



March 12, 2016

Jessica Rentto, Associate Vice President
San Diego State University
5500 Campanile Drive
San Diego, CA 92182

RE: POSITION OF THE UNION ON CLASSIFICATION REQUIREMENTS IN HIRING AND PROMOTION AND CEASE AND DESIST DEMAND

Dear Ms. Rentto:

The California State University Employees Union (CSUEU) and San Diego State University (SDSU) have a long history regarding classification standards at the campus. Lately, we have been trying to clarify the role of Human Resources in adding requirements for posted positions and in reclassifications. We have asked directly how academic degree requirements are being applied and we have not received a direct answer. To clarify the situation, the Union is stating our position on degree requirements and the steps we will take to enforce classification standards.

As of this date, there are four positions posted in the Administrative Support Coordinator II classification. Three of four of them are asking for college degrees:

ASC II – College of Arts & Letters	Master’s Degree
ASC II – College of Sciences	Bachelor’s Degree
ASC II – College of Business Administration	Bachelor’s Degree

Let me remind SDSU of the academic requirements from the ASC II Classification and Qualification Standard:

These entry qualifications would normally be obtained through a **high school program**, technical/vocational program, or their equivalents combined with several years of related office work experience.

This is the requirement for Administrative Analyst/Specialist – Exempt I (the lowest level of the AAS Series):

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a **bachelor's degree** and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

In 2013, CSU reported that statewide, Unit 7 employees included 5 with PhD’s, 253 with Master’s, 1,739 with Bachelor’s, and 494 with Associate’s in a bargaining unit where a high school certificate



is the defined standard. This is not over-qualification for the work, since the reality is that campuses like SDSU are requiring college degrees for recruitment and promotion.

In addition, the skills requirement for the positions are complex, professional, and involve independent work. One of the hallmarks of ASC II work in academic departments is the ability to provide a panoply of administrative support services to department chairs who have no experience in supervision or administration. They not only work independently, they often supervise the work of others and insure that essential operations of the department are in place.

Let us look again at the Classification Qualification and Standard for Administrative Analyst/Specialist:

The Administrative Analyst/Specialist is a broad classification with four position skill levels. It is designed for positions covering a wide range of general and/or specialized administrative responsibilities in support of a program and/or organizational unit. The majority of work is administrative and analytical in nature with duties covering operational, policy and program research, analysis, reporting, and evaluation for the effective development and administration of programs or improvements to operational policies and procedures. Incumbents may also provide program administration or leadership. Responsibilities may include overseeing day-to-day administrative operations and providing lead work direction to others.

This is an accurate description of the work SDSU is assigning to Administrative Support Coordinators. It is not, however, an accurate description of the pay:

ASC II	Minimum – \$3115	Maximum -- \$4913
AAS I – NE	Minimum -- \$3288	Maximum -- \$5529

Anticipated hiring ranges of the posted positions:

ASC II – College of Arts & Letters	\$3115-\$4050
ASC II – College of Sciences	\$3115-\$3583
ASC II – College of Business Administration	\$3115-\$3427

There are 124 full-time ASC II employees at SDSU. The middle of the statewide pay range is \$4014. Twenty-five of your employees are above that range and the rest below (many at the starting salary). **There are Custodians at SDSU who make more than many of your ASC II's.**

By comparison, you have 35 full-time AAS – I NE at SDSU. Ten of them make salaries below \$4014 and twenty-five make salaries above that amount. This is the entry-level of the Analyst Specialist Series compared to the top level of the Administrative Support Series.

In short, SDSU is hiring employees with AAS skills/requirements and paying them ASC wages.

One of the reasons for this disparate treatment is a social undervaluing of the work of women. A rough estimate is that only seven of the one-hundred twenty-four full-time ASC II's are men, the rest women. **Clerical work has historically been seen as women's work and technical work has**



been male-dominated. While entry into technical jobs has opened for female workers, this does nothing to improve the estimation of clerical jobs.

Even though the actual requirements for the two professions are the same, the wages are not. That is just making the comparison between the top of ASC and the bottom of AAS; a true comparison of the work involved in running large or multiple college departments would compare ASC II to the AAS Exempt levels.

To make matters worse, the working conditions of ASC II employees reflect persistent and systemic abuse of wage and hour laws. Without fail, every individual and group of ASC employees have told the Union that they typically work through breaks and lunches, put in additional hours before and after their normal shifts, and often take work home. They are not paid overtime and those who request it are stigmatized.

In short, SDSU is hiring FLSA Non-Exempt *ASC II's and working them in FLSA Exempt AAS hours.*

These are not new issues. They have been raised every year by union representatives in labor-management meetings and in discussions with Human Resources. No serious review has taken place by the campus administration despite warnings that wage and hour laws – including new equal pay provisions – show the campus at risk for massive overtime claims.

Simply complying with the law and paying thousands of hours of overtime would not fix the problem. The University's colleges and departments could not function within the limitations of forty-hour week employees, nor could they regularly afford to pay overtime. Colleges do not even have line-items in their budgets for overtime.

Overtime payment would also not address the discrepancy between posted skills and requirements which exceed statewide standards. A more comprehensive approach must take place.

Cease and Desist

With this letter, CSUEU is demanding that SDSU cease and desist from classification of employees as Administrative Support Coordinators II and reclassify them as Administrative Analyst/Specialist – Exempt I. CSUEU is demanding that this reclassification be backdated to the date of hire and that the employees be made whole, including wages and leave.

CSUEU will enforce this demand through wage and hour complaints to the Labor Commissioner and Department of Labor, and through unfair labor practices filed with the Public Employment Relations Board. While statute of limitation provisions may apply to back wages, we intend to stop these practices from this point forward.

We believe that resolution is long overdue. While we are willing to discuss the manner of implementation, this problem must be solved for the sake of all the hard-working ASC's who contribute to the mission of the University.

Sincerely,



*HEALTH SUPPORT (UNIT 2) – OPERATIONS SUPPORT (UNIT 5)
CLERICAL & ADMINISTRATIVE (UNIT 7) – TECHNICAL AND PROFESSIONAL (UNIT 9)*

Brian Young
Lead Labor Relations Representative

Cc: CSUEU Union Representatives
SDSU ASC II employees