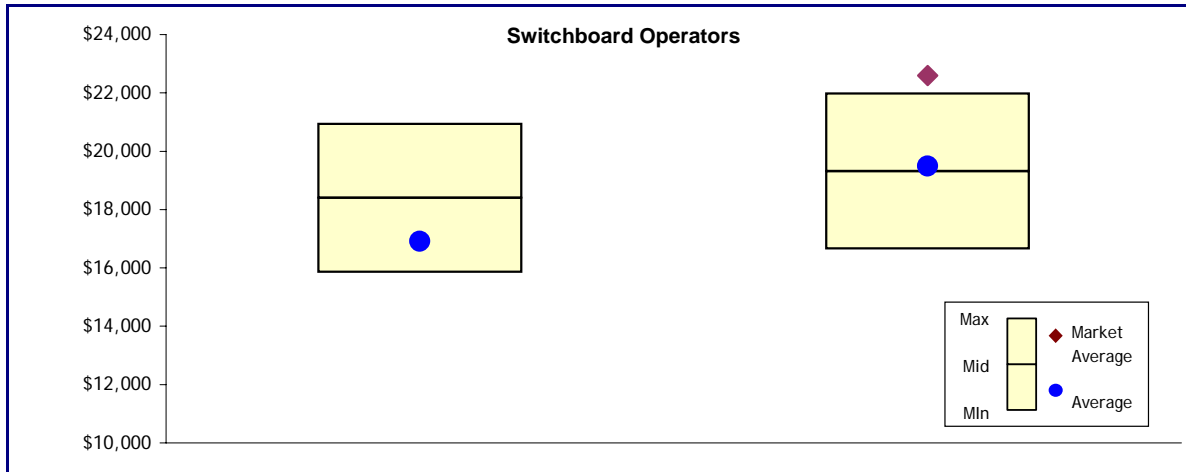
Option 2

Job Classification	Executive Assistant I	Executive Assistant II
New Levels	Senior	Senior
New Salary Group	B09	B11
Cost	\$ -	\$ -
Total Cost	\$ -	\$ -

Option 3

Job Classification	Executive Assistant I	Executive Assistant II
New Levels	Senior	Senior
New Salary Group	B09	B11
Cost	\$ -	\$ -
Total Cost	\$ -	\$ -

Current Job Classification Data



Job Classification	Switchboard Operator I	Switchboard Operator II
Class Number	4	6
Level	Entry	Journey
Incumbents	41	57
Turnover Rate	18%	14%
Salary Group	A04	A05
Average Salary	\$ 16,912	\$ 19,486
Midpoint	\$ 18,402	\$ 19,320

Proposed Changes

Option 1

Job Classification	Delete, move to A05	Receptionist
New Levels		Journey
New Salary Group	A05	A05
Cost	\$ 7,920	\$ -
	Total Cost	\$ 7,920

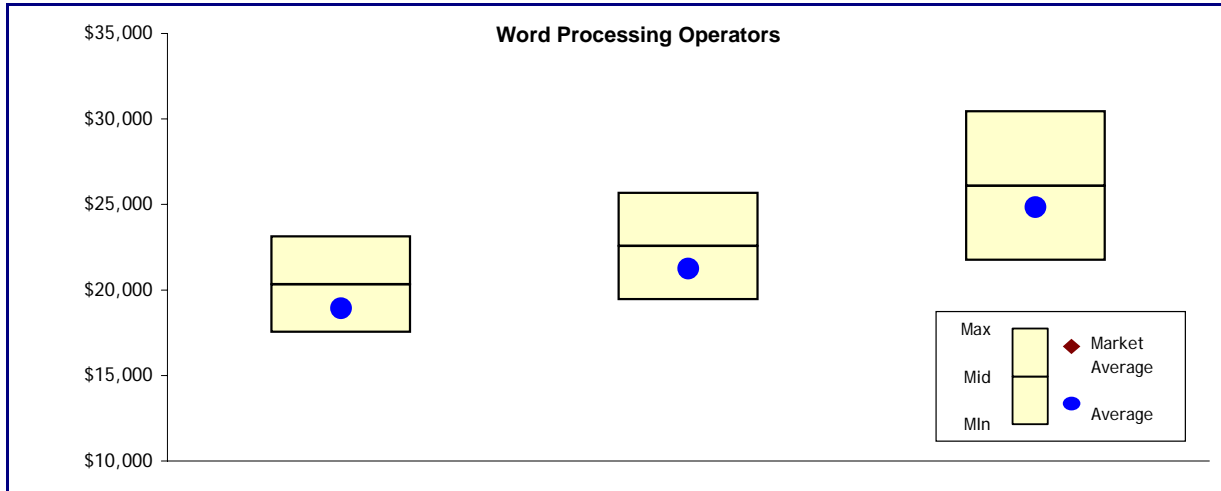
Option 2

Job Classification	Delete, move to A05	Receptionist
New Levels		Journey
New Salary Group	A05	A05
Cost	\$ 7,920	\$ -
	Total Cost	\$ 7,920

Option 3

Job Classification	Delete, move to A06	Receptionist
New Levels		Journey
New Salary Group	A06	A06
Cost	\$ 28,596	\$ 3,504
	Total Cost	\$ 32,100

Current Job Classification Data



Job Classification	Word Processing Operator I	Word Processing Operator II	Word Processing Operator III
Class Number	147	148	149
Level	Entry	Journey	Senior
Incumbents	52	36	35
Turnover Rate	29%	15%	9%
Salary Group	A06	A08	A10
Average Salary	\$ 18,930	\$ 21,251	\$ 24,847
Midpoint	\$ 20,334	\$ 22,566	\$ 26,094

Proposed Changes

Option 1

Job Classification	Delete, move to Administrative Assistant or Clerk series	Delete, move to Administrative Assistant or Clerk series	Delete, move to Administrative Assistant or Clerk series
New Levels			
New Salary Group	A08	A11	A13
Cost	\$ 41,388	\$ 66,732	\$ 65,616
		Total Cost	\$ 173,736

Option 2

Job Classification	Delete, move to Administrative Assistant or Clerk series	Delete, move to Administrative Assistant or Clerk series	Delete, move to Administrative Assistant or Clerk series
New Levels			
New Salary Group	A09	A11	A13
Cost	\$ 92,376	\$ 66,732	\$ 65,616
		Total Cost	\$ 224,724

Option 3

Job Classification	Delete, move to Administrative Assistant or Clerk series	Delete, move to Administrative Assistant or Clerk series	Delete, move to Administrative Assistant or Clerk series
New Levels			
New Salary Group	A09	A11	A13
Cost	\$ 92,376	\$ 66,732	\$ 65,616
		Total Cost	\$ 224,724