

Matt Blunt
Governor



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Director

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State of Missouri
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September 4, 2007

Mr. Tom Newport
Communications Workers of America, Local 6355
Missouri State Workers Union
3150 Roger Place
St. Louis, MO 63116.

Dear Tom:

This letter serves as notification to extend the current resolution between the Missouri Department of Social Services, Office of Administration, and CWA Local 6355 for one month until October 31, 2007. Further this letter serves as notification to terminate the resolution effective November 1, 2007 pursuant to the requirement in the "Term of Resolution". In the absence of a replacement to this resolution the state's authority to deduct dues from employee pay in accordance with 1 CSR 10-4(2)(H) would be eliminated.

We acknowledge your proposal to re-adopt the current agreement for a new term; however we do not accept this proposal. Attached is the State's counter proposal, which, if agreed to by the union by October 31, 2007, would serve as replacement to the current agreement.

Please contact me in writing of your intent to accept the proposed agreement or to arrange a time to meet and confer regarding the proposed terms with the goal of reaching a suitable tentative replacement agreement prior to October 31, 2007.

Sincerely,

Jerri Denton
Chief Negotiator

cc: Deborah Scott, Director, Department of Social Services
enc

PREAMBLE

This Resolution is entered into by the Communications Workers of America (CWA), AFL-CIO (hereinafter referred to as “the Union”), and the State of Missouri, Office of Administration and the Department of Social Services (hereinafter known as “the Employer”), ~~in~~on behalf of the eligible employees of the Department of Social Services. It is the purpose of this Resolution and the intent of the parties to establish harmonious understandings and relationships between the Employer and the Union; to promote efficiency and effectiveness; and to comply with the provisions of the RSMo 105.520 ~~to~~ for the eligible employees. Therefore, the parties agree, by their duly authorized agents to comply with the terms set forth in the following pages for the specified term of this Resolution.

ARTICLE 1 RECOGNITION

Section 1.01

Employer recognizes the Union as the exclusive bargaining representative for all eligible employees in the unit described below for the purpose of meeting and conferring pursuant to the statutory provisions of RSMO 105.510 - 105.520.

Section 1.02

This unit includes all eligible full-time and part-time employees of the Department of Social Services of the State of Missouri excluding those employees who are managerial, supervisory, confidential, or otherwise excluded by law, or those who do not occupy classifications listed in Appendix A. ~~Temporary or emergency employees are included in the unit when employed in a permanent position.~~

Section 1.03

This Article is not meant to be nor is it to be considered a guarantee by the Employer that any of the positions listed shall be maintained or filled by the Employer.

Section 1.04

- a) The Office of Administration will submit a copy of the Personnel Advisory Board monthly agenda. If new job classifications are established by the Director of Personnel Advisory Board Division and utilized by the Department, the Employer shall promptly notify the Union may request inclusion in the bargaining unit.
- b) ~~In the future, should new classifications be established by the Director of Personnel Division and utilized by the Department, the parties hereto shall meet, confer and discuss to determine whether such positions are to be included in the bargaining unit. If the parties are unable to agree as to whether the job classifications should be included in the bargaining unit, a party may seek such determinations by the Department of Labor and Industrial Relations Missouri State Board of Mediation pursuant to its rules. Under no circumstances will new positions be added to the bargaining unit without a secret ballot election conducted by the Department of Labor and Industrial Relations consisting of a majority of the affected employees certifying that they want to be represented by the union.~~

ARTICLE 2 MANAGEMENT RIGHTS

Subject to the provisions of this Resolution, Employer retains the inherent management authority and is vested with the exclusive right to control its operations, to determine its policies, its over-all budget, the manner of exercise of its functions, and the direction of its work force.

ARTICLE 3 NON-DISCRIMINATION AND EMPLOYMENT ELIGIBILITY

Neither the Employer nor the Union shall discriminate against employees because of race, age, sex, color, creed, national origin, disability, religion, Union activity, political affiliation, or because of membership status or the lack thereof in a labor organization. This provision gives no further rights than already granted under Title VII of the Federal Civil Rights Act and the Missouri Human Rights Act.

In no circumstance, will either the Employer or the Union knowingly employ or contract with any illegal immigrant. The parties agree to make every effort to report instances of violations of any state or federal law, regulation or executive order prohibiting the employment of illegal immigrants by either the Employer, the union or either party's contractors or subcontractors.

ARTICLE 4 UNION NOTICES AND ACTIVITIES

In no circumstances shall the union or its members distribute or post union literature on state owned or leased property. Except as otherwise required by law or noted within this agreement, neither the union nor its members shall conduct union related activities on state owned or leased property.

Section 4.01

~~Union shall be permitted by Employer use of adequate and accessible space, which is visible and unobstructed, for Union supplied bulletin boards meeting Employer supplied specifications for communications with employees in this unit. No defamatory, derogatory, partisan political, or election campaign materials may be posted. All postings made by Union on Employer property shall be restricted to the bulletin boards provided by Union under this Article. No other distribution or solicitation is permitted on or in state facilities except as allowed in this Resolution. No employer sponsored materials shall be posted on the Union bulletin boards.~~

Section 4.02

- ~~(a) Any non-employee representative of the Union shall give reasonable notice to the office or facility head prior to entering Department facilities. Such notice shall include the time and date of arrival, the expected amount of time desired, and the reason for entry. Such permission shall not be unreasonably withheld.~~
- ~~(b) All steward or officers shall request permission prior to leaving their workstation for Union business permitted by this Resolution. Permission for leaving shall not be unreasonably withheld. Notification of leaving shall have the steward's destination, the exact purpose of the Union business, and the appropriate amount of time for the absence at the time permission to leave is sought. The same supervisor shall be notified upon the steward's return to the workstation.~~

Section 4.03- 4.01

The Union shall provide a list of all Union representatives, officers, and stewards together with a description of the area served by each. This list shall be filed with the Department's Human Resource Center on a quarterly basis. The list on file with the Human Resource Center will be the official list of representatives.

Section 4.04

- ~~(a) Employer shall permit Union access during Department's regular working hours to State owned or leased property for the purpose of Resolution administration, distribution of Union flyers, newsletters, membership packets and dues deduction authorization cards and other information related to the Resolution. This activity shall be conducted during non work hours (i.e., duty free lunch hours, break times) and in non work areas (i.e., cafeteria, conference room, and break room) not accessible to the general public or clientele of Employer. Such activity shall be conducted in a manner which is not disruptive. Management shall not disrupt~~

~~or talk to employees about participating in these meetings.~~

~~Arrangements regarding time and place will be made with the facility manager or designee in writing with a copy to the Human Resource Center at least forty eight (48) hours in advance. This privilege is available to Union stewards and representatives recognized under Article 4, Section 4.03 of this Resolution. Permission for such activity by the facility manager or designee shall not be unreasonably withheld.~~

~~(b) Employees acting in the capacity of Union representative for this purpose must utilize accrued annual leave, compensatory time, or leave without pay (LWOP) for this purpose. Requests for such leave shall be requested in writing in advance and shall be granted if such usage does not unduly interfere with work responsibilities.~~

~~(c) This section is not intended to provide special release time for employees meeting with Union.~~

Section 4.05 4.02

The Department agrees to adhere to the Office of Administration policy relative to the release of employee names and home addresses.

Section 4.06

~~The Union will be permitted to have a welcoming letter to all new bargaining unit employees in the agency's employee orientation packet. During orientation/new employee training sessions, a Union representative will be permitted to speak for approximately 15 minutes. The Union will also be allowed in buildings where such orientation/new employee training sessions are being conducted in order that the bargaining unit employees may stop by and talk to Union representatives after orientation. The Union will be notified of orientation programs at least seven work days in advance. Thereafter, the Union shall give three work days notice that it wishes to have a representative deliver an approximately 15 minute presentation at the time of orientation training. This shall not interfere with the work of the state.~~

ARTICLE 5 PAYROLL DEDUCTION OF UNION DUES

Section 5.01

If authorized by an employee on the designated form, the Department shall request the Commissioner of the Office of Administration to deduct Union dues from the wages and salaries of the employee. Under Office of Administration procedures, Employer shall remit the deductions to the Union to the address provided by the Union. No deductions shall be made for initiation fees, fines or assessments. In no circumstances shall any portion of an employee's dues be used for political purposes without the employee's express written consent to do so.

Section 5.02

Before there is any payroll deduction for an employee, the earnings must be regularly sufficient after other legal and required deductions to cover the amount of the pro-rated monthly Union dues. When an employee is in a non-pay status for an entire month, no deduction shall be made to cover that pay period from future earnings. If an employee is in a non-pay status during only part of a pay period, and if the wages and salaries are not sufficient to cover the entire dues deduction, no deduction shall be made. The parties recognize that legal and other withholdings and deductions such as Social Security and Federal and State income taxes shall have priority over Union dues.

Section 5.03

Employer shall deduct Union dues on the first payroll period of the month following the receipt of the written authorization by the appropriate office of Employer.

Section 5.04

If the Employer over/withholds an amount in excess of the appropriate dues from an employees wages and salaries and remits same to the Union, the Union agrees to immediately refund such overpayment to the employee upon notification from employer.

NOTE: Employees who are appointed to a position that is not included in the bargaining unit and fails to notify HRC in writing/by telephone call of the appointment, may continue to have payroll deduction of dues if such notification does not occur. Neither the Employer nor the Union is responsible for the repayment of such a deduction.

Section 5.05

Neither party shall intimidate, threaten, coerce, harass, or compel any employee to agree to a payroll deduction, nor shall either party intimidate, threaten, coerce, harass, or compel an employee to continue to have payroll deductions from their check.

Section 5.06

Union agrees to and shall indemnify and hold harmless the State of Missouri, or any of its officers or agents, from any and all claims, demands, suits, or any other actions arising as a result of this Article or from complying with any request for termination under this Article.

Section 5.07

Any employee who has previously submitted written authorization for the voluntary deduction of membership dues to the Union may revoke the authorization by submitting a written statement to their payroll or Human Resources office. The employee should also submit a copy of the written statement, withdrawing the authorization to CWA/MSWU Local 6355, 3150 Roger Place, St. Louis, MO 63116. This revocation impacts the administrative process of the payroll deduction of Union dues in compliance with Chapter 33.103, RSMo. The expiration of the payroll deduction will be effective the first complete pay period following the submission of the written revocation. The Union and the employee may make other payment arrangements should a financial obligation exist after the payroll deduction has been canceled. The union shall notify the employer each month of those employees who have requested revocation directly through the union so that those deductions may be cancelled as well.

Section 5.08

~~Employer~~ The Office of Administration shall provide the Union a ~~monthly~~ list of all employees having dues deduction at least once a month.

ARTICLE 6

LEAVE OF ABSENCE

~~Section 6.01 Rehire~~

~~In accordance with 1 CSR 20 3.030(6), employees who resign to be employed by the Union will be returned to their previous job classification and location if a position is available under the following conditions:~~

- ~~a) Employee resigned within the past 6 months;~~
- ~~b) Employee resigned with two (2) weeks notice;~~
- ~~c) Employee has at least a successful performance rating;~~
- ~~d) Employee has no negative conduct issues as communicated on or after the last day of employment; and~~
- ~~e) A position within their previous job classification and location is available. If unavailable then a location within 45 miles of previous work location, if available.~~

Section ~~6.02~~ 6.01 Leave Without Pay for Union Business

- a) Consistent with staffing needs, and at the sole discretion of the employer, an employee who is a Union officer, steward or designated representative may be granted Leave Without Pay for Union business to attend to business matters pertaining to the Union. Such Union officer, steward, or designated representative shall give his/her supervisor twenty-one (21) days notice of his/her intention request to be absent from duty for Union business for absences totaling five (5) consecutive work days or more. For absences for Union business of less than five (5) consecutive days, the employee will promptly request leave as soon as he/she is aware of the need for the absence. Such notice does not guarantee the granting of leave.
- b) ~~The Union recognizes that staffing needs as determined by the State must be taken into account in determining the number of employees to be excused at any one time from the Bargaining Unit. Such Union officer, steward, or designated representative shall give his/her supervisor twenty one (21) days notice of his/her intention request to be absent from duty for Union business for absences totaling five (5) consecutive work days or more.~~
- c) ~~Any elected officer, steward or representative may, upon request to his/her supervisor, be excused without pay from assignment to State duty not to exceed 192 normally scheduled work hours per calendar year or 960 hours for the Union in total per calendar year. No more than one (1) officer, steward, or representative may be excused from a unit/facility within a division of service with no more than six (6) excused at one time in total from the division of service.~~
- d) ~~The employer shall allow Union officers, stewards or designated representatives time during work hours without loss of pay to attend grievance hearings, labor/management meetings, meet and confer sessions, health and safety meetings, and also will allow approximately fifteen minutes conference time between the Union representative and employee prior to investigatory/disciplinary meetings.~~
- b) e) Employee requests for Union Leave Without Pay should be submitted through regular supervisory channels for approval. Prior to request being considered by the employer, the Union must provide verification to the Human Resource Center that the Union has approved this leave. Such notice does not guarantee the granting of leave. The request shall not be unreasonably denied. Any denied request shall be accompanied by a written explanation from management. For absences for Union business of less than five (5) consecutive days, the employee will promptly request leave as soon as he/she is aware of the need for the absence.

Section 6.03 – Leave for Active Duty of Family Members

~~In the event that the employee does not have a sufficient leave balance, the employee may use up to five (5) days of leave without pay for the purpose of spending time with spouse, children or other members of the employee's household while home on leave from active military service or prior to reporting for active duty. Military orders will serve as the official verification of this leave.~~

ARTICLE 7 HEALTH AND SAFETY

Section 7.01

~~Working Environment: The Department recognizes the importance of health and safety on the job and agrees to maintain acceptable standards in the work place, including properly cleaned, heated, ventilated, and lighted working environments with adequate noise control whenever possible.~~

Section 7.02

~~Health and Safety Committee: The Health and Safety Committee comprised of three (3) representatives of the Employer and three (3) persons designated by the Union shall meet to discuss health and safety issues as required, not to exceed two (2) meetings per year, unless mutually agreed by the Union and Employer.~~

Section 7.03

Reporting: Employees are responsible for reporting unsafe conditions and situations which may impact employee health and safety, as directed in the DSS Administrative Policy. Employees shall not be intimidated, coerced, verbally or otherwise, after reporting an incident. Any time an employee is assaulted, property is damaged, or it is believed that there is an immediate threat of assault or damage to property, appropriate law enforcement officials should immediately be notified (e.g., local police department, sheriff's office, highway patrol, city marshal). The supervisor receiving the report from an employee shall report back to the employee in writing, if requested.

Section 7.04

All facilities where employees are present shall have a designated person with authority to insure all employees' safety and protection at all times in accordance with DSS policy. The employer shall post in a designated place the name of the designated person responsible.

Section 7.05

The Department pledges its support including use of any means available to press for prosecution of the perpetrator of an assault against an employee who was acting within the scope of his/her authority.

ARTICLE 8 ARTICLE 7 LABOR MANAGEMENT MEETINGS

Section ~~8.01~~, 7.01

Management Forum: The Department recognizes the importance of maintaining a cooperative Labor-Management approach in areas affecting Labor Relations within DSS and agrees to:

- (a) The Department Director, or designee, and a committee of Division Directors, or their designees, may agree to meet yearly with a committee of a reasonable number of no more than two (2) bargaining unit employee representatives designated by the Union to discuss the administration of this agreement policy issues. In addition, the division directors and/or their designated representatives for each of the program divisions may agree to meet yearly with a committee of no more than two (2) bargaining unit a reasonable number of employee representatives designated by the Union to discuss the administration of this agreement policy issues relative to that division at a time that is mutually agreeable. The Office of Administration shall normally attend these meetings. These meetings will be coordinated through the Human Resource Center.
- (b) These meetings will be held during normal business working hours with administrative leave provided for attendance at the meeting and for reasonable time traveling to and from the meeting no loss of pay for those bargaining unit employees. Approval for this leave will be at the discretion of the employer. This administrative leave shall not exceed eight (8) hours nor shall it ~~This shall not~~ result in the earning or accrual of overtime compensation. Any expenses incurred by union representatives associated with these meetings will not be reimbursed by the employer.
- (c) The Union and Management shall exchange proposed agendas at least fifteen (15) working days prior to the meeting. ~~to allow both sides to prepare for a productive and informative exchange.~~ The parties shall, at this time, designate their representatives, ~~if possible.~~

ARTICLE 9 ARTICLE 8 EMPLOYEE GRIEVANCES PROCEDURE

Section ~~9.01~~ 8.01

If a grievance shall arise between an employee and ~~the Department~~ Employer, such grievance shall be processed in accordance with the grievance procedure of the Department.

Section ~~9.02~~ 8.02

At employee grievance hearings, an employee may have a Union representative, officer, steward, or another state employee ~~of his or her choice~~ to assist, to advise, or to represent the employee in the grievance proceedings, provided that the arrangements for such assistance or representation does not delay or disrupt the proceedings, as determined by the employer. Union representatives will be provided administrative leave only for reasonable time spent on travel to and from meeting location and meeting attendance, not to exceed eight (8) hours, nor shall it result in the earning or accrual of overtime compensation. Approval for this leave will be at the discretion of the employer. Any expenses incurred by union representatives associated with these meetings will not be reimbursed by the employer.

Section ~~9.03~~

~~The Department and the Union agree to set up a joint labor/management committee to meet and review the current grievance procedure. These meetings will be held during normal working hours with no loss of pay for those attending. Regular travel expenses will be reimbursed.~~

**ARTICLE 10
TECHNOLOGICAL CHANGES**

Section ~~10.01~~

~~The Employer shall notify the Union when it intends to introduce automation or equipment that will result in a reduction or displacement of employees. At the Union's request, the Department will meet with Union representatives to discuss such changes as well as training necessary for the use of the new or automated equipment. The Employer will endeavor to provide appropriate training for those retained or recalled to operate the new or automated equipment when necessary. Any loss of productivity or quality related to the lack of training shall not negatively impact an employee's appraisal. The Department will endeavor to handle reduction of work force under this section through normal attrition. Notification will be made no later than sixty (60) days in advance of the introduction of such equipment in the daily production operation, where possible.~~

**ARTICLE 11
SENIORITY**

Section ~~11.01~~

~~Seniority for the purpose of this Resolution shall be determined on the basis of continuous length of service with the Missouri Department of Social Services beginning with the most recent date of hire.~~

Section ~~11.02~~

~~Seniority rights, for the purpose of this Resolution, will be applied after the employee has completed 12 months of employment with DSS.~~

Section ~~11.03~~

~~Seniority as outlined above shall be considered when all other factors are equal for purposes of transfers, promotions and schedule selections.~~

**ARTICLE ~~12~~ ARTICLE 9
PRE-DISCIPLINARY MEETING
EMPLOYEE RIGHTS**

Section ~~12.01~~ 9.01

~~In addition to rights and privileges otherwise specified by law, employer operating regulations, the DSS Administrative Manual, or facility policies, employees have the following rights:~~

a.) An employee ~~may seek~~ shall be entitled to such advice, assistance, or representation upon request if the employee is questioned by an agency representative about a matter that ~~the employee reasonably believes may will~~ lead to a notice of unacceptable conduct, a notice of a period of conditional employment, demotion, suspension or dismissal of the employee. Such assistance or representation shall not delay or disrupt the proceedings, as determined by the employer. Union representatives will be provided administrative leave only for reasonable time spent on travel to and from meeting location and meeting attendance. Approval for this leave will be at the discretion of the employer. This leave shall not exceed eight (8) hours, nor shall it result in the earning or accrual of overtime compensation. Any expenses incurred by union representatives associated with these meetings will not be reimbursed by the employer. Employer shall allow approximately fifteen minutes conference time between Union representative and employee prior to investigatory/disciplinary meetings. This time shall be coded as Union leave with pay for all Union representatives and leave slips submitted accordingly. The employer agrees to advise employees of the subject matter on which they will be questioned. However, i In no event may an employee withhold information from his superiors or co-workers which affects or could affect ongoing operations of state government or any program thereof. ~~When a notice of unacceptable conduct, a period of conditional employment, demotion, suspension, or dismissal is proposed, the employee shall be notified of the charge, and before the action is effective, or the hearing held, whichever is to occur first, the employee and his or her representative shall be entitled to a specification of the charges or complaint, and any documentation supporting the charges or complaint.~~

b.) ~~To receive training or instruction to perform their jobs.~~

c.) ~~To discuss with their supervisors matters of concern.~~

d.) ~~To suggest changes in office, division or department practices or policies.~~

e.) ~~To question and have corrected timekeeping records and computations of total division, department and state service if in error.~~

f.) ~~To receive timely performance appraisals. All employees will receive a timely performance evaluation completed by their immediate supervisor and reviewed by the next higher level of supervision within thirty days that it is due.~~

g.) ~~To have access to departmental and divisional administrative manuals and all updates of same.~~

h.) ~~To have employer maintain confidentiality of employee personnel records as outlined in departmental policy~~

i.) ~~When an employee accuses or is accused of harassment or discrimination, the employee shall receive notification when the investigation is complete of whether allegations were substantiated or unsubstantiated by the evidence or the lack thereof.~~

j.) ~~Any negative entries placed in the employee's official personnel file shall contain the date and name of the individual making the entry. It shall be presented to the employee for his/her counter signature. Refusal to sign shall be noted on the document. Signing shall not be construed as agreement to the document's content.~~

Section 12.02 Workloads

The Employer and the Union agree that the efficient provision of quality services is vital to fulfilling the mission of the Department and the State. To that end, the Employer intends that workloads will be manageable.

ARTICLE 13 ARTICLE 10
MISCELLANEOUS PROVISIONS

Section ~~13.01~~ 10.01

~~If Employer desires to maintain a past practice after this Resolution becomes effective, it must be reduced to writing for inclusion in the Department's Administrative Manual.~~ The Department shall notify the Union of proposed policy changes that affect the conditions of employment of DSS employees in the bargaining unit ~~normally within thirty or more days~~ prior to the implementation. In addition, any division policy changes shall be forwarded in the same manner.

Section ~~13.02~~ 10.02

Union recognizes that it had an unlimited right and opportunity to make demands and proposals during the meet and confer sessions with respect to the covered employees and that the provisions contained in this Resolution represent the full exercise of that right and opportunity for a period running to the termination date of this Resolution. Such waiver extends to issues of impact as well.

Section ~~13.03~~ 10.03

If any provision in this Resolution is declared invalid, unlawful, or unenforceable by action of a court or competent jurisdiction, or is rendered invalid, unlawful, or unenforceable by enactment of state or federal legislation, the remaining terms of this Resolution shall remain in force and effect. Under such circumstances, a party may ~~the parties agree~~ request to meet and confer over language to replace the provision. Such replacement shall be compatible with the remaining terms of this Resolution and be compatible with the decision or enactment rendering the old provision invalid, unlawful, or unenforceable.

Section ~~13.04~~ 10.04

Departmental Manuals:

- (a) The Department shall furnish one (1) copy of the Department of Social services Administrative Manual to each Union office. ~~and all the Area Representatives.~~
- (b) Additionally, any up-dates or additions shall be furnished to the same office.
- (c) The Union shall have the opportunity to review and comment upon policies within ninety (90) days of receipt.

Section ~~13.05~~ 10.05

Resolution Dissemination:

The employer will distribute a copy of this resolution to all DSS offices. It will be maintained in the same location and manner as agency administrative manuals and will be available, upon request, for ~~accessible~~ ~~to~~ employees on all shifts. The Department will also make a copy available on e-mail.

~~Section 13.06~~

~~Wage Recommendations: Upon request, the Department and Union shall exchange information regarding annual recommendations for revising the pay plan submitted to the Personnel Advisory Board for use in submitting its pay plan recommendations to the Governor.~~

Section 13.07

~~If any committee is established via legislation or regulation which requires participation by DSS employee(s), the Department will first request names of participants from the Union.~~

Term of Resolution

This Resolution shall be effective October 1, 2004 2007 through September 30, 2007, _____. at which time it shall be extended unless either party gives written notice to terminate. All parties agree to meet in order to jointly continue to assess the grievance procedure, convening immediately after this Resolution is signed.

**Department of Social Services/CWA
Bargaining Unit Eligible Job Classes (03/16/06)
Appendix A**

Index Number	Class Title
0001	Clerk I
0002	Office Support Asst (Clerical)
0003	Senior Office Support Asst (Clerical)*
0012	Office Support Assistant (Steno)
0021	General Office Assistant
0022	Office Support Assistant (Keyboard)
0130	Information Support Coordinator
0201	Stores Clerk
0202	Storekeeper I
0301	Account Clerk I
0302	Account Clerk II
0305	Auditor I
0311	Accountant I
0431	Research Analyst I
0432	Research Analyst II
0655	Security Officer I
2042	Security Guard
2062	Cook II
3005	Academic Teacher I
3006	Academic Teacher II
3007	Academic Teacher III
3032	Education Assistant II
3045	Special Education Teacher I
3046	Special Education Teacher II
3047	Special Education Teacher III
3059	Guidance Counselor I
3061	Guidance Counselor II
3070	Vocational Teacher I
3071	Vocational Teacher II
4318	Licensed Practical Nurse II (General)
4321	Registered Nurse II
4322	Registered Nurse III*
5027	Recreation Officer II
5032	Outdoor Rehabilitation Counselor I
5076	Youth Specialist Trainee

Index Number	Class Title
5077	Youth Specialist
5082	Regional Family Specialist
5083	Service Coordinator I (Youth Services)
5084	Service Coordinator II (Youth Services)
5151	Rehabilitation Teacher for the Blind
5153	Children's Specialist for the Blind
5156	Mobility Specialist for the Blind
5159	Job Development Specialist for the Blind
5161	Area Supervisor Business Enterprises for the Blind
5165	Rehabilitation Asst., Rehabilitation Services for the Blind
5167	Rehabilitation Counselor for the Blind II
5191	Case Analyst
5180	Children's Service Worker I
5181	Children's Service Worker II
5199	Social Service Worker I
5200	Social Service Worker II
5201	Children's Service Specialist
5202	Family Support Eligibility Specialist
5259	Community Services Aide
5264	Child Support Specialist
5306	Food Program Representative
5331	Medicaid Program Relations Representative
5334	Correspondence & Information Specialist I
5335	Correspondence & Information Specialist II
5337	Child Placement Coordinator (Social Services)
5338	Medicaid Pharmaceutical Technician
5340	Medicaid Clerk
5341	Medicaid Technician
5342	Medicaid Specialist
6001	Laborer I
6002	Laborer II
6006	Groundskeeper I
6011	Maintenance Worker I
6012	Maintenance Worker II
6021	Motor Vehicle Driver
9940	Social Services Aide