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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

**January 6, 2014**

**General Notice No. 2014-01**

**TO: Labor Relations Designees**

**SUBJECT: Administrative and Residual (P-5) SCOPE Stipulated Agreement**

The Office of Labor Relations has reached an agreement with the Administrative and Residual Employees Union (P-5) to resolve the pending P-5 SCOPE Appeals and related class reevaluation and classification grievances.

The Agreement includes the following reevaluations with adjustments effective March 7, 2014 and with salaries calculated using the round up method:

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| **Title and Class Code** | **Current Sal Gr.** | **Adjusted Sal Gr.** |
| Associate Retirement and Benefits Officer (4731)(specification to be revised to working level/working lead level) | AR25 | AR26 |
| Retirement and Benefits System Coordinator (0181)(acknowledged as supervisory classification, with supervision of a minimum of three (3) professional staff) | AR29 | N/A |
| Contract Team Leader (1663) | AR29 | AR30 |
| Contract Specialist (1662) | AR26 | AR27 |
| Financial Examiner (1158) | AR22 | AR23 |
| Lead Special Investigator (Medical Examiner) (7772) | AR23 | AR24 |
| Transportation Public Concessions Inspector (8855) | AR18 | AR19 |
| Paralegal Specialist 1 (6140) | AR18 | AR20 \* |
| Vending Facility Supervisor (9080) | AR25 | AR28 |

The Agreement provides for the establishment of the following new classes with salaries calculated using the round up method:

|  |  |  |
| --- | --- | --- |
| **New Class Title**  | **Sal Gr.** | **Effective Date** |
| ERP Financials Business Analyst, (Class Code 4971) | AR24 | 12/27/13 |
| ERP Financials Business Specialist, (Class Code 4972) | AR27 | 12/27/13 |
| ERP Financials Business Team Lead, (Class Code 4973) | AR 30 | 12/27/13 |
| Paralegal Specialist 3 (preliminary title)(class will require professional credential recognized in paralegal studies) | AR22 | 7/11/14 \* |
| Research Analyst Supervisor (class must supervise minimum of 3 professional staff) | AR28 | 7/11/14 |
| Supervising Cost Analyst(class must supervise minimum of 3 professional fiscal staff) | AR29 | 7/11/14 |

\* State employees classified as Paralegal Specialist 1 or Paralegal Specialist 2 who hold the specified credentials and have completed a working test period will be reclassified to Paralegal Specialist 3. The classifications of Paralegal Specialist 1 and 2 will be red circled and there will be no appointments, promotions or reclassifications to these classes.

The job specification for Tax Operations Unit Supervisor (Class Code 8595) was revised to reflect the current organizational structure and to clarify the minimum qualifications.

Implementation instructions will be issued by the Department of Administrative Services and/or the CORE-CT Office.

Employees with questions about this General Notice should contact their Agency Human Resources Office. Questions from Agency Human Resources staff may be addressed to Christine Cieplinski, Office of Labor Relations at 418-6321.

Linda J. Yelmini

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Director of Labor Relations