

CHECK LIST FOR CLEARANCE OF CLASS DATA SHEET

(Please attach completed check list to Class Data Sheet)

Analyst (indicate clearance of each item by initials)

- 1. Have you verified that the information entered on the Class Data Sheet is current? (Check against Controller's Pay Scale on PIE. This is the most current Pay Scale available.)
- 2. Have you completed Action, Schem Code, Class Code, and Full Class Title?
- 3. Have you verified the salary rates?
- 4. Does the class meet the criteria for SISA? (See Rule 599.685 in Pay Scale for criteria.)
- 5. Hourly/daily rate classes - Have you listed each step of the hourly/daily rate? (Example: A five-step class should have five hourly/daily rates shown under salary.)
- 6. When deleting an alternate range criteria or abolishing a class, have you deleted the appropriate ranges and footnote from a class(es) when an alternate range applies?
- 7. When abolishing a class, have you checked to see if an alternate range criteria should be abolished?
- 8. Check footnotes considered:
 - 01 - 12 month probationary period
 - 19 - Rule of 3 ranks certification
 - 20 - Used in Pay Letter to designate that the SISA applies only to Alternate Range A
 - 21 - Exception to DPA Regulation, Section 599.666 (applies to deep classes)
 - 24 - Abolish class when vacant - no appointments after effective date of Board action
 - 34 - Class not eligible for night-shift differential
 - AR - Alternate Range Criteria
- 9. Have you checked other footnotes listed in the Pay Scale which could apply?
- 10. Is this class compacted? Yes or no. If yes, have you added footnote 12 and indicated the compacted salary rate? This rate will be listed in Section 17 of the Pay Scale. (Use footnote 38 for compacted managerial designated classes.)
- 11. Have you indicated alternate range criteria number under footnote column? (The CCD Control Desk assigns alternate range criteria numbers.)
- 12. Have you considered Work Week Group (WWG) 4A, 4C, 4D, 1, or 2 when determining appropriate WWG? (The CCD Control Desk assigns subgroup numbers for 4D WWGs.) (All legal classes are to be assigned to WWG 4C.) WWG definitions are included in Rules 599.701 and 599.703.
- 13. CB/ID designation change. Have you made CB/ID designation changes effective the first of the pay period and on a current basis? Have you included the documentation instruction under the "Pay Letters Statement" section of the Class Data Sheet? (Example: DOCUMENTATION: Departments must submit "126" transactions to effect change. Send CB/ID changes to the Personnel Services Branch.) See Section 2 of the Pay Scales for the appropriate collective bargaining identification designation.
- 14. Effective Date. If other than the Board meeting date, have you indicated the effective date (such as staff calendar items)? Effective dates should be the first day of the pay period in which the change is made. AVOID RETROACTIVITY.
- 15. Have you completed the Document/Salary Movement Instructions form? (i.e., for status resolutions, CB/ID changes from S to M, and for deep class movement.)
- 16. Did you include the establishment of the Civil Service, CEA designated classes on the Class Data Sheet?