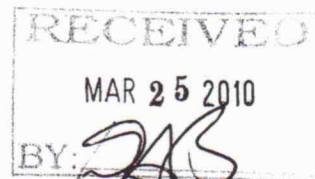



UC San Diego
MEDICAL CENTER

March 23, 2010

D. A. Bartolotta
Coalition of University Employees (CUE)
814 Morena Blvd., Suite 206
San Diego, California 92110



Re: Classification Review, _____ Assistant II



Dear Mr. Bartolotta,

The University of California, San Diego Medical Center is planning to implement a classification review the below referenced employee effective March 7, 2010.

As the result of a vacancy you reorganized the administrative office and restructured this position to include office management responsibilities. Duties involve the provision of administrative and clerical support for _____ department and staff. This position will coordinate Performance Improvement data for all sections; coordinates meeting calendar and ensures all records are established and maintained per protocol. This position will participate in interviewing and orienting staff by providing evaluative input and coordination as requested; ensuring cross training of all administrative staff in the department. This position also coordinates billing, patient insurance, purchase orders, travel and expense reimbursement and tracks specific fund accounts. Results of finding indicate that the duties are better described by the _____ Assistant III title.

_____ new salary rate will be \$19.71 per hour, which is step 3 of the salary range.

If there are no questions or concerns regarding this issue, please sign and date this letter then fax to (619) 543-7395.

If you have any questions or concerns, please contact our office at (619) 471-0495.

Respectfully submitted,

Labor Relations Analyst
UC San Diego Medical Center

Attachment: Proof of Service

* CUE Representative

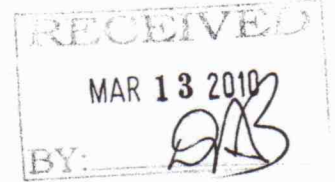
03/25/10
Date



OFFICE OF THE ASSISTANT VICE CHANCELLOR - HUMAN RESOURCES
LABOR RELATIONS, 0921

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0921

March 11, 2010



Mr. Tom Williams
Coalition of University Employees (CUE), Local #5
814 Morena Blvd, Suite 206
San Diego, CA 92110-2632

Dear Mr. Williams:

I am writing in regard to the position currently occupied by _____ Assistant II. The University proposes to reclassify the position occupied by _____ Assistant III effective retroactive to February 1, 2010. If CUE wishes to discuss this matter please contact me **no later than April 12, 2010**.

*Approved by C.U.E.
March 15, 2010*

Sincerely,

Labor Relations Assistant

Proof of Service

cc:

