




**DEPARTMENT OF PERSONNEL**  
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**MEMO PERD #36-11**  
**July 8, 2011**

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives

**FROM:** Teresa Thienhaus, Director   
Department of Personnel

**SUBJECT:** Occupational Group Study Announcement

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This is to inform you that the Department of Personnel is conducting a class specification review of classes that have not been revised for several years, and classes for which the minimum qualifications have caused recruitment difficulties. The classes are listed below and cover many of the occupational groups within the State's Classification Plan.

We will use our modified approach to occupational group studies that now focuses on working with subject matter experts (SME's) to review class specifications and identify needed changes to duty statements, knowledge, skills and abilities and minimum qualifications. The study will not include a realignment of grades or a review of individual positions, and no changes in grade level are anticipated. As there will be no fiscal impact resulting from the review, the revisions will be implemented as soon as they are approved by the Personnel Commission.

**CLASS SPECIFICATION MAINTENANCE REVIEWS**

**AGRICULTURE & CONSERVATION**

**A.1. Plant Industry**

- 1.112 Plant Industry Regional Manager
- 1.113 Plant Pathologist
- 1.114 Entomologist
- 1.119 Agriculturist series (4 levels)
- 1.132 Agricultural Inspector series (4 levels)

**A.2. Weights and Measures**

- 1.401 Weights & Measures Inspector series (4 levels)
- 1.403 Weights & Measures Metrologist

**A.3. Livestock Inspection**

- 1.514 Deputy Brand Inspector (Non-Comm)
- 1.511 Livestock Inspector

**A.4. Predator & Rodent Control**

- 1.605 PARC Field Assistant series (3 levels)

**B.1. Fish & Game**

- 1.709 Wildlife Regional Manager
- 1.712 Wildlife Staff Specialist
- 1.724 Biologist series (4 levels)
- 1.750 Conservation Educator series (5 levels)
- 1.770 Wildlife Area Supervisor series (2 levels)
- 1.772 Fish Hatchery Supervisor series (2 levels)
- 1.785 Wildlife Area Technician series (3 levels)
- 1.776 Fish Hatchery Technician series (3 levels)
- 1.790 Conservation Aid series (3 levels)

**B.2. Forestry**

- 1.803 Deputy State Forester
- 1.822 Fire Control Dispatcher series (3 levels)
- 1.880 Nursery Specialist series (3 levels)

**B.3. Parks**

- 1.912 Park Interpreter
- 1.955 Park Aid series (2 levels)

**DOMESTIC SERVICES**

**A.1. Food Management**

- 3.100 Food Service Administrator
- 3.107 Food Service Manager series (3 levels)

**A.2. Food Preparation & Service**

- 3.207 Food Service Cook/Supervisor (3 levels)
- 3.213 Food Service Worker series (2 levels)

**B. Laundry & Related Services**

- 3.403 Laundry Worker series (2 levels)

**C. Personal & Protective Services**

- 3.505 Driver series (2 levels)
- 3.520 Family Support Worker (3 levels)

## **FISCAL MANAGEMENT & STAFF SERVICES**

### **D.2. Prison Industries**

7.332 Prison Industries Supervisor series (2 levels)

### **I. Actuarial/Research/Grants Analysis**

7.718 Economist series (4 levels)

### **J. Public Information**

7.853 Radio Broadcaster/Production Assistant

## **MECHANICAL & CONSTRUCTION TRADES**

### **G. Agricultural/Animal Research & Production**

9.503 Agricultural Research Supervisor series (2 levels)

9.515 Meat Technician

9.580 Research Technician

9.581 Animal Technician

9.534 Research Aid series (2 levels)

9.504 Research Dairy Manager

9.530 Prison Dairy Supervisor

9.514 Ranch Manager

9.551 Prison Farm Manager

9.560 Prison Milker

### **I. Building & Grounds Maintenance**

9.616 Custodial Supervisor series (4 levels)

9.631 Custodial Worker series (2 levels)

## **MEDICAL, HEALTH & RELATED SERVICES**

### **G.2 Public Health Inspection**

10.565 Environmental Services Supervisor

10.545 Environmental Scientist series (4 levels)

## **REGULATORY & PUBLIC SAFETY**

### **A. Law Enforcement Support Services**

11.271 University Parking Enforcement Officer series (2 levels)

11.289 Polygraph Examiner

### **B. Investigation & Inspections**

11.305 Chief of Recovery Services/Investigations

11.360 Chief Investigator Compliance/Audit

### **C. Licensing & Regulations**

11.405 Chief Insurance Assistant

11.411 Real Estate Projects Chief

11.434 Motor Vehicle Appraiser

11.430 Motor Vehicle Inspector series (3 levels)

**D. Safety Inspections**

- 11.509 Plans Examiner –Fire/Life series (3 levels)
- 11.530 Industrial Hygienist series (4 levels with options)
- 11.552 Taxicab Vehicle Inspector series (2 levels)
- 11.556 Supervisory Emission Control Officer
- 11.555 Emission Control Technician series (2 levels)
- 11.560 Manufactured Housing Code Compliance Officer
- 11.561 Manufactured Housing Inspector
- 11.565 Agency Loss Control Coordinator

**E. Emergency Management**

- 11.605 Radiological/Hazmat Officer
- 11.609 Radiological Maintenance Officer
- 11.611 Training & Operations Manager
- 11.612 Training & Operations Officer

If you have any questions regarding the occupational group study, please contact Mary Day, Supervisory Personnel Analyst, at 684-0120.

TT:vk

cc: Peter Long, Division Administrator  
Mary Day, Supervisory Personnel Analyst