

October 8, 2008

From: Acting Associate Vice President John Cammidge

To: HR and Benefits staff

Dear Colleagues:

I am writing to you today about the PSS reassignment process. The process for reassigning Professional and Support Staff (PSS) jobs and the subsequent posting of open PSS-level jobs in the new HR organization has been complex, resulting in changes in our timeline.

In accordance with policy, PSS reassignments are to be based on the job title/classification and salary grade, employees' qualifications in relation to the job duties of the new position, the business needs of the organization, and seniority. Seniority means an employee's total UC experience without a break in service. Only individuals with the same current job title and salary grade can be considered for reassignment to a job with the same title in the new organization. For example, all of the Senior Administrative Analysts would be in one group eligible to be assigned to jobs with that title, while Personnel Analysts would be in another group eligible for jobs with the Personnel Analyst title. The match must be identical.

Reassignment recommendations will be made in consultation with UCOP HR, the Executive Directors and/or the employee's current supervisor. In some cases, employees will be contacted to get a better idea about their skills and qualifications before a determination is made. So be sure to have your resume up to date.

The Executive Directors will make the final decisions with my concurrence. Then reassignment letters will be sent.

A number of the PSS reassignments should begin by the end of the week. If you receive a reassignment letter, you may still apply for any open positions, if you choose.

Where there is a vacancy and a reassignment has not occurred, that job will be posted to CATS. Those jobs will be open for application for two weeks, with the application pool limited to OP employees only. Again, be sure to have your resume up to date as it may be needed to complete the application process.

We will continue to announce job openings and updates to the organization chart through regular staffing messages.

If you have questions, you can continue to use the form on the [restructuring website](#) or you may contact Linda Glasscock or Rene Jackson.

Regards,

John Cammidge
Acting Associate Vice President
Human Resources and Benefits

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