

WHEREAS, The Office of Administration and State Civil Service Commission have conducted a study of selected clerical classes to develop job-related applicant requirements and Knowledges, Skills and Abilities; and

WHEREAS, Job-related Knowledges, Skills and Abilities and Minimum Experience and Training requirements have been developed; and

WHEREAS, A comprehensive review of the classification and allocation structures for these positions was also completed during the conduct of this study; and

WHEREAS, This classification study resulted in the development of a more objective allocation system; therefore be it

RESOLVED, That the action of this Board taken July 13, 1956, approving the Compensation Plan for the Commonwealth, effective August 1, 1956, be amended to provide for the following revisions, Amendment Codes 344-1 through 344-12 which shall be effective immediately; and be it further

RESOLVED, That the allocation systems developed as a part of the study be made a part of the Commonwealth system of allocating positions; and be it further

RESOLVED, That notice of proposed rule making pursuant to Sections 201 and 202 of the Commonwealth Documents Law (45 P. S. Sections 1201 and 1202) is omitted in accordance with Section 204 of CDL (45 P. S. Section 1204), as this resolution relates only to Commonwealth organization, management or personnel matters.

Amend-			
ment	Class		
<u>Code</u>	<u>Code</u>	<u>Class Title</u>	

Revision in Title and Specification:

344-1			
From:	0001	Messenger	
To:	0001A	Messenger	Automotive
	0001B	Messenger	General

Revisions in Class Specifications:

344-2	0011	Clerk 1
344-3	0012	Clerk 2
344-4	0013	Clerk 3
344-5	0014	Clerk 4
344-6	0021	Clerk Typist 1

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Amendment No. 344
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James N. Wade
SECRETARY
RECEIVED

JUL 06 1976

GOVERNOR'S OFFICE
OFFICE OF ADMINISTRATION
DIRECTOR OF PERSONNEL

Amend- ment Code	Class Code	Class Title
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Revisions in Class Specifications: (continued)

344-7	0022	Clerk Typist 2
344-8	0023	Clerk Typist 3
344-9	0041	Clerk Stenographer 1
344-10	0042	Clerk Stenographer 2
344-11	0043	Clerk Stenographer 3
344-12	0044	Clerk Stenographer 4

Walter J. Hayes, Jr.

 Chairman

Joseph P. X...

 Attorney General

C. DeLoach Tucker

 Secretary of the Commonwealth

Donald J. Leach

 Secretary of General Services

Atty Gen - Massachusetts

 Secretary of Labor & Industry

William J. Stepp

 Insurance Commissioner

W. H. ...

 Secretary of Community Affairs

*Mr. Secretary
 This is the system record
 attached to the summons
 dated 6/1/76
 6/17/76*

James N. Wade

 Secretary