

October 11, 1974

WHEREAS, The Governor has directed the Office of Administration, Bureau of Personnel, to conduct a comprehensive review of the Commonwealth's classification specifications to assure that all applicants for employment will be assessed on the basis of their ability to meet relevant job requirements; and

WHEREAS, The Office of Administration, Bureau of Personnel, has completed the attached study of the job content and requirements of the Data Recording Machine Trainee, Operator, and Supervisor; and

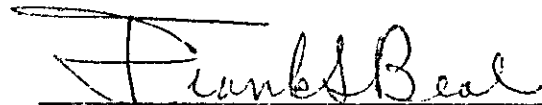
WHEREAS, Job-related required knowledges, skills, and abilities have been identified as a result of this study; and

WHEREAS, The classification specifications for Data Recording Machine Trainee, Data Recording Machine Operator, and Data Recording Supervisor have been revised to reflect these job-related requirements; and

WHEREAS, Classification specifications for Data Recording Supervisor II and Data Recording Supervisor III have been developed to correspond with the levels of supervision which presently exist; 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 additions and revisions, Amendment Codes 323-1 through 323-5 which shall be effective immediately; 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.

  
Secretary

October 11, 1974

Amend- ment Code	Class Code	Class Title	Pay Range No.	Bi-Weekly	
				Minimum	Maximum
<u>Additions:</u>					
323-1	0145	Data Recording Supervisor II	32	\$354.75	\$442.50
323-2	0146	Data Recording Supervisor III	36	\$423.00	\$528.75

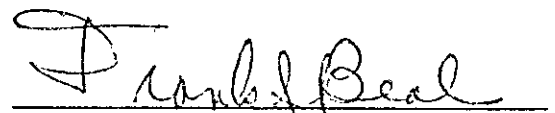
Revision in Class Titles,  
and Specifications:

323-3  
From: 0141 Data Recording Machine Operator  
(A Card Punch)  
(B Magnetic Recorder)  
To: 0141 Data Recording Machine Operator

323-4  
From: 0144 Data Recording Machine Supervisor  
(A Card Punch)  
(B Magnetic Recorder)  
To: 0144 Data Recording Supervisor I

Revision in Class Specification:

323-5 0140 Data Recording Machine Trainee

  
Secretary

October 11, 1974

*Walter J. Shop*  
*TS*

Chairman

*J. Edgar Hoover*

Attorney General

*William French Smith*

Secretary of the Commonwealth

*Donald S. Huch*

Secretary of Property and Supplies

*Karl H. Smith*

Secretary of Labor and Industry

*William J. Bradley*

Secretary of Transportation

*William H. Miller*

Secretary of Community Affairs

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*Frank B. Beal*  
Secretary