

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:)	
)	
STATE OF IOWA,)	
Public Employer,)	
)	
and)	CASE NO. 8308
)	
AMERICAN FEDERATION OF STATE,)	
COUNTY AND MUNICIPAL EMPLOYEES,)	
IOWA PUBLIC EMPLOYEES COUNCIL 61,)	
AFL-CIO,)	
Petitioner/Certified Employee)	
Organization.)	

PUBLIC EMPLOYMENT RELATIONS BOARD
 2010 DEC 13 AM 11:41
 055-111-11

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed pursuant to Iowa Code section 20.13 and PERB rule 621-4.6(20), the parties filed with the Board a stipulation of bargaining unit as amended, which was tentatively approved by the Board. A public notice of the Board's proposed decision to amend the bargaining unit in accordance with the parties' stipulation was posted in conformance with PERB's rules, and no objections to the proposed decision were filed.

IT IS THEREFORE ORDERED that the bargaining unit of employees of the State of Iowa originally determined in PERB Case Nos. 1135 and 1143, and amended in PERB Case Nos. 1352 and 2793, and the certification of the American Federation of State, County and Municipal Employees, Iowa Public Employees Council 61, AFL-CIO, are amended to provide:

INCLUDED: All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix A.

EXCLUDED: All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix B, part-time employees, and all other employees of the State of Iowa.

Dated at Des Moines, Iowa, this 13th day of December, 2010.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: James R. Riordan
James R. Riordan, Chair

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

APPENDIX A – INCLUDED CLASSIFICATIONS

State Merit Classifications

State Non-Merit Classifications

<u>Class No.</u>	<u>Classification</u>	<u>Class No.</u>	<u>Classification</u>
00006	Receptionist	14706	Clerk Typist II
00010	Utility Office Worker	14732	Accounting Clerk III
00012	Clerk Typist II	14741	Accounting Clerk II
00013	Clerk Typist III	14743	Secretary
00015	Clerk I	14746	Receptionist
00016	Clerk II	14747	Clerk Steno
00017	Clerk III	20518	Clerk Typist II
00018	Clerk IV	20519	Clerk Steno III
00021	Clerk Steno II	30163	Clerk Stenographer
00022	Clerk Steno III	30165	Stenographer
00025	Secretary I	30167	Rehabilitation Aide II
00026	Secretary II	30264	Receptionist & Clerk Steno
00035	Telephone Operator	30365	Record Clerk
00044	Unclaimed Property Officer	30366	Secretary
00046	Redemption Clerk I	30368	Chief Stenographer
00047	Redemption Clerk II	30465	Receptionist
00060	Word Processor I	30466	Account Clerk I
00061	Word Processor II	30468	Statistical Clerk II
00063	Word Processor III	30568	Account Clerk II
00071	Military Graves Reg. I	30766	Statistical Clerk I
00072	Military Graves Reg. II	30768	Registrar
00081	Microfilm Operator I	43038	Secretary/Accountant
00082	Microfilm Operator II	43046	Clerk Typist I
00083	Microfilm Operator III		
00103	Data Entry Operator I		
00104	Data Entry Operator II		
00111	Systems Support Worker I		
00112	Systems Support Worker II		
00113	Systems Support Worker III		
00275	Treasurer's Asst. Cashier		
00276	Treasurer's Cashier		
00305	Accounting Clerk I		
00306	Accounting Clerk II		
00307	Accounting Clerk III		
00800	Manpower Aide I		
00801	Manpower Aide II		
01306	Library Aide		
04300	Checker		
04705	Teletype Operator		
08101	Toll Collector I		

APPENDIX A – INCLUDED CLASSIFICATIONS (cont.)

Regents Merit Classifications

<u>Class</u>	<u>Classification</u>		
<u>No.</u>			
01081	Account Clerk	01071	Secretary I
01091	Account Specialist	01072	Secretary II
01201	Cashier I	01073	Secretary III
01202	Cashier II	01075	Secretary IV
01051	Clerk I	07771	Telecommunications Operator
01052	Clerk II	01601	Veterinary Teaching Hospital Assistant I
01053	Clerk III	01602	Veterinary Teaching Hospital Assistant II
01055	Clerk IV		
01061	Clerk-Typist I		
01062	Clerk-Typist II		
01063	Clerk-Typist III		
01821	Data Entry Operator I		
01822	Data Entry Operator II		
01831	Data Technician I		
01832	Data Technician II		
01833	Data Technician III		
01410	Dietetic Clerk		
01211	Dispatching Clerk		
01301	Editorial Assistant I		
01302	Editorial Assistant II		
08351	Extension Program Assistant I		
08352	Extension Program Assistant II		
08353	Extension Program Assistant III		
07961	Facilities Coordinator		
01311	Health Information Technician I		
01321	Health Information Technician II		
01331	Health Information Technician III		
01801	Key Entry Operator I		
01802	Key Entry Operator II		
01501	Library Assistant I		
01502	Library Assistant II		
01503	Library Assistant III		
07971	Mail Center Coordinator		
01231	Mail Clerk		
01241	Nursing Unit Clerk		
07830	Parking and Transportation Attendant		
01401	Patient Account Representative		
01261	Record Analyst I		
01262	Record Analyst II		

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

APPENDIX B – EXCLUDED CLASSIFICATIONS

State Merit Classifications

<u>Class No.</u>	<u>Classification</u>
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II
00763	Personnel Aide

Regents Merit Classifications

<u>Class No.</u>	<u>Classification</u>
1054	Clerk IV (Supervisory)
1803	Key Entry Operator III
1504	Library Assistant IV
1251	Office Coordinator I
1252	Office Coordinator II
1074	Secretary IV (Supervisory)

State Non-Merit Classifications

<u>Class No.</u>	<u>Classification</u>
30193	Office Manager
30373	Clerical Support Supervisor
14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary IV
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE OF IOWA

BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA,)	
)	
Public Employer,)	CASE NO. 2793
)	
and)	
)	ORDER OF CERTIFICATION
AFSCME (AMERICAN FEDERATION OF STATE,)	
COUNTY AND MUNICIPAL EMPLOYEES) IOWA)	NUNC PRO TUNC
PUBLIC EMPLOYEES COUNCIL 61, AFL-CIO,)	
)	
Petitioner.)	

NOW, on this 30th day of May, 1986, the Board being advised that an election was conducted pursuant to Order of the Board on November 2, 1984, and that a majority of the ballots were cast for AFSCME (American Federation of State, County and Municipal Employees) Iowa Public Employees Council 61, AFL-CIO, an employee organization; and the Board being further advised that said employee organization has complied with all requirements of the Act and the Rules and Regulations thereunder;

IT IS HEREBY ORDERED that as of November 12, 1984, AFSCME (American Federation of State, County and Municipal Employees) Iowa Public Employees Council 61, AFL-CIO should be, and hereby is, designated and certified by this Board to be the exclusive bargaining representative for employees of the State of Iowa, a public employer, in the following bargaining unit:

SEE APPENDIX A ATTACHED

DONE by the Public Employment Relations Board.


 JAMES A. McCLIMON, BOARD MEMBER

INCLUDED IN BARGAINING UNIT

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

<u>Code No.</u>	<u>Classification</u>	<u>Code No.</u>	<u>Classification</u>
00006	Receptionist	REGENTS MERIT	CLASSIFICATION
00010	Utility Office Worker	01081	Account Clerk
00012	Clerk Typist II	01091	Account Specialist
00013	Clerk Typist III	01201	Cashier I
00015	Clerk I	01202	Cashier II
00016	Clerk II	01051	Clerk I
00017	Clerk III	01052	Clerk II
00018	Clerk IV	01053	Clerk III
00021	Clerk Steno II	01061	Clerk-Typist I
00022	Clerk Steno III	01062	Clerk-Typist II
00025	Secretary I	01063	Clerk Typist III
00026	Secretary II	01831	Data Technician I
00035	Telephone Operator	01832	Data Technician II
00044	Unclaimed Property Officer	01833	Data Technician III
00046	Redemption Clerk I	01211	Dispatching Clerk
00047	Redemption Clerk II	01301	Editorial Assistant I
00060	Word Processor I	01302	Editorial Assistant II
00061	Word Processor II	08351	Extension Program Aide I
00063	Word Processor III	08352	Extension Program Aide II
00071	Military Graves Reg. I	08353	Extension Program Aide III
00072	Military Graves Reg. II	01801	Keyentry Operator I
00081	Microfilm Operator I	01802	Keyentry Operator II
00082	Microfilm Operator II	01501	Library Assistant I
00083	Microfilm Operator III	01502	Library Assistant II
00103	Data Entry Operator I	01503	Library Assistant III
00104	Data Entry Operator II	01321	Medical Records Technician I
00111	Systems Support Worker I	01311	Medical Records Technician II
00112	Systems Support Worker II	01241	Nursing Unit Clerk
00113	Systems Support Worker III	07821	Parking Cashier Attendant
00275	Treasurer's Asst. Cashier	04208	Photocopy Operator
00276	Treasurer's Cashier	01261	Record Analyst I
00305	Accounting Clerk I	01262	Record Analyst II
00306	Accounting Clerk II	01071	Secretary
00307	Accounting Clerk III	01072	Secretary II
00800	Manpower Aide I	01073	Secretary III
00801	Manpower Aide II	01851	Statistical Data Processor
01306	Library Aide	07771	Telephone Operator
04300	Checker		
04705	Teletype Operator		
08101	Toll Collector I		

STATE NON-MERIT CLASSIFICATION

14706	Clerk Typist II
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14746	Receptionist
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist & Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant
43046	Clerk Typist I

EXCLUDED FROM BARGAINING UNIT

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON SUPERVISORY RESPONSIBILITY

<u>Code No.</u>	<u>Classification</u>
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

STATE NON-MERIT CLASSIFICATION

30193	Office Manager
30373	Clerical Support Supervisor

REGENTS MERIT CLASSIFICATION

01054	Clerk IV
01803	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07772	Telephone Operator, Chief
01504	Library Assistant, IV
07831	Parking Cashier
01074	Secretary IV
01331	Medical Records Technician III

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON CONFIDENTIAL RESPONSIBILITY

00763	Personnel Aide
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STATE NON-MERIT CLASSIFICATION

14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary IV
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE OF IOWA
PUBLIC EMPLOYMENT RELATIONS BOARD

507 TENTH STREET • DES MOINES, IOWA 50309 • (515) 281-4414

TERRY E. BRANSTAD
GOVERNOR

John E. Beamer
Chairman
Peter L. J. Pashler
Member
James A. M. Clinon
Member

June 2, 1986

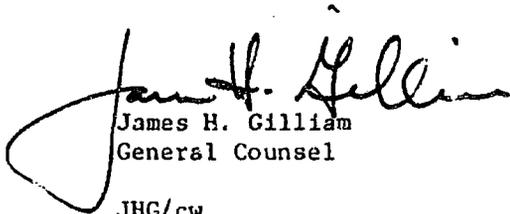
Mr. Don McKee
AFSCME
2525 E. Euclid #205
Des Moines IA 50317

Mr. William Nielsen
Office of Personnel
Grimes State Office Bldg.
L O C A L

Gentlemen:

A recent review of our files indicated that the Order of Certification for the state-wide clerical bargaining unit is missing. To correct this error, the attached Order of Certification Nunc Pro Tunc was prepared.

Sincerely,


James H. Gilliam
General Counsel

JHG/cw

Enclosure


JOHN E. BEAMER, CHAIRMAN


VERNON C. COOK, BOARD MEMBER


JOHN R. LOIHL, BOARD MEMBER

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

<u>Code No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00021	Clerk Steno II
00022	Clerk Steno III
00025	Secretary I
00026	Secretary II
00027	Secretary III
00035	Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00060	Power Typist I
00061	Power Typist II
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00115	Data Processing Librarian
00130	Data Processing Operator
00205	Purchasing Assistant
00230	Liquor Stock Cont. Supervisor I
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00800	Manpower Aide I
00801	Manpower Aide II
01306	Library Aide
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

State Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14744	Secretary II
14746	Receptionist
14747	Clerk Steno
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist and Clerk. Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30563	Rehabilitation Aide I
30564	Statistical Clerk
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

Regents Merit Classification

<u>Code No.</u>	<u>Classification</u>
01081	Account Clerk
01091	Account Specialist
01201	Cashier I
01202	Cashier II
01051	Clerk I
01052	Clerk II
01053	Clerk III
01061	Clerk-Typist I
01062	Clerk-Typist II
01063	Clerk-Typist III
01831	Data Technician I
01832	Data Technician II
01833	Data Technician III
01211	Dispatching Clerk
01301	Editorial Assistant I
01302	Editorial Assistant II
08351	Extension Program Aide I
08352	Extension Program Aide II
08353	Extension Program Aide III
01801	Keyentry Operator I
01802	Keyentry Operator II
01501	Library Assistant I
01502	Library Assistant II
01503	Library Assistant III
01321	Medical Audit Technician
01311	Medical Records Clerk
01241	Nursing Unit Clerk
07821	Parking Cashier Attendant
04208	Photocopy Operator
01261	Record Analyst I
01262	Record Analyst II
01071	Secretary I
01072	Secretary II
01073	Secretary III
01851	Statistical Data Processor
07771	Telephone Operator

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON SUPERVISORY RESPONSIBILITY

State Merit Classification

<u>Code No.</u>	<u>Classification</u>
00018	Clerk IV
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
30193	Office Manager
30373	Clerical Support Supervisor

Regents Merit Classification

<u>Code No.</u>	<u>Classification</u>
01054	Clerk IV
01893	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07712	Telephone Operator, Chief
01504	Library Assistant IV
07831	Parking Cashier, Supervisor
01074	Secretary IV

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON CONFIDENTIAL RESPONSIBILITY

State Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
00763	Personnel Aide

State Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary IV
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:

STATE OF IOWA,
PUBLIC EMPLOYER

AND

STAFF EMPLOYEES COLLECTIVE
ORGANIZATION,
EMPLOYEE ORGANIZATION

AND

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
EMPLOYEE ORGANIZATION

CASE NOS. 1135
1143

DECISION AND ORDER

These cases were heard before the full Public Employment Relations Board on January 10, 1978, pursuant to petitions filed by the State of Iowa and Staff Employees Collective Organization. Case 1135, filed by Staff Employees Collective Organization, requests determination of an appropriate unit including all clerical employees employed under the Board of Regents merit system. Case 1143, filed by the State of Iowa, requests determination of a single unit of all clerical employees of the state, including the Board of Regents and all other departments of state government.

The State of Iowa (hereinafter the State) appeared at hearing by its director of employee relations, Gene Vernon. Staff Employees Collective Organization (hereinafter SECO) appeared by its counsel, J. Patrick White. Intervenor American Federation of State, County and Municipal Employees (hereinafter AFSCME) appeared by its counsel Raymond E. Conley. All parties were afforded full opportunity to present evidence at hearing and to file post-hearing briefs.

unit would not also be appropriate. Those units were, of course, consolidated and now comprise a larger unit based on a broad occupational grouping more consistent with our other unit determinations for state employees.

In summary, we believe that a proper balancing of the statutory factors requires a determination that a single unit for all clerical employees is appropriate for collective bargaining purposes, and that the differences between Regents' clerical employees and their counterparts in other state departments are not sufficient so as to compel a separate unit for Regents' clericals. The appropriate unit is, therefore:

All clerical and related employees of the state of Iowa as set forth under "inclusions" in appendix A; but excluding those classifications set forth under "exclusions" in appendix A, all other persons excluded by Section 4 of the Act, and all other employees of the State of Iowa. 1/

DATED at Des Moines, Iowa this 23rd day of March, 1978.

PUBLIC EMPLOYMENT RELATIONS BOARD


JOHN E. BEAMER, CHAIRMAN


VERNON C. COOK, BOARD MEMBER


JOHN R. LOEHL, BOARD MEMBER

1/ We note that the particular inclusions and exclusions have neither been stipulated to by the parties nor determined by us.

INCLUSIONS

State Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00011	Clerk Typist I
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00018	Clerk IV
00020	Clerk Steno I
00021	Clerk Steno II
00022	Clerk Steno III
00023	Dictating Machine Transcriber
00025	Secretary I
00026	Secretary II
00027	Secretary III
00035	Telephone Operator
00037	Chief Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00050	Medical Coding Clerk
00055	Driver's Lic. Exam. Clerk
00060	Power Typist I
00061	Power Typist II
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00115	Data Processing Librarian
00130	Data Processing Operator
00205	Purchasing Assistant
00230	Liquor Stock Cont. Supervisor I
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00763	Personnel Aide
00800	Manpower Aide I
00801	Manpower Aide II
01305	Library Aide I
01306	Library Aide II
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

INCLUSIONS

(continued)

Regents Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
01081	Account Clerk
01091	Account Specialist
01201	Cashier I
01202	Cashier II
01051	Clerk I
01052	Clerk II
01053	Clerk III
01054	Clerk IV
01061	Clerk-typist I
01062	Clerk-typist II
01063	Clerk-Typist III
01831	Data Technician I
01832	Data Technician II
01833	Data Technician III
01211	Dispatching Clerk
01301	Editorial Assistant I
01302	Editorial Assistant II
08351	Extension Program Aide I
08352	Extension Program Aide II
353	Extension Program Aide III
01801	Keyentry Operator I
01802	Keyentry Operator II
01501	Library Assistant I
01502	Library Assistant II
01503	Library Assistant III
01321	Medical Audit Technician
01311	Medical Records Clerk
01241	Nursing Unit Clerk
07821	Parking Cashier Attendant
04208	Photocopy Operator
01261	Record Analyst I
01262	Record Analyst II
01071	Secretary I
01072	Secretary II
01073	Secretary III
01074	Secretary IV
01851	Statistical Data Processor
07771	Telephone Operator

INCLUSIONS

(continued)

State Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14744	Secretary II
14746	Receptionist
14747	Clerk Steno
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist and Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30563	Rehabilitation Aide I
30564	Statistical Clerk
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant

EXCLUSIONS

State Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
00030	Office Services Supv. I
00031	Office Services Supv. II
00062	Power Typist Supervisor
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

State Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
14740	Executive Secretary
30193	Officer Manager
30373	Clerical Support Supervisor

Regents Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
01803	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07772	Telephone Operator, Chief
01504	Library Assistant IV
07831	Parking Cashier, Chief