



University of Idaho

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October 22, 1974

Mr. Barton

MEMORANDUM FOR ~~SANDI GALLAGHER~~

SUBJECT: Classification of Position in Your Office

At TAB A is a paper which Jan apparently sent to Elbert Barton for his comment regarding the possibility of upgrading her position. At TAB B is a copy of his response. In effect, he has not concurred with the upgrading of the position. If you wish to continue action regarding this matter, please so indicate, which you may do by just one or two words on this paper and sending it to Mr. Barton. The next step then would be to have the matter reviewed by the Classified Position Review Board. That Board could conclude either that the position should be classified as a senior secretary or administrative secretary or something else, considering the grades and responsibilities of other positions within the University, and the fact that this specific position is now being paid one-half at the administrative secretary level and one-half at the senior secretary level, as I remember.

Sherman Carter
Sherman Carter

SC:jgw
Enclosure

cc: Mr. Barton

* Sandi Gallagher is not in the office at this time, and so I discussed this matter with Susan Burcaw. The next step in this procedure is for this case to be examined by the Classified Position Review Board. Apparently the President's Office is going to advertise for the position which Jan held in that office and fill that position with a person to be selected. The Affirmative Action position in which Jan is now working is the one where there seems to be some question as to whether it should be filled as "Administrative Assistant," "Administrative Secretary," or some other level. Even this is a "new position," I feel that it is important that the Classified Position Review Board review this proposed position and decide what the Board feels is a proper classification for this position, considering the responsibilities and pay grades of other positions at the University. In this process, the Board should consider the views of the following persons, if they can be obtained, as well as the views of any other persons, and any other factors which the Board considers appropriate: Dr. Coonrod, Dr. Richardson, Ms. Burcaw, Ms. Gallagher & Ms. Juras. Please get this matter to the Board, get me the report of the Board, and let me know if I can be of help.

RECEIVED

OCT 23 1974

OFFICE OF THE PRESIDENT
University of Idaho

Sherman
Sherman Carter, October 23, 1974

cc: Susan Burcaw