

5

MATERIAL SUPPORTING THE AGENDA

Volume Xb

September 1962 - February 1963

This volume contains the Material Supporting the Agenda furnished to each member of the Board of Regents prior to the meetings held on October 5-6, November 30-December 1, 1962, and January 14, and February 15-16, 1963.

The material is divided according to the Standing Committees and the meetings that were held and is submitted on three different colors, namely:

- (1) white paper - for the documentation of all items that were presented before the deadline date
- (2) blue paper - all items submitted to the Executive Session of the Committee of the Whole and distributed only to the Regents, Chancellor, and Chancellor Emeritus
- (3) yellow paper - emergency items distributed at the meeting

Material distributed at the meeting as additional documentation is not included in the bound volume, because sometimes there is an unusual amount and other times maybe some people get copies and some do not get copies. If the Secretary were furnished a copy, then that material goes in the appropriate subject folder.

This volume includes Material Supporting the Agenda, exclusive of Attachments No. 1 and No. 2 and the Budget Docket for Meetings Nos. 609, 610, 611, and 612. Supplementary Agenda material is filed at the close of the material for each meeting.



THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS

## Material Supporting the Agenda

Meeting No<sup>s</sup> ..... 612 (4611 - Jan 14, 1963)

Name ..... OFFICIAL COPY

Date ..... February 15-16, 1963

VOLUME II

THIS CALENDAR IS SUBJECT TO CHANGE DEPENDING ON THE DATE AND TIME THE NEWLY APPOINTED REGENTS HAVE QUALIFIED.

CALENDAR  
MEETING OF THE BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS  
February 14 - February 16, 1963

Place: Main Building

Telephone No.: GR 1-1265

Thursday, February 14

Page No.

12:00 Noon Luncheon  
University Tea House

\* Meeting of the Executive Committee 8  
(Regents Brenan, Bryan, Madden,  
McNeese, and Redditt)  
Room 209

Friday, February 15

9:00 a. m. Meeting of the Committee of the Whole 35  
Room 209

9:00 a. m. Introduction of New Regents\*\*

To receive from Chancellor  
and Institutional Heads  
emergency items not on  
original agenda for action or  
for referral to standing com-  
mittees. All items to have  
been approved by Chancellor  
for consideration.

9:30 a. m. To receive special items of  
Chancellor (if not completed  
to be resumed at 2:30 p. m.)

10:00 a. m. Requested Appointment,  
Texas Society of Professional  
Engineers

10:30 a. m. Meeting of the Buildings and Grounds Committee 26  
(Regents Redditt, Brenan, Hardie, and  
Robertson)  
Room 210

Meeting of Medical Affairs Committee 32  
(Regents Bryan, Connally, Madden, and  
McNeese)  
Room 209

\* Immediately following luncheon.

\*\* If newly appointed Regents have qualified, Chairman will present  
any matters necessary before committees convene.

Friday, February 15 (continued)Page No.

12:00 Noon Lunch

Room 101

1:00 p. m. Meeting of Land and Investment Committee  
(Regents Madden, Brennan, Bryan, and  
Robertson)

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Room 205

Meeting of Academic and Developmental  
Affairs Committee  
(Regents McNeese, Connally, Hardie,  
and Redditt)

Room 209

2:30 p. m. Meeting of the Committee of the Whole  
Room 209

35

2:30 p. m. Special Items

a. Chancellor (cont'd from  
A. M.)

b. Members of the Board

3:30 p. m. Items referred by standing  
committees, if any

Saturday, February 16

9:00 a. m. Meeting of the Board of Regents  
Room 209

46

NOTE: The time may vary in all instances, but the items will be considered in this order. If the Committee of the Whole does not finish its business on Friday, it will reconvene at 9:00 a. m. on Saturday and will be followed by the meeting of the Board.

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\* Attachment No. 1, Volume I

AGENDA  
STANDING COMMITTEES AND  
COMMITTEE OF THE WHOLE

Page. No.

I. Standing Committees

A. Executive Committee

8

1. Report of Interim Actions of Executive Committee, December 1, 1962-February 6, 1963, for Ratification by Board of Regents.
  - a. Amendments to the Budget
    - (1) Central Administration
    - (2) Main University
    - (3) Texas Western College
    - (4) Medical Branch
    - (5) Dental Branch
    - (6) M. D. Anderson Hospital and Tumor Institute
    - (7) Southwestern Medical School
    - (8) Postgraduate School of Medicine
    - (9) The South Texas Medical School
  - b. Travel Items
    - (1) Central Administration
    - (2) Main University
    - (3) Texas Western College
    - (4) Medical Branch
    - (5) Dental Branch
    - (6) M. D. Anderson Hospital and Tumor Institute
    - (7) Southwestern Medical School
    - (8) Postgraduate School of Medicine
    - (9) The South Texas Medical School
2. Budget Docket (Formerly Amendments to the Budget)
3. Classified Personnel Pay Plan for 1963-64

B. Academic and Developmental Affairs Committee

14

1. Central Administration
  - a. Docket
  - b. Amendments to the Rules and Regulations of the Board of Regents
    - (1) Change in Name of Graduate Legislative Council
    - (2) Fund-Raising Actions of Development Board
2. Main University
  - a. Report on Academic Standards and Transfer
  - b. Proposal re Charge for Late Registration
  - c. Use of Stiles Bequest
  - d. Request for Degree of Doctor of Medical Arts
  - e. 1962-63 Swimming Schedule
3. Item for the Record: Amendment to Article X, Charter of Texas Student Publications, Inc.

C. Buildings and Grounds Committee

26

1. Main University
  - a. Five Existing Buildings: Approval of Final Plans and Specifications for Modernization and Remodeling
  - b. Art Building and Museum: Additional Appropriation for Furniture and Equipment
  - c. Experimental Science Building: Authorization for Addition for Purpose of Seeking Matching Grant
  - d. Geology Building and Biological Laboratories Building: Approval of Specifications for Remodeling and Modernizing of Elevators and Authorization to Award Contracts within Appropriations
  - e. Undergraduate Library and Academic Center
    - (1) Approval of Specifications for Furniture and Furnishings-Part II
    - (2) Award of Contracts for Furniture and Furnishings-Part I\*\*
  - f. Experimental Science Building: Award of Contracts for Remodeling of Rooms 306, 309, and 311\*\*
2. Medical Branch
  - a. Acquisition of Land: Authority to Seek Legislative Permission
  - b. Keiller Building: Award of Contract for Remodeling\*\*
3. Southwestern Medical School
 

Danciger Research Laboratories Building: Report on Change Order for Seventh and Eighth Floors
4. Texas Western College
 

Dormitory for Men: Approval of Specifications for Furniture and Furnishings
5. System-Wide: Ratification & Extension, Insurance Consultants' Contract

D. Land and Investment Committee

See Volume I.

E. Medical Affairs Committee

32

1. Medical Branch and Main University: School of Nursing
  - a. Proposal to Discontinue Sophomore Year in Nursing, Galveston Campus
  - b. Additional Items, Buildings and Grounds Committee
2. Southwestern Medical School

See Buildings and Grounds Committee.

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\*\*Bids have not yet been opened.

II. Committee of the Whole (Friday, February 15, 9:00 a.m. - 10:30 a.m. ; 2:30 p.m.)

35

A. Introduction of New Regents.

B. Emergency Items. -- Emergency items not included on original agenda will be presented at this time by the Chancellor and the institutional heads either for action by the Committee of the Whole or for referral to the proper standing committees. Each item presented by an institutional head shall have been cleared through the Chancellor and shall have been listed with the Secretary for inclusion on the Master Agenda. (Friday, February 15, 9:00 a.m.)

1. Central Administration (Chancellor Ransom)
2. Main University (Doctor Smiley)
3. Texas Western College (Doctor Ray)
4. Medical Branch (Doctor Truslow)
5. Dental Branch (Doctor Olson)
6. M. D. Anderson Hospital and Tumor Institute (Doctor Clark)
7. Southwestern Medical School (Doctor Gill)
8. Postgraduate School of Medicine (Doctor Taylor)
9. The South Texas Medical School (Doctor Berson)

\* C. Special Items. -- Time is allotted for Special Items to be presented by:

1. Chancellor Ransom (9:30 a.m.)
2. Members of the Board (2:30 p.m.)
  - a. Chairman Heath
  - b. Vice-Chairman McNeese
  - c. Regent Brenan Newly Appointed Regents
  - d. Regent Bryan
  - e. Regent Connally Regent Garwood
  - f. Regent Hardie Regent (Mrs.) Johnson
  - g. Regent Madden Regent Olan
  - h. Regent Redditt
  - i. Regent Robertson

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\* At 10:00 a.m. appointment, as requested, with committee of Texas Society of Professional Engineers.

3. Others
  - a. University Press Publications, Distribution of List
  - b. Transfer of Land to Children's Medical Center, Southwestern Medical School
  - c. Progress Reports
    - (1) University Junior High School Property
    - (2) Lila B. Etter Alumni House
    - (3) Tax-exempt Annuities for University Employees
  - d. Oral Reports of Chancellor (No action requested)
    - (1) Conference with Sealy & Smith Foundation re Medical Branch Building Program, February 4, 1963.
    - (2) Organization of the Development Board (may require action)
    - (3) School of Journalism: prospect of independence.
    - (4) Legislative Matters (Including Hearings with House and Senate)
- C. Items Referred for Action or for Information by the Standing Committees, Namely: (Friday, February 15, 3:30 p. m.)
  1. Executive Committee  
(Committee Chairman Brennan)
  2. Academic and Developmental Affairs Committee  
(Committee Chairman McNeese)
  3. Buildings and Grounds Committee  
(Committee Chairman Redditt)
  4. Land and Investment Committee  
(Committee Chairman Madden)
  5. Medical Affairs Committee  
(Committee Chairman Bryan)
- D. Report of Board for Lease of University Lands  
(Vice-Chairman of Board for Lease Madden)
- E. Report of Special Committees, if any

AGENDA  
MEETING OF THE BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS  
February 16, 1963

	<u>Page No.</u>
I. Approval of Minutes	46
A. October 6, 1962	
B. December 1, 1962	
C. January 14, 1963	
II. Report of the Committee of the Whole (Chairman Heath)	
III. Reports of Standing Committees	
A. Executive Committee (Committee Chairman Brennan)	
B. Academic and Developmental Affairs Committee (Committee Chairman McNeese)	
C. Buildings and Grounds Committee (Committee Chairman Redditt)	
D. Land and Investment Committee (Committee Chairman Madden)	
E. Medical Affairs Committee (Committee Chairman Bryan)	
IV. Report of Board for Lease of University Lands (Board for Lease Vice-Chairman Madden)	
V. Report of Special Committees, if any	
VI. Special Items, if any	

## **Executive Committee**

## EXECUTIVE COMMITTEE

Date: Thursday, February 14, 1963

Time: Immediately Following Luncheon  
(Approximately 2:00 p. m.)

Place: Regent's Room (Main Building 209)

Members: Regent Brennan, Chairman  
Regent Madden  
Regent McNeese  
Regent Redditt  
Regent Bryan (retiring)

Page No.

1. Report of Interim Actions of Executive Committee,  
December 1, 1962 - February 6, 1963, for Ratifica-  
tion by Board of Regents.
  - a. Amendments to the Budget 9
    - (1) Central Administration
    - (2) Main University
    - (3) Texas Western College
    - (4) Medical Branch
    - (5) Dental Branch
    - (6) M. D. Anderson Hospital and Tumor Institute
    - (7) Southwestern Medical School
    - (8) Postgraduate School of Medicine
    - (9) The South Texas Medical School
  - b. Travel Items 11
    - (1) Central Administration
    - (2) Main University
    - (3) Texas Western College
    - (4) Medical Branch
    - (5) Dental Branch
    - (6) M. D. Anderson Hospital and Tumor Institute
    - (7) Southwestern Medical School
    - (8) Postgraduate School of Medicine
    - (9) The South Texas Medical School
2. Budget Docket - Formerly Amendments to the Budget 12
3. Classified Personnel Pay Plan 13

## SUMMARY INFORMATION FOR REGENTS

### OFFICIAL DOCUMENTS

Unless additional recommendations are made to the Executive Committee there will be NO official documents to be executed and filed.

### PENDING ITEMS

Unless additional recommendations are made to the Executive Committee there will be NO pending items of the Executive Committee to be listed on the Agenda for subsequent meetings.

The following items will appear regularly on the Agenda:

- I. Report of Interim Actions
- II. Budget Docket

REPORTS OF STANDING COMMITTEESA. EXECUTIVE COMMITTEE

1. REPORT OF INTERIM ACTIONS OF EXECUTIVE COMMITTEE, DECEMBER 1, 1962 -- FEBRUARY 6, 1963, FOR RATIFICATION BY BOARD OF REGENTS. -- Since the meeting of the Board of Regents on December 1, 1963, and the Board's approval of the Report of the Executive Committee, the Committee has unanimously approved, unless otherwise indicated, the following interim requests. Each request has been submitted by the respective institutional head and concurred in by the Chancellor. These requests are reported in each of the following groups by institutions in the order that they were approved:

## a. Amendments to the Budget

(1) Central Administration

There were no requests for amendments to the Budget for Central Administration.

(2) Main University

There were no requests for amendments to the Budget for Main University.

(3) Texas Western College

Amend the Texas Western College Budget on Pages 2 and 38 by transferring Ray Small from the position of Assistant to the President to Dean of Arts and Sciences and by increasing the salary rate of Mr. Small from \$10,667 to \$12,167 for twelve months, effective June 1, 1963, source of funds to be General Budget. (Mr. Small will retain academic rank of Professor of English.) (3B-3)

(4) Medical Branch

There were no requests for amendments to the Budget for Medical Branch.

(5) Dental Branch

There were no requests for amendments to the Budget for Dental Branch.

(6) M. D. Anderson Hospital and Tumor Institute

Amend the M. D. Anderson Hospital and Tumor Institute Budget on Page 22 by increasing the salary rate of Jeffrey P. Chang, Associate Biologist, Department of Pathology - Section of Experimental Pathology, from \$12,000 to \$14,500 for twelve months, effective January 1, 1963, source of funds to be NCI Grant C-9494. (6B-3)

(7) Southwestern Medical School

(a) Amend the Southwestern Medical School Budget on Page 38 by increasing the salary rate of Charles F. Gregory, Professor, Department of Surgery, from \$16,000 to \$17,500 for twelve months, effective January 1, 1963, source of funds to be National Fund for Medical Education. (7B-3)

(b) Amend the Southwestern Medical School Budget on Page 26 by increasing the salary rate of Chester Fink, Assistant Professor of Pediatrics, from \$10,500 to \$11,500 for twelve months, effective January 1, 1963, source of funds to be North Texas Chapter Arthritis and Rheumatism Foundation Grant. (7B-4)

(c) Amend the Southwestern Medical School Budget on Page 20 by increasing the salary rate of Ruth A. Sims, Research Scientist I, from \$5,520 to \$7,440 for twelve months, effective March 1, 1963, source of funds to be Unallocated Salaries. Also, amend the Southwestern Medical School Budget to show a change in status of Ruth A. Sims from Research Scientist I to Research Associate in Microbiology. (7B-4)

(8) Postgraduate School of Medicine

There were no requests for amendments to the Budget for the Postgraduate School of Medicine.

(9) The South Texas Medical School

There were no requests for amendments to the Budget for The South Texas Medical School.

## b. Travel Items

(1) Central Administration

There were no requests for permission to travel from Central Administration.

(2) Main University

<u>(a) Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Gerard de Vaucouleurs Associate Professor of Astronomy (2T-12)	March 11 -- April 4, 1963	Sydney, Australia

Purpose: To present papers at the Symposium on Galaxies and Magellanic Clouds sponsored by the International Astronomical Union.

Expenses: There will be no expense to the University.

<u>(b) Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Robert Jerald Hamilton, Assistant Professor of Music (2T-13)	February 5 - 23, 1963	San Diego, Fresno, and Stockton, California; Chicago, Illinois; Des Moines, Iowa; Kansas City, Missouri; Wichita and Topeka, Kansas; Lake Charles, Louisiana

Purpose: Organ concert tour

Expenses: There will be no expense to the University.

(3) Texas Western College

<u>Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Fred M. Brewer, Instructor in Modern Languages (3T-1)	January 2 -- January 16, 1963	San Juan, Puerto Rico

Purpose: To provide for additional language instruction to the Physical Education trainees while at the Peace Corps training camp in Puerto Rico.

Expenses: Expenses estimated at \$300 for transportation and \$5.00 per diem for 15 days, to be paid from Peace Corps Contract PC-(W)-143 and Departmental Budget.

(4) Medical Branch

<u>Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Warren F. Dodge, M.D., Assistant Professor of Pediatrics (4T-6)	March 1 -- May 15, 1963	Brazil

Purpose: Participate in a nutrition survey through the Interdepartmental Committee on Nutrition for National Defense (ICNND)

Expenses: There will be no expense to the University.

(5) Dental Branch

There were no requests for permission to travel from Dental Branch.

(6) M. D. Anderson Hospital and Tumor Institute

There were no requests for permission to travel from M. D. Anderson Hospital and Tumor Institute.

(7) Southwestern Medical School

There were no requests for permission to travel from Southwestern Medical School.

(8) Postgraduate School of Medicine

There were no requests for permission to travel from Postgraduate School of Medicine.

(9) The South Texas Medical School

There were no requests for permission to travel from The South Texas Medical School.

2. **BUDGET DOCKET - FORMERLY AMENDMENTS TO THE BUDGET.** -- Proposed amendments to the 1962-63 Budget for The University of Texas System (Budget Docket) as submitted by each institutional head and approved by the Chancellor are in the last section of Volume I.

The Current Appropriations Bill provides that all amendments to the budget be furnished to the State Library. Shortly after each meeting, this docket, formerly known as Amendments to the Budget, is sent to the State Library and the other Capitol offices, together with any other budgetary amendments adopted by the Board.

3. CLASSIFIED PERSONNEL PAY PLAN. --Under date of January 23, 1963, Chancellor Ransom transmitted to each of you the proposed changes in the current Classified Personnel Pay Plan for each institution for the year 1963-64 as recommended by the Institutional Head of each component unit. These will be incorporated in the Official Copy of the Material Supporting the Agenda for the February meeting.

Please note that these changes as requested are to be effective September 1, 1963, with the exception of the request from Texas Western College. It is requested that the changes for Texas Western College be effective immediately.



THE UNIVERSITY OF TEXAS

AUSTIN 12, TEXAS

SYSTEM OFFICES  
CHANCELLOR

January 23, 1963

MEMORANDUM TO THE BOARD OF REGENTS

Judge Heath, Chairman  
Mr. McNeese, Vice-Chairman  
Mr. Brennan  
Mr. Bryan  
Dr. Connally  
Judge Hardie  
Mr. Madden  
Senator Redditt  
Mr. Robertson

Recommended changes in the Classified Personnel Pay Plan, to become effective September 1, 1963, have been received from each Executive Head of The University of Texas.

Annual changes in the Classified Personnel Pay Plans are reviewed by the Executive Committee before presentation to the Board for action. Action of the Board is requested at the February meeting.

In order that each member of the Board of Regents may have an opportunity to review the recommendations the Chairman of the Executive Committee, with the concurrence of the Chairman of the Board, has requested that each member of the Board of Regents receive a copy of the recommendations together with the supporting materials, and the comments and recommendations of Mr. Jack Holland, System Personnel Adviser.

Mr. Brennan has advised that he plans to arrange a meeting of the Executive Committee prior to February 15 for the purpose of reviewing and discussing the recommendations with the Administration. Mr. Brennan intends that each member of the Board be invited to attend the Executive Committee meeting. Formal notice of such meeting will, of course, come to you through the Secretary of the Board of Regents.

  
Harry Ransom  
Chancellor

HR jh  
cc: Secretary of the Board of Regents



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

January 7, 1963

UNIVERSITY PERSONNEL OFFICE

Mr. Graves Landrum  
Assistant to the Chancellor  
The University of Texas  
Austin, Texas

Dear Graves:

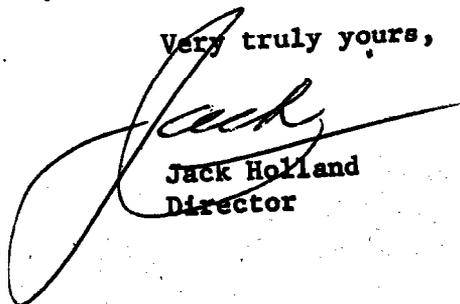
We have checked through the changes we have recommended in the Classified Personnel Pay Plan for the Main University to determine, in compliance with your request, how our recommendations compare to the State Classification Plan.

When the recommended changes have been approved, 22 of our new minimums will be less than the minimums for the comparable jobs in the State Classification Plan, 14 of our new minimums will be the same as those provided in the State Plan, and 5 of our minimums will be more than those provided in the State Plan.

You mentioned this morning the possible effect that our recommendations for changes would have on the classifications which now have a maximum annual salary of \$4200 or less. We have made a list of these classifications and compared it to our recommendations and we find that we have recommended that ten of our present classes be deleted from next year's plan and we find that by coincidence we have also recommended that ten of these classes have a new annual maximum salary of \$4392 or more.

If you should have further questions concerning these matters, we will appreciate your calling on us at your convenience.

Very truly yours,

  
Jack Holland  
Director

jf



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

UNIVERSITY PERSONNEL OFFICE

December 18, 1962

Mr. F. Lanier Cox, Vice-Chancellor  
The University of Texas  
Austin, Texas

Dear Mr. Cox:

When I submitted the recommended changes in the Classified Personnel Pay Plan for the Main University, I did not include information concerning the cost of these recommendations when approved. We were meeting a deadline for the submission of our recommendations and hoped that we could supplement them with the following information at a later date.

We have broken the information down into two general classifications, the first being the cost to our General Budget funds and the second being the cost to all funds other than General Budget money. Since we were particularly anxious that something be done for our research staff, we have also shown the cost for research classes only and as this amount relates to classes other than research and the total figure required.

YEARLY AMOUNTS REQUIRED FOR CLASS CHANGES

1. General Budget Funds			
1.1 Classes other than research	\$ 14,335.56		
1.2 Research classes	<u>22,656.72</u>		
Total General Budget		\$ 36,992.28	
2. All Funds Other Than General Budget			
2.1 Classes other than research	33,595.68		
2.2 Research classes	<u>109,173.36</u>		
Total Funds Other Than General Budget		<u>142,769.04</u>	

TOTAL

\$179,761.32

14,335.36  
33,595.68  
-----  
47,931.04  
109,173.36  
22,656.72  
-----  
132,830.08

If you should have other questions, please do not hesitate to call on us.

Very truly yours,

*Jack Holland*  
Jack Holland  
Director

jf



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

December 10, 1962

UNIVERSITY PERSONNEL OFFICE

Dr. Norman Hackerman  
Vice-President and Provost  
The University of Texas  
Austin, Texas

CHANCELLOR'S OFFICE U. OF T.	
Acknowledged.....	File.....
REC'D DEC 11 1962	
TO.....	FOR INFO AND RETURN
TO...C.D.I...C...	PLEASE ADVISE ME
TO.....	PLEASE HANDLE

Dear Dr. Hackerman:

In compliance with instructions from the Chancellor that changes in the Classified Personnel Pay Plan for 1963-64 be submitted in sufficient time for them to be received by his office on or before December 15, we are forwarding to you for your consideration the attached recommendations.

Representatives of this office have contacted academic deans, directors, departmental chairmen, and other administrative officials in an effort to anticipate the changes that will be necessary in the program.

We have conducted surveys within the areas of our competition and have studied our positions in relation to those listed in the State's Classification Program.

We believe that with the approval of these recommendations that we can have an operative Classified Pay Plan for next year that will be reasonably competitive in the areas in which we must seek applicants for the work that we will have open. With the approval of this plan, we will hope to keep to a minimum the number of emergency requests that may be suggested for program revisions during the year.

We have made every effort to give complete explanations for the changes that we are recommending. You will note that the first six pages of the attached material indicate the deletions, additions, and changes being proposed with relation in each case to comparable information that is obtainable from the State Classification Plan. The pages following these first six contain the explanations which are tied by footnote reference to the specific items being considered.

It is our recommendation that the attached revisions be made effective September 1, 1963. It is my understanding that this material will be used in preparing the 1963-64 budget for the

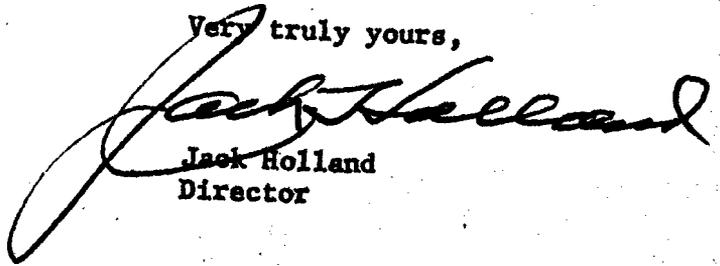
Dr. Norman Hackerman

-2-

December 10, 1962

Main University. Should you have questions concerning this material, we will appreciate your calling on us. In addition to the usual number of copies for distribution after approval, I am attaching additional copies for the Chancellor and the Secretary of the Board of Regents.

Very truly yours,



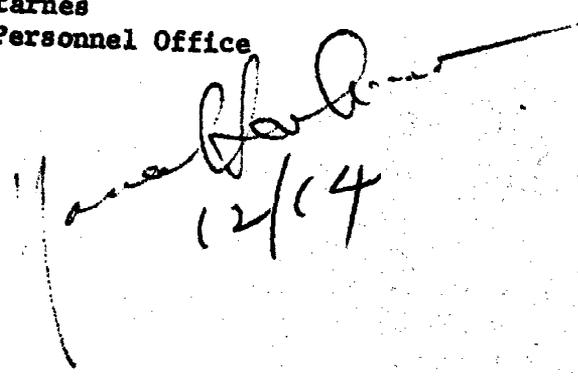
Jack Holland  
Director

jf

Attachments

Distribution of Approved Copies:

Office of the Chancellor  
Mr. James H. Colvin  
Mr. G. C. Starnes  
University Personnel Office



RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1963

DELETE:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
0330	Computing Clerk	\$ 225-279 (D1)	\$ 2700-3348	21	NCC *
1040	Assistant to the Director, Texas Union	305-382 (D2)	3660-4584	28	NCC
1042	Union Program Supervisor	305-382 (D3)	3660-4584	28	NCC
1220	Physician, General Medicine	800-1100 (D4)	9600-13200	49	Exempt
1221	Physician, Specialist	910-1250 (D4)	10920-15000	52	Exempt
2102	Laboratory Research Assistant III	279-335 (D5)	3348-4020	26	Exempt
2220	Nuclear Physics Technical Specialist	592-740 (D6)	7104-8880	42	Exempt
2330	Animal Caretaker	164-267 (D7)	1968-3204	15	NCC
3320	Boilermaker	382-460 (D8)	4584-5520	33	NCC
3335	Shop Assistant (Mechanical Engineering)	350-439 (D9)	4200-5268	31	NCC
4212	Housekeeper III	279-350 (D10)	3348-4200	26	NCC
6100	Training Specialist I (Group of Classes)	419-514 (D11)	5028-6168	35	NCC
6101	Training Specialist II (Group of Classes)	514-650 (D11)	6168-7800	39	NCC
6102	Training Specialist III (Group of Classes)	565-770 (D11)	6780-9240	41	NCC
6311	Swimming Pool Supervisor	156-215 (D12)	1872-2580	14	NCC
6530	Commercial Artist I	215-267 (D13)	2580-3204	20	NCC
6531	Commercial Artist II	279-350 (D13)	3348-4200	26	NCC
6532	Commercial Artist III	350-460 (D13)	4200-5520	31	NCC
6535	Commercial Artist, Graphic Designer I	215-267 (D13)	2580-3204	20	NCC
6536	Commercial Artist, Graphic Designer II	279-350 (D13)	3348-4200	26	NCC
6537	Commercial Artist, Graphic Designer III	350-460 (D13)	4200-5520	31	NCC
6602	Radio-Television Chief Engineer	592-740 (D14)	7104-8880	42	NCC
6725	Audio-Visual Specialist	292-366 (D15)	3504-4392	27	\$291-343
6854	Editorial Assistant, University Press	225-279 (D16)	2700-3348	21	NCC
6855	Editor I, University Press	292-382 (D16)	3504-4584	27	NCC
6856	Editor II, University Press	382-482 (D16)	4584-5784	33	NCC
6857	Editor III, University Press	482-565 (D16)	5784-6780	38	NCC
6875	Assistant to the Director, University Press	514-620 (D17)	6168-7440	39	NCC

ADD:

0044	Assistant Coordinator, International Office	460-565 (A1)	5520-6780	37	NCC
0718	Wage and Salary Supervisor, UPO	514-620 (A2)	6168-7440	39	\$513-605
0719	Employment Supervisor, UPO	514-620 (A3)	6168-7440	39	\$513-605

\* No comparable classification

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
2218	Nuclear Physics Technical Specialist I	\$ 400-565 (A4)	\$ 4800-6780	34	Exempt
2219	Nuclear Physics Technical Specialist II	539-650 (A4)	6468-7800	40	Exempt
2220	Nuclear Physics Technical Specialist III	620-770 (A4)	7440-9240	43	Exempt
2330	Animal Caretaker I	164-215 (A5)	1968-2580	15	NCC
2331	Animal Caretaker II	215-267 (A5)	2580-3204	20	NCC
2332	Animal Caretaker Supervisor	256-305 (A5)	3072-3660	24	NCC
3017	Assistant Refrigerating and Heating Engineer	565-800 (A6)	6780-9600	41	NCC
6101	Training Specialist I	539-710 (A7)	6468-8520	40	NCC
6102	Training Specialist II	620-800 (A8)	7440-9600	43	NCC
6535	Artist I	225-279 (A9)	2700-3348	21	NCC
6536	Artist II	292-366 (A9)	3504-4392	27	\$291-343
6537	Artist III	382-482 (A9)	4584-5784	33	\$395-466
6602	Radio-Television Assistant Chief Engineer	439-565 (A10)	5268-6780	36	NCC
6603	Radio-Television Chief Engineer	592-740 (A11)	7104-8880	42	NCC
6608	Radio-Television Music Supervisor	400-514 (A12)	4800-6168	34	NCC
6625	Radio Production Supervisor	482-620 (A13)	5784-7440	38	NCC
6638	Television Director	400-514 (A14)	4800-6168	34	NCC
6724	Audio-Visual Specialist I	292-366 (A15)	3504-4392	27	\$291-343
6725	Audio-Visual Specialist II	366-439 (A16)	4392-5268	32	NCC
6854	Editorial Assistant	245-319 (A17)	2940-3828	23	NCC
6855	Editor I	335-419 (A18)	4020-5028	30	NCC
6856	Editor II	419-514 (A19)	5028-6168	35	NCC
6857	Editor III	514-620 (A20)	6168-7440	39	NCC
6873	Business Manager, University Press	460-565 (A21)	5520-6780	37	NCC
6875	Assistant Director, University Press	620-800 (A22)	7440-9600	43	NCC

CHANGE:

Code	Title	FROM:			TO:			State Classification Monthly Range
		Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	
0031	Executive Assistant	\$ 439-565	\$ 5268-6780	36	\$ 439-592 (C1)	\$ 5268-7104	36	NCC
0040	Manager, Stenographic Bureau	335-419	4020-5028	30	400-514 (C2)	4800-6168	34	NCC
0051	Assistant Director of Admissions	482-592	5784-7104	38	482-620 (C3)	5784-7440	38	NCC
0052	Assistant Registrar and Registration Supervisor	514-620	6168-7440	39	514-650 (C3)	6168-7800	39	NCC
0055	Assistant Registrar	514-620	6168-7440	39	514-650 (C3)	6168-7800	39	NCC
0069	Supervisor of Workmen's Compensation Insurance	419-539	5028-6468	35	482-592 (C4)	5784-7104	38	\$481-567
0070	Director of Employee Benefits	514-680	6168-8160	39	539-740 (C5)	6468-8880	40	NCC
0080	Library Assistant	256-305	3072-3660	24	267-319 (C6)	3204-3828	25	NCC
0081	Senior Library Assistant	292-335	3504-4020	27	305-350 (C7)	3660-4200	28	NCC
0108	Inventory Supervisor	382-482	4584-5784	33	439-565 (C8)	5268-6780	36	NCC
0115	Budget Analyst	366-460	4392-5520	32	382-514 (C9)	4584-6168	33	NCC
0126	Cashier II	350-439	4200-5268	31	350-482 (C10)	4200-5784	31	NCC
0200	Statistical Aide	181-245	2172-2940	17	215-267 (C11)	2580-3204	20	\$256-301
0205	Statistical Clerk	256-319	3072-3828	24	279-350 (C12)	3348-4200	26	\$291-343
0210	Statistician	366-460	4392-5520	32	400-514 (C13)	4800-6168	34	\$395-466
0309	Tabulating Equipment Operator I	279-335	3348-4020	26	292-350 (C14)	3504-4200	27	\$311-367
0310	Tabulating Equipment Operator II	335-400	4020-4800	30	350-419 (C15)	4200-5028	31	\$346-409
0313	Assistant Supervisor, Data Processing Division	419-514	5028-6168	35	439-539 (C16)	5268-6468	36	NCC
0316	Systems Analyst and Programmer	482-620	5784-7440	38	514-620 (C16)	6168-7440	39	NCC
0317	Supervisor, Computer Equipment Operation, CC	460-565	5520-6780	37	482-592 (C16)	5784-7104	38	NCC
0321	Photographic Duplication Supervisor	279-335	3348-4020	26	292-366 (C17)	3504-4392	27	\$331-391
0401	Stores Clerk II	279-350	3348-4200	26	292-366 (C18)	3504-4392	27	\$291-343
0420	Military Property Custodian	400-514	4800-6168	34	400-565 (C19)	4800-6780	34	NCC
0601	Editor, Official Publications	482-592	5784-7104	38	514-620 (C20)	6168-7440	39	NCC
0706	Personnel Assistant II	514-620	6168-7440	39	482-592 (C21)	5784-7104	38	NCC
0729	Assistant Director, University Personnel	565-710	6780-8520	41	565-770 (C22)	6780-9240	41	\$610-720
1050	Counselor, Intercollegiate Athletics	539-680	6468-8160	40	539-740 (C23)	6468-8880	40	NCC

Code	Title	FROM:			TO:			State Classification Monthly Range
		Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	
1201	Clinic Nurse	\$ 279-335	\$ 3348-4020	26	\$ 335-400 (C24)	\$ 4020-4800	30	\$331-391
1255	Hospital Dietitian	382-482	4584-5784	33	419-514 (C24)	5028-6168	35	NCC
1260	Staff Nurse	279-335	3348-4020	26	350-419 (C24)	4200-5028	31	\$346-408
1261	Surgical Nurse	292-350	3504-4200	27	366-439 (C24)	4392-5268	32	NCC
1262	Supervising Nurse	305-382	3660-4584	28	382-460 (C24)	4584-5520	33	\$378-446
1270	Chief of Nurses	419-514	5028-6168	35	460-565 (C24)	5520-6780	37	\$450-531
1310	Assistant Housing Inspector	279-335	3348-4020	26	335-400 (C25)	4020-4800	30	\$346-408
1311	Housing Inspector	305-382	3660-4584	28	382-460 (C26)	4584-5520	33	\$378-446
2007	Social Science Research Assistant I	164-235	1968-2820	15	164-256 (C27)	1968-3072	15	Exempt
2008	Social Science Research Assistant II	245-305	2940-3660	23	267-335 (C27)	3204-4020	25	Exempt
2009	Social Science Research Associate I	319-419	3828-5028	29	350-439 (C27)	4200-5268	31	Exempt
2010	Social Science Research Associate II	382-482	4584-5784	33	400-514 (C27)	4800-6168	34	Exempt
2100	Laboratory Research Assistant I	164-215	1968-2580	15	164-256 (C28)	1968-3072	15	Exempt
2101	Laboratory Research Assistant II	225-267	2700-3204	21	267-335 (C28)	3204-4020	25	Exempt
2111	Research-Engineer Scientist Associate I	419-514	5028-6168	35	482-592 (C29)	5784-7104	38	Exempt
2112	Research-Engineer Scientist Associate II	482-592	5784-7104	38	565-680 (C29)	6780-8160	41	Exempt
2113	Research-Engineer Scientist Associate III	565-680	6780-8160	41	650-770 (C29)	7800-9240	44	Exempt
2114	Research-Engineer Scientist Associate IV	620-740	7440-8880	43	710-835 (C29)	8520-10020	46	Exempt
2115	Research-Engineer Scientist Associate V	710-1050	8520-12600	46	800-1100 (C29)	9600-13200	49	Exempt
2120	Field Operations Specialist	514-620	6168-7440	39	592-710 (C29)	7104-8520	42	Exempt
2210	Technical Staff Assistant I	181-267	2172-3204	17	200-305 (C30)	2400-3660	19	\$225-265
2211	Technical Staff Assistant II	267-335	3204-4020	25	279-366 (C30)	3348-4392	26	NCC
2212	Technical Staff Assistant III	335-419	4020-5028	30	350-460 (C30)	4200-5520	31	NCC
2213	Technical Staff Assistant IV	419-514	5028-6168	35	439-565 (C30)	5268-6780	36	NCC
2214	Technical Staff Assistant V	514-650	6168-7800	39	539-740 (C30)	6468-8880	40	NCC

Code	Title	FROM:			TO:			State Classification Monthly Range
		Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	
2230	Computer Programmer I	\$ 419-514	\$ 5028-6168	35	\$ 482-592 (C31)	\$ 5784-7104	38	\$481-567
2231	Computer Programmer II	482-592	5784-7104	38	514-620 (C31)	6168-7440	39	\$513-605
2301	Laboratory Stores Assistant	215-279	2580-3348	20	225-305 (C32)	2700-3660	21	NCC
2302	Laboratory Services Supervisor	292-382	3504-4584	27	305-400 (C33)	3660-4800	28	NCC
2305	Laboratory Bacteriologist	400-514	4800-6168	34	460-592 (C34)	5520-7104	37	Exempt
2322	Chief Pharmacist	592-710	7104-8520	42	650-770 (C24)	7800-9240	44	NCC
2701	Humanities Research Assistant I	164-235	1968-2820	15	164-256 (C27)	1968-3072	15	Exempt
2702	Humanities Research Assistant II	245-305	2940-3660	23	267-335 (C27)	3204-4020	25	Exempt
2703	Humanities Research Associate I	319-419	3828-5028	29	350-439 (C27)	4200-5268	31	Exempt
2704	Humanities Research Associate II	382-482	4584-5784	33	400-514 (C27)	4800-6168	34	Exempt
2803	Translator	305-366	3660-4392	28	350-439 (C35)	4200-5268	31	\$361-427
3000	Draftsman I	267-335	3204-4020	25	279-366 (C36)	3348-4392	26	\$331-391
3001	Draftsman II	350-460	4200-5520	31	382-514 (C37)	4584-6168	33	\$395-466
3003	Cartographic Technician I	279-350	3348-4200	26	292-382 (C38)	3504-4584	27	\$331-391
3004	Cartographic Technician II	366-482	4392-5784	32	382-514 (C39)	4584-6168	33	\$395-466
3005	Cartographer	460-565	5520-6780	37	539-680 (C40)	6468-8160	40	NCC
3015	Architect and Assistant to the Comptroller	770-950	9240-11400	48	770-1100 (C41)	9240-13200	48	NCC
3019	Assistant Power Plant Engineer	565-710	6780-8520	41	565-800 (C42)	6780-9600	41	NCC
3200	Maintenance Man	279-335	3348-4020	26	279-366 (C43)	3348-4392	26	NCC
3281	Mason	366-439	4392-5268	32	382-460 (C44)	4584-5520	33	NCC
3283	Plasterer	350-419	4200-5028	31	382-460 (C45)	4584-5520	33	NCC
3287	Sheetmetal Worker	350-419	4200-5028	31	382-460 (C46)	4584-5520	33	NCC
3381	Scientific Instrument Maker II	439-539	5268-6468	36	439-565 (C47)	5268-6780	36	NCC
3550	Assistant Superintendent of Construction and Maintenance	460-565	5520-6780	37	514-620 (C48)	6168-7440	39	NCC
4005	Dormitory Supervisor	128-225	1536-2700	10	200-256 (C49)	2400-3072	19	NCC
4100	Food Service Worker	135-215	1620-2580	11	149-225 (C50)	1788-2700	13	\$168-197
4110	Food Preparation Worker	142-235	1704-2820	12	156-256 (C51)	1872-3072	14	\$180-213
4111	Cook I	164-215	1968-2580	15	181-235 (C52)	2172-2820	17	\$192-226
4112	Cook II	225-319	2700-3828	21	245-350 (C53)	2940-4200	23	\$210-250
4120	Baker I	164-215	1968-2580	15	181-235 (C54)	2172-2820	17	\$192-226
4121	Baker II	225-319	2700-3828	21	245-350 (C55)	2940-4200	23	\$210-250

Code	Title	FROM:			TO:			State Classification Monthly Range
		Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	
4130	Food Checker and Cashier	\$ 181-245	\$ 2172-2940	17	\$ 200-267 (C56)	\$ 2400-3204	19	NCC
4140	Food Service Supervisor I	181-256	2172-3072	17	200-279 (C57)	2400-3348	19	\$256-300
4141	Food Service Supervisor II	267-350	3204-4200	25	292-382 (C58)	3504-4584	27	\$291-343
4142	Food Service Supervisor III	366-482	4392-5784	32	400-539 (C59)	4800-6468	34	NCC
4200	Custodial Worker	135-215	1620-2580	11	149-225 (C60)	1788-2700	13	\$168-197
4210	Housekeeper I	181-245	2172-2940	17	200-245 (C61)	2400-2940	19	NCC
4211	Housekeeper II	235-305	2820-3660	22	256-335 (C62)	3072-4020	24	NCC
4234	Assistant Superintendent of Buildings and Grounds	439-539	5268-6468	36	460-592 (C63)	5520-7104	37	NCC
5000	Oil Gauger	382-482	4584-5784	33	382-514 (C64)	4584-6168	33	NCC
5001	Chief Oil Gauger	419-514	5028-6168	35	460-592 (C65)	5520-7104	37	NCC
5020	Oil Scout	439-539	5268-6468	36	439-592 (C66)	5268-7104	36	NCC
5031	Senior Geologist	680-835	8160-10020	45	650-835 (C67)	7800-10020	44	NCC
5032	Supervising Geologist	680-870	8160-10440	45	740-910 (C68)	8880-10920	47	NCC
5050	Land and Title Registrar	460-565	5520-6780	37	514-650 (C69)	6168-7800	39	NCC
5061	Auditor, Oil and Gas Production	539-680	6468-8160	40	592-740 (C70)	7104-8880	42	NCC
6010	Librarian I	419-514	5028-6168	35	439-539 (C71)	5268-6468	36	NCC
6011	Librarian II	460-565	5520-6780	37	514-620 (C72)	6168-7440	39	NCC
6012	Librarian III	514-592	6168-7104	39	565-680 (C72)	6780-8160	41	NCC
6103	Vocational Teacher-Trainer	539-740	6468-8880	40	592-770 (C73)	7104-9240	42	NCC
6210	Interscholastic Music Director	482-592	5784-7104	38	514-650 (C74)	6168-7800	39	NCC
6220	Interscholastic Speech-Drama Director	482-592	5784-7104	38	514-650 (C74)	6168-7800	39	NCC
6230	Interscholastic Journalism Director	482-592	5784-7104	38	514-650 (C74)	6168-7800	39	NCC
6632	Television Production Supervisor	514-620	6168-7440	39	514-680 (C75)	6168-8160	39	NCC
6810	Proofreader	245-292	2940-3504	23	267-319 (C76)	3204-3828	25	NCC
6821	Informational Writer II	350-460	4200-5520	31	366-482 (C77)	4392-5784	32	NCC
6822	Assistant Director and Editor, News and Information Service	439-539	5268-6468	36	460-565 (C78)	5520-6780	37	NCC
6825	Technical Reports Editor I	319-400	3828-4800	29	335-419 (C79)	4020-5028	30	\$346-408
6826	Technical Reports Editor II	382-482	4584-5784	33	400-514 (C80)	4800-6168	34	\$395-466

- (D1) There is presently no incumbent in this classification. Employees formerly placed in this classification are now classified simply as Clerks. This classification has an identical range to that provided for Clerk. Since it is possible to classify all employees simply as Clerks, we recommend deletion of this classification.
- (D2) This class is now obsolete. It was a one position class and the incumbent has been reclassified to a more appropriate class.
- (D3) This class is now obsolete. It was a one position class and the incumbent has been reclassified to a more appropriate class.
- (D4) Dr. Paul White, Director of the Student Health Center is experiencing extreme difficulty in recruiting and holding qualified physicians. Most of the members of his staff are approaching retirement age and he has found it impossible to attract any young physicians to take their place. In addition to the problem with salaries other difficulties are brought about by the fact that these professional employees feel that they are regimented under the Classified Personnel Pay Plan. In order to enable Dr. White to overcome this situation and offer the recognition and salaries necessary to recruit and hold employees of this advanced professional level, we recommend that these classes be removed from the Classified Personnel Pay Plan. Physicians are not included in the State Classification Plan, in fact, they are specifically excluded by provisions of the act establishing the plan.
- (D5) We recommend deletion of this class from the Classified Personnel Pay Plan. Two classes for graduate students who are part-time in research at this level are unnecessary. (See C28).
- (D6) This classification is being deleted in order to establish three grades of Nuclear Physics Training Specialist. (See A4).
- (D7) This classification is being deleted in order to establish three grades of Animal Caretaker. (See A5).
- (D8) The position of Boilermaker is no longer used by the Department of Utilities since the position of Plant Maintenance Mechanic covers such responsibilities. The department has requested that this class be removed from the Pay Plan since it is now obsolete.
- (D9) This classification is no longer needed since a recent study of the incumbents in this class has determined that they should be more appropriately classified as Scientific Instrument Makers. There is now no one in the class. The Mechanical Engineering Department has requested that this class be removed from the Pay Plan since it is now obsolete.
- (D10) When the classification Housekeeping Supervisor (4213) was established in February 1961, the plan was to eliminate the classification of Housekeeper III at that time. Through oversight this classification has been left in the Pay Plan. Since no one is presently in the classification and it is now obsolete, the Housing and Food Service Division has asked that it be deleted from the Pay Plan.
- (D11) Dean J. R. D. Eddy of the Division of Extension has requested that the classification Training Specialist I (6100) be eliminated from the Classified Personnel Pay Plan. The Division of Extension plans to discontinue teaching the types of courses which have been taught by Training Specialists I, and the classification will become obsolete. In fact, only one incumbent is in the classification now, and he is at a salary level and is qualified to be moved to the Training Specialist II level. Since this class is to become obsolete in the Division of Extension program, we concur that it should be removed from the Pay Plan.
- The deletion of the other two classes is simply in order that we might change the titles to reflect the deletion of the present Training Specialist I. (See A7 and A8).

- (D12) The title of Swimming Pool Supervisor is not needed. Employees may be appointed under Intramurals Assistant (6310) just as our other special supervisors (gymnastics, weight-lifting, etc.) are now appointed; therefore, the deletion of this class is recommended.
- (D13) These classes are to be deleted in an effort to remove unnecessary classes from the Pay Plan. It is thought that the employees now classified under these classifications can be combined under classifications which are appropriate to work done in both areas. (See A9).
- (D14) This is simply to change the code number of this class in order that a subordinate class may be added in proper sequence to the Classified Personnel Pay Plan. (See A11).
- (D15) The Visual Instruction Bureau has requested and the Personnel Office recommends the establishment of two classifications of Audio-Visual Specialist. The deletion of this class is simply to enable us to provide the new classification. (See A15 and A16).
- (D16) These classes are being deleted and added to change the title by removing the words "University Press" in order that the classes may be used in other areas of the University. (See A17, A18, A19, and A20).
- (D17) This class is being deleted and added in order to change the title from Assistant to the Director, University Press, to Assistant Director, University Press. (See A22).
- (A1) Incumbents will assist the coordinator of the contract in maintaining liaison with the sponsoring agency or agencies in Washington and with professors and others appointed under the contract; will advise the coordinator on contract interpretation; will maintain contact with departments on the University campus relating to the project specified by the contract; will assist in recruiting and transfer for appointees; will supervise a small clerical staff; and, will need a Master's degree in government or the equivalent. Due to the responsibility involved and the educational requirement, the range proposed is needed to be equitable with other campus classes.
- (A2) The volume of work in the Wage and Salary Section of the University Personnel Office has doubled during the past year requiring additional staff and more direct supervision. The addition of this class is necessary to distinguish the supervisor of the group. Such an addition will only change title and not add an employee. The range for the class is based on ranges paid for jobs of comparable level both within and outside the University. This class is not precisely comparable to a class in the State Classification Plan. It does however entail many duties and responsibilities at a level comparable to Position Classification Analyst II (1722), Personnel Officer II (1732) or Assistant Personnel Director (1749) which have permissible recruiting rates of \$513, \$537, and \$560. It is therefore necessary to provide a recruiting rate of at least \$514.
- (A3) The addition of this class is necessitated by the growth in the Employment Section of the University Personnel Office. Recruiting, placement, induction and orientation have all grown within the last year requiring additional professional staff and more direct supervision which has been given by a Personnel Assistant. This new title will distinguish him as the supervisor of the group and will not add an employee. The salary range recommended for this class is based on ranges provided for comparable jobs both within and outside the University. This class is not exactly comparable to a class in the State Classification Plan. It appears to be of higher level than the Employment Supervisor II (3042) and entails responsibilities comparable to Personnel Officer II (1732) and Assistant Personnel Director (1749). The beginning rate recommended for this class is \$514 since the State may pay a starting rate up to \$560.

- (A4) Dr. B. B. Kinsey, Professor of Physics and Director of Research in Nuclear Physics has made the proposal that new classifications be established in order that he might remove some of his specialized staff from the Technical Staff Group. Technicians for operating and maintaining accelerator machines have been hired in the Physics Department as Technical Staff Assistants. Since this is a highly specialized trade and requires a lengthy training period, we think that it is necessary to provide a special category for these people. By splitting the class of Nuclear Physics Technical Specialist into three grades we can provide recognition of increasing skills. The second grade and its range recognizes that the employee has attained some proficiency in the operation of accelerators. The third grade and its range recognizes that the employee has attained considerable proficiency in the operation of accelerators. (See D6).
- (A5) A study has been made of the present use of the Animal Caretaker classification and those individuals presently employed under this classification. Our recommendations are for (1) an animal caretaker classification for those looking after rodents and small animals (employees under this classification would be primarily students), (2) an animal caretaker classification for those looking after large animals, and (3) a classification for supervisory personnel. It will be noted that the rate ranges for the two proposed animal caretaker classifications are the same as that range presently provided for the one classification. In addition to being able to hire only students, we should now also be able to recruit full-time personnel to handle the larger animals. The higher recruiting rate now to be provided for Animal Caretaker II will permit this. The new classifications and salary ranges will provide for supervisory personnel in both the small and large animal laboratories and will make it possible to pay salaries commensurate with the levels of responsibility and supervisory assignments. (See D7).
- (A6) Mr. Carl Eckhardt, Director of the Physical Plant has asked that a new position of Assistant Refrigerating and Heating Engineer be added in the Department of Utilities. This need has been brought about by the addition of several new buildings and the additional growth of plant facilities to occur within the next few months. The employee who will occupy this position will have the same relationship to the Refrigerating and Heating Engineer that the Assistant Power Plant Engineer has to the Power Plant Engineer at the present time. The new position will be filled by a licensed professional engineer whose responsibilities will be equal to those assumed by the Assistant Power Plant Engineer. The salary range for the two assistant engineer's positions have, therefore, been recommended as the same. This salary is commensurate with the level of professional and supervisory responsibilities entailed.
- (A7) The range proposed for Training Specialist I reflects the technical nature of much of the work involved in this classification. The present emphasis on technical training under the National Defense Technical Education Act is going to necessitate employing certain technicians that will require much higher salaries than have previously been paid in the Training Program Group because of the nature of their work. The range proposed also reflects the salaries being paid to teachers in Texas with whom Training Specialists work closely and whose work and training are comparable. According to the latest statistical report of the Texas Education Agency, the average male, white, teacher of trade and industrial education, holding a Master's degree, earned \$635 per month of teaching. This amount does not include increments resulting from so-called \$800 teacher pay raise enacted by the State Legislature in 1961. Compared to these figures, the average monthly salary for the teacher-training staff at the Division of Extension for 1961-62 was \$593 -- \$42 per month less than a qualified public school teacher earned, and \$40 per month less than the industrial teacher-trainers at Texas A & M College earned. (See D11).

- (A8) This classification is to cover the supervisory group. The salary range proposed is one which is commensurate with the level of duties and responsibilities which the supervisory personnel will have and one which is necessary to establish the proper relationship between this and the subordinate classification. Although we cannot compete with industry for these people, another source of competition which we can more nearly meet is that of the public schools and other colleges. Our new range will provide for a recruiting rate on an annual basis of \$7440 and will place us in a more competitive position with other institutions. (See D11).
- (A9) The surveys which were made several months ago to establish adequate ranges for Art Registrar and for Assistant Advisor to University Publications indicated that the ranges for the "artist" classes were out of adjustment. According to the Art Department, part-time student employees can easily acquire work at \$1.50 per hour and graduates going into full-time professional level positions are generally hired at rates of \$400 per month and above. We would now hire such student employees at \$1.25 and are forced to try to recruit full-time employees at \$350 per month. Although the adjustments recommended will not place us in a competitive position, they will alleviate the problem to a degree.

In the State Classification Plan there are no classes exactly comparable to our "artist" classes; however, State Classification Plan Graphic Artist (2004) which has a beginning rate of \$291 per month has lesser responsibilities and duties than our Artist II. Both require only a high school education but the experience requirements at the University are higher and the demands and responsibilities are greater. For these reasons we recommend a comparable beginning rate to that provided by the State Classification Plan. Another classification in the State Classification Plan comparable to one of our classes is Illustrator (2003) which is roughly comparable to our Artist III. The educational requirements are about the same, but our requirements for experience and the demands of the job are much greater. Our classification calls for exercise of supervision and for a great deal of independent action, while the work done by the State Illustrator appears to be less independent and calls for a smaller exercise of supervision. Nonetheless, an Illustrator is paid at a beginning rate of \$395 a month. The State is able to recruit, if necessary, at either \$413 or \$431. In light of this fact, we recommend an adjustment of the range for Artist III. The range recommended for Artist III will provide for a maximum approaching the minimum for the Assistant Advisor to University Publications and thereby establish a more workable relationship between classes which are actually part of a series. The adjustment of the range for this class will also bring it into line with the salary provided for Crafts Supervisor (1048) which is of comparable level in duties, responsibilities, and requirements of work. (See D13).

- (A10) The proposal for a position of Radio-Television Assistant Chief Engineer has been studied in detail. The Radio-Television Chief Engineer, Mr. Noyes Willett, is presently responsible for the installation, repair and maintenance of all Radio-Television equipment. In addition, he should be responsible for the planning and design of new developments such as a proposed FM network in the San Antonio, Dallas and Galveston Medical Schools to exchange information between these medical branches. Presently Mr. Willett is so involved in the day-to-day operations of Radio-Television, the Microwave network and KLRN-TV that he has no time to assume responsibility for development and planning. Another example of problems which have ~~occured~~<sup>occurred</sup> ~~involves~~<sup>involve</sup> the recent installation of a transmitter. Mr. Willett was out of the city and unable to handle daily problems on the campus or continue any planning because he was so involved in the installation of the new transmitter. There is presently no one capable to assist him in handling of such crises which arise on the campus or in the widely scattered parts of the operation. The range for this class is comparable to that recommended for Technical Staff Assistant IV (2213) in an effort to maintain equity between classes and ranges. This range is commensurate with the level of duties and responsibilities of the class.

- (A11) This is simply to change the code number of this class in order that a subordinate class may be added in proper sequence to the Classified Personnel Pay Plan. (See D14).
- (A12) This is to provide an appropriate class for Miss Eleanor Page who is a Lecturer and part-time classified employee. Generally, the incumbent's work is in four areas: academic, radio, television and general administration. The new class is recommended to cover the three non-academic aspects -- radio, TV, and general administration. The basic functions apply to radio, television, motion pictures in addition to TEMP and KLRN-TV. This work involves writing and producing for local, state, and national distribution. Producing in this instance may be defined as selecting, auditioning and timing music; performing research necessary for preparation of scripts; writing scripts; recruiting properly qualified announcers and performers; insuring that commentary is properly recorded, edited, and intergrated with music. The range recommended for this class is commensurate with the professional and supervisory nature of the work and is related to those provided for other classes in the Radio and Television Group.
- (A13) This is to provide an appropriate class for Mr. Bernard W. Crocker, Special Instructor and part-time classified employee. The incumbent's work is three phase:(1) teaching, (2) managing KUT-FM and (3) radio production. The new class will cover the second and third phase. The incumbent is responsible for the management of KUT-FM and coordination of the teaching of announcing -- remote, sports and studio -- of production, and of control and engineering techniques. In the management of KUT-FM, he is responsible for supervising twenty-one employees, including seventeen students whose jobs range from announcing through production and direction. The other four employees are full-time employees in the Music Section and the Public Affairs and Special Events Section.
- Another aspect of the work is that of radio production which dovetails with KUT-FM operations and academic work. The production of programs for distribution to 260 AM and FM stations throughout the State and involving over 5,000 tapes is done both within the Radio-Television Department and in conjunction with other University departments. The range recommended for this class is commensurate with the nature and level of duties and responsibilities.
- (A14) The basic reason submitted for the addition of this new class is the tremendous growth of television production operations. Mr. Schenkkan has stated, with some logic, that Radio-TV must be compared with network operation rather than a local commercial station since the vast majority of the programming at a local commercial station is that received from a network on tape or by way of cable and not actually produced in the studio. Radio-TV on the other hand is concerned with large amount of both live and program production which entails far more work because of the responsibility for the creation of program format, design and production of the program in addition to mere broadcasting. Furthermore, an educational television production cannot be considered as simply one type of production. Radio-TV has responsibility for the production of educational programs for (1) general broadcast audience, (2) instructional television at college level and for (3) instructional television at the secondary school level. The Television Director will be responsible for the production and the program development. This position will be immediately subordinate to that of the Television Program Director. The range recommended for this class is established in relationship to other ranges in the series. Salary survey has verified that other ranges are still adequate.
- (A15) The salary range for this classification should remain the same as that which was provided for the old classification. This classification is comparable to Audio-Visual Technician (9761) in the State Classification Plan which has a beginning rate of \$291 per month. (See D15).

- (A16) The range proposed for this classification will provide an adequate differential between it and the subordinate class. The proposed range is commensurate with the level of supervisory duties and responsibilities to be entailed and the experience and educational requirements. (See D15).
- (A17) The recommended adjustment is based on our Journalism Survey in which ten participating universities reported a comparable class. The minimum recruiting rate reported was \$275 per month and the mean recruiting rate was \$319 per month. The adjustment will not bring our range to a competitive level but will better enable us to employ and hold personnel in this class. (See D16).
- (A18) The recommended adjustment is based on survey reports from other colleges and universities for comparable work. A median recruiting rate of \$370 per month and a mean of \$371 were reported. Our adjustment does not bring the minimum for the class to this level since it would destroy the established relationships between this and other classes within the Classified Personnel Pay Plan. The adjustment will provide a more realistic range and better enable us to recruit and hold competent staff. (See D16)
- (A19) The adjustment in salary range is based on reports from the nine Journalism Survey participants. The minimum beginning salary reported was \$416 per month; the mean and median monthly recruiting rates reported were \$450 and \$458, respectively. The range recommended will place us in a slightly more favorable position to recruit and retain competent staff. The range for this class was last adjusted in the year 1959-60. (See D16).
- (A20) The recommended adjustment in salary is based on a survey of the comparable class in other colleges and universities. The minimum recruiting rate reported was \$475 while the median and mean were \$530 and \$526, respectively. The adjustment recommended will provide a more adequate range but maintain present internal relationships within the Classified Personnel Pay Plan. (See D16).
- (A21) The Press is expanding rapidly and because of its participation in the new Ford Foundation Program must continue to expand. It has become necessary to put through a plan of reorganization in order to transfer some of the administrative burden from the Director. This position is one of the most important positions at the Press and carries with it heavy responsibility. The employee in this class is to handle the spending and accounting for some \$300,000 per year and direct the staff in handling all aspects of bookkeeping, mailing, billing, collecting, warehousing and shipping. The incumbent will be in charge of the business aspects of the three periodicals issued by the Press and will serve as budget officer preparing all operating budgets and work sheets from which these budgets are derived. The incumbent will handle all financial records and reports required by the University. This employee will be, in fact, the Business Manager of the University Press and should have that title with an appropriate salary range. The recommended range will be one which is commensurate with the level of duties and responsibilities in the classification and which is in line with salaries paid for comparable work within the University.
- (A22) The expansion of the Press and increasingly heavy demands which are being made upon the office of the Director have made necessary a reorganization under which the Assistant to the Director goes from a staff position, under which he worked on specific assignments for the Director, to a line position, under which he is taking full responsibility for much of the Press' operation, relieving the Director for urgently needed list building, fund raising, and other outside contracts and promotional activities. His title will be changed from that of Assistant to the Director to Assistant Director and a new salary range will be established reflecting the increased responsibilities. The incumbent in this position has two Master's degrees (one in journalism and one in library science), is the author of four books, and is in other ways highly qualified for the position. He would be very difficult to replace. The recommended range is commensurate with the duties and responsibilities involved and relates to other ranges within the Classified Personnel Pay Plan. (See D17).

- (C1) On October 31, 1962, the Job Inventory showed twelve individuals in this class; five were at the maximum. The range has not been adjusted since 1959-60. There does not appear to be a comparable position in the State Classification Plan or in the 1961 CUPA Survey. It is important to note, however, that although the Consumer Price Index is now 124.41% of the 1948 figure and the Gross Average Hourly Earnings in Texas are 180.80% of the 1948 figure, that the increase in minimum for this classification has been only 122.90% of the 1948 figure. This means then that the range provided for Executive Assistant has not kept pace with either the Consumer Price Index or the Gross Average Hourly Earnings in Texas. The proposed increase in the maximum is recommended to provide for deserved merit increases for incumbents in the class. The recruiting rate will not be distorted since no increase in the minimum is proposed.
- (C2) The range for this class remained stationary from the year 1959-60 until last year when it was increased one step because it was found that the incumbent had been accidentally allowed a merit increase which was one step in excess of the maximum for the class. Since that time the incumbent who was a woman has been replaced by a man. With the Stenographic Bureau's move to larger space and the continued growth of the University, there are increased responsibilities and duties. We recommend adjustment in range at this time, but we will keep the range in line with other classes with which it has been associated over the years. The adjustment will provide for merit increases for the incumbent, but will not create internal problems within the University.
- (C3) Mr. Shipp has requested that these ranges be raised to provide for merit increases for the incumbents, several of whom are at the maximum, and Dean Barnett has concurred. We do not recommend increases in the minimums for any of these classes since a recent CUPA Survey shows that comparable positions are paid comparable minimums. However, the Survey indicated that much more monetary growth is usually possible than our ranges permit. The mean salary reported for comparable Registrar positions in the South Central area was \$8630; the mean was \$7717. A position comparable to Assistant Director of Admissions demands a mean of \$8228 and a median of \$7448 in the South Central area. Maximum salaries reported were much higher. Since we now have two individuals at the maximum for class 0051 and one at the maximum for class 0055, we recommend raising the maximum for these three classes by one step. This will not necessitate increasing the recruiting rate, will not disrupt any plans for reorganization, and will provide for deserved increases for these individuals, thereby permitting us to hold the competent incumbents now in these positions.
- (C4) This adjustment is to bring the range more nearly to the level provided for comparable supervisory work both outside and within the University. This class is in many ways comparable to Workmen's Compensation Unit Assistant Manager (2727) in the State Classification Plan. The beginning rate for the State class is \$481 per month but recruiting would be possible for the State agencies at a starting level of \$525 because of the policy allowing recruiting up through the mid-point of the range. The adjustment will also bring the range to a level closely comparable to that of other supervisory positions within the University.
- (C5) This adjustment in range is to maintain the proper relationship between the range for this class and for those provided for Supervisor of Workmen's Compensation Insurance (0069) and Assistant Director, University Personnel (0729). Although there is no class exactly comparable in the Insurance Group of the State Classification Plan, the ranges provided there appear to be much higher than those which we are able to provide. For example, Workmen's Compensation Unit Manager (2728) positions may be filled at rates of \$610, \$638, or \$665. There is not sufficient difference in the level of duties and responsibilities to justify a lag of \$150 in the recruiting rate for the University. A one step adjustment in recruiting rate is recommended to partially correct this situation. (See C22).

- (C6) The adjustment in this range is based on the results of a survey of fourteen colleges and universities, seven of which reported the existence of a comparable class. The recruiting rates ranged from \$259 to \$333 per month. The mean and median recruiting rates reported were \$284 and \$270, respectively. This alone would indicate a need for adjustment of our present range. In addition, this adjustment relates to that which has been approved for clerical positions. The University Librarian, Mr. Moffit, has stated that the increased ranges for secretarial classes has distorted the previous close relationship between the ranges for the library assistants and these classes. Since the library assistant classes are "sub-professional" and are closely related to clerical jobs as well as professional library jobs, it is important that the proper relationship be maintained. The current salary range is simply too low to employ individuals with the qualifications demanded to properly perform the work. A college or university degree, courses in modern foreign languages supplemented by courses in library science, are required of a candidate for this classification. The new range is recommended to provide a more realistic salary for this class.
- (C7) The adjustment in range for this class is necessary to maintain the present relationship between this and the subordinate class. It is also in keeping with the results of the salary survey of Library Assistant level classes in fourteen other colleges and universities. In addition, this adjustment will maintain a long-standing relationship between this class and secretarial classes for which adjustments have been adopted. The current salary is too low. The requirements of work in the job description indicate a candidate for this position should hold a degree from a four-year college or university with a major in Library Science; or should have graduated from a four-year college or university and completed the major part of course work leading to the Master's Degree. A satisfactory candidate with this much education should be paid a salary reflecting the cost and value of his training. The adjustment is recommended to provide a more realistic salary.
- (C8) There is a very substantial increase in the amount of equipment purchased by the University most of which is required to be inventoried and accounted for through the Inventory Supervisor's Section. The range for this class has not been adjusted since the fiscal year 1959-60. In addition to the continued growth of the University which increases the work of this individual's section, the section is to assume the additional responsibility for equipment to be used under government contracts. This range adjustment brings the range for the class more nearly into line with that provided for Stores Foreman, Procurement Officer, and Senior Procurement Officer which are of related levels of responsibility. This adjustment is also recommended to recognize the increase in the level and volume of duties and responsibilities during the past four years plus that which is to take place within the next few months. There is no State Class exactly comparable.
- (C9) This recommended range adjustment will bring the salary range for Budget Analyst into line with comparable classes in the Classified Personnel Pay Plan such as Administrative Assistant. The range for this class has not been adjusted since the year 1959-60. There is no State Class exactly comparable. Dr. Burdine, Dean of the College of Arts and Sciences, has requested that a range commensurate with the increased level of responsibility be established for this class.
- (C10) The range for this classification is no longer adequate due to the increase in business activities in the Bursar's Division resulting from the substantial increase in deposits from campus activities, the increase in enrollment, and the increase in staff and teaching personnel. The volume of work has increased greatly over the past four years resulting in more responsibility falling to the incumbent in this class. The range for this class has not been adjusted since 1959-60. On July 31, 1962, there was one incumbent in the class and his salary had not been increased since September 1, 1959. The increase in maximum will allow us to give the

- individual deserved merit increases but retaining the same minimum for the class will avoid increasing the recruiting rate. There is no comparable State Class.
- (C11) Although this classification is not strictly comparable to one in the State Classification Plan, the salaries of our Statistical Group generally look lower than for statistical jobs in the State Classification Plan. Statistical Clerk I (1801) in the State Plan has a range of \$256-301. The level of duties and responsibilities as well as experience and educational requirements for UT Statistical Aide are in many ways comparable to Statistical Clerk I in the State Plan. Although we do not propose that the range for this class be brought up to that provided by the State, this adjustment is recommended to partially overcome a very unfavorable competitive situation. The range for this class was last adjusted in 1958-59.
- (C12) A comparison of University job descriptions and descriptions in the State Classification Plan show that this classification is comparable to Statistical Clerk II (1802). Our job description calls for greater exercise of supervision over subordinates and for more independence and less immediate direction from superiors. Our experience and educational requirements are certainly no less than those required in the State job description. In addition, the State may recruit at \$291, \$304, or \$317. Although the jobs appear to be comparable, the present salary ranges are certainly not now comparable. The recommended adjustment will reduce the difference between the recruiting rates provided by the State and the University and place us in a slightly more favorable competitive position.
- (C13) A comparison of our job description and of the work done by our Statistician to that described in the State Classification Plan reveals that our class is comparable to Statistician II (1812) in the State Plan. This class has a beginning rate of \$395. Our Statistician performs professional work on "projects assigned by the University President or Vice-President". Assignments are received in terms of an outline of the purpose of analysis and a description of the scope and subject matter. Work is reviewed by consultation and conference and analysis of the results obtained. Our experience requirements are high and graduation from a four-year college or university with major course work in statistics is mandatory. Since a Statistician II may be recruited by the State at \$395, \$413 or \$431, a range beginning at a rate of \$400 is recommended to place us on a relatively equal footing. The range for this classification has not been adjusted since the fiscal year 1958-59.
- (C14) The recommended adjustment in this range is based primarily on three factors; first, the range provided in the State Classification Plan for comparable work; second, the salaries reflected in the 1961-62 Austin Personnel Association Salary Survey for comparable work; third and last, the ranges which will be provided for comparable work by the new Federal pay schedule. A Tabulating Equipment Operator I (0221) under the State Classification Plan may now be recruited by the State agencies at \$311, \$325 or \$339 per month. This means that State agencies are able to recruit at a figure that is higher than our present maximum. Although the one step adjustment in our minimum and maximum for the range will not put us on a competitive basis with the State Classification Plan, it will put us in a more favorable position so far as being able to hire employees in this classification.
- The APA Survey indicates that the median salary for Tabulating Equipment Operators of a comparable level is \$323. The intra-quartile range of salaries received is \$305 to \$355. Raising our minimum to \$292 will help correct the present unfavorable competitive situation. We do not yet have figures on what will be offered for Tabulating Equipment Operators in this area by the Federal Civil Service, but we can be sure that it will be at least the rate of \$3820 since this is a higher classification than Key Punch Operator which will pay \$3820. Based on the information that we have the range adjustment is recommended.

- (C15) The comparable class in the State Classification Plan, Tabulating Equipment Operator II (0223), demands recruiting rates at \$346, \$362, and \$377. Although an adjustment of our beginning rate bringing it to \$350 will not put us on a truly competitive basis with the State, it will give us approximately the same base rate. We will continue to recruit at our minimum while other State agencies are permitted to recruit at the minimum or as much as two steps above this figure -- the mid-point of the range. The adjustment in our range will bring us more nearly into line with salaries in our area of competition.
- (C16) These classes are of supervisory level and are closely related to the Computer Programmers. Incumbents in these classes work closely with both levels of Computer Programmers and often oversee certain aspects of the Computer Programmers' work. The adjustment required in the Computer Programmer ranges necessitates that slight adjustments be made in the ranges for these classifications. These ranges will help to maintain the established and necessary relationship between the classes. (See C31).
- (C17) This classification may be compared with two classes in the State Classification Plan which entail some comparable duties and responsibilities. In the State Plan both classifications provide higher starting salary ranges than ours by several steps. A Duplicating Machine Operator II (0308) could be recruited at \$331, \$346 or \$361. A Photocopist II (0358) could be recruited at \$273, \$285 or \$297. Although both of these classes allow for higher salaries, neither of them is of a level comparable to our classification which entails supervisory responsibility for a Photostat Laboratory and for darkroom facilities. Here work is reviewed only by the acceptance of the finished product and neither direct or close supervision is received. The work in both State Classifications, however, is performed under direct supervision, follows established and routine procedures and is subject to more thorough review. The adjustment recommended will place us in a more favorable position to recruit and hold competent personnel.
- (C18) The range for this classification should be adjusted to put us in a more competitive position with the State, which is our strongest competition. The State Classification Stock Clerk III (1903) has a beginning salary rate of \$291 and recruiting is possible at \$304 and \$317. An examination of the supervisory responsibility, the general examples of work performed, the requirements of experience and education show that all are comparable for the State Classification and our classification. Since the work is comparable, the salaries provided, particularly at the recruiting level, should be the same. The recommended adjustment will bring this about.
- (C19) The range for this classification has been compared with that provided by other colleges and universities and with other comparable classes within the University. Although there does not appear to be a truly comparable class in the State Classification Plan, there is a "military property group" and the ranges for these classes, particularly the recruiting rates, do not indicate that our beginning rate is significantly out of line. For example, Property Manager (1931) has a beginning rate of \$450; however, this job is of a higher level than our Military Property Custodian and entails additional duties such as conducting the sale of properties which call for a higher degree of responsibility. The adjustment in the maximum is to correct an error which has been made through administrative oversight for the past two years. Although the maximum for the class is now \$6168 per year, the incumbent's salary was approved in the budget at \$6468 in 1960-61. In order to provide for a deserved merit increase at this time, and to correct the error which has been perpetuated for the past three years, the raise in the maximum is recommended. The recruiting rate will remain the same.
- (C20) This adjustment in range is to maintain the long-established relationship between this class and Editor III and to reflect the generally higher ranges recommended as a result of the survey of similar positions. The range for this class has not been adjusted since the fiscal year 1958-59.

- (C21) This adjustment is to provide a range more nearly comparable to similar supervisory classes both within and outside the University. The present range begins at the same level as Personnel Officer II (1732), Director Military Personnel (1742), and Assistant Personnel Director (1749) in the State Classification Plan. These are higher level positions. This range will now be comparable to that provided for Supervisor of Workmen's Compensation Insurance and other similar supervisory classes within the University.
- (C22) This adjustment in the maximum of the range is to maintain a one-step differential in both minimum and maximum between this class and Director of Employee Benefits (0070). Such a distinction is recommended since this class has a higher level of duties and responsibilities and involves a much greater degree of supervision.
- (C23) The Athletic Director and Business Manager, Intercollegiate Athletics, Mr. Ed Olle, has requested that the maximum for this classification be raised. The range for this classification has not been adjusted since September 1957. The Counselor, Intercollegiate Athletics serves as "academic father-confessor" and "Brain Coach" to 221 athletes from all sports. He advises athletes on courses of study and registration procedures; helps them work out balanced schedules of class hours; has complete charge of the tutoring program; constantly checks on grades, class "cuts" and attitudes; and advises athletes about campus services available to all students. The educational requirements and level of duties and responsibilities call for a person of outstanding ability and academic background. The present incumbent, Mr. Lan Hewlett, will have been at the present maximum for two fiscal years in September 1963. The adjustment in maximum is to provide the opportunity to give the incumbent deserved merit increases within the foreseeable future.
- (C24) The recommendations for changes in these salaries are based on a recent salary survey of comparable positions in sixteen institutions in our area of competition. The following summary of the results of this survey indicates the need for adjustment of our ranges.

Code	Class	Number of Institutions With Comparable Classes	Recruiting Rates	Recruiting Rates	
				Mean	Median
1201	Clinic Nurse	8	\$ 270-536	\$ 336	\$ 300
1255	Hospital Dietitian	15	310-536	419	430
1260	Staff Nurse	14	275-467	329	300
1261	Surgical Nurse	13	280-536	362	325
1262	Supervising Nurse	14	290-536	382	350
1270	Chief of Nurses	12	340-800	519	450
2322	Chief Pharmacist	9	550-862	662	630

In addition, the State Classification Plan provides the following salaries:

Code	Class	Monthly Salary	UT Comparable Class
4001	Graduate Nurse	\$ 331-391	Clinic Nurse
4002	Public Health Nurse I	346-408	Staff Nurse
4003	Public Health Nurse II	378-446	Supervising Nurse
4004	Public Health Nurse III	450-531	Chief of Nurses

The State jobs are of comparable levels of responsibility and the ranges paid indicate at least the salaries necessary to recruit nurses at various levels. The State may recruit not only at the minimum but at any step

through the mid-point. The recommended salary adjustments are based on the "average" recruiting salary paid for comparable work in competing institutions in our area. The necessity that we keep our salary ranges at a level comparable to those paid by other institutions is given emphasis by the following facts: (1) Of the sixteen institutions surveyed, nine indicated that they could hire employees at above the minimum for the class. In addition, we know that the State Classification System permits hiring employees at the first three steps within a range. (2) Of the sixteen institutions surveyed, nine indicated that it would be possible for an employee to receive a merit increase after six months' employment. Of course, we cannot compete with this situation unless we pay at salary ranges which are adequate since we cannot grant a merit increase for at least one year and often longer. A check of the "Comparison of Classified Personnel Pay Plans for the Component Institutions" shows that these salary range adjustments will place us in a position more comparable to other branches.

- (C25) A survey of the City of Austin, Travis County, and State Health Offices indicates that they employ public health nurses in comparable positions. The salaries paid to the Housing Inspectors in our Health Center are so low that they are completely non-competitive. Both of the public health nurses employed by the Health Center as Housing Inspectors have degrees in Public Health Nursing, both are well experienced and highly valuable to the housing program of the University. Public Health Nurse I (4004) of the State Classification Plan provides a beginning salary of \$346. The salary range for this classification has not been adjusted since the fiscal year 1959-60. The range recommended will place us in a slightly more favorable position with the State and with other employing agencies in the area of competition. The adjustment in this range is comparable to the adjustment in the range which is recommended for Clinic Nurse.
- (C26) The recommended adjustment in this range would place us in a more favorable competitive position with other institutions, particularly State agencies, which hire public health nurses. Although the class is not precisely comparable to the State Classification Plan Sanitation Inspector II (4109), there is much in these two classes which would indicate similarity. Our Housing Inspector may not have as large an area to cover or confront problems of the same magnitude as a State Sanitation Inspector II, but our experience and educational requirements are at a higher level and should offset the differences in complexity and level of work performed. Assuming that the two classifications are comparable, we recommend a comparable beginning rate. The Sanitation Inspector II has a beginning rate of \$378 a month; the State can also recruit at \$395 or \$412 per month. A survey of other State agencies reveals that some employ public health nurses to perform this type of work. Public Health Nurse II (4003) receives the same salary as that provided for Sanitation Inspector II. Hence, the comparison of our salaries with those provided for either State class shows that we are somewhat lower. Based on this information we recommend a range starting at a rate of \$382.
- (C27) With the exception of one class, Humanities Research Associate II (2704), the ranges for none of these classes have been adjusted since the fiscal year 1959-60. Yet, with the exception of beginning Research Assistant classes, we presume to fill the positions with college graduates. That we are able to do that at such rates as \$245, \$319, or \$382 is dependent on the fact that many part-time graduate students are employed in these classes. Yet, we also seek to employ full-time professional, non-student employees in these classifications. The adjustment in the ranges for these classes will allow us to consider the Research Assistant I classifications as those reserved primarily for undergraduates; the more advanced classifications will be reserved for graduate students. When the research survey was made earlier this fall, job descriptions for the Social Science and Humanities Groups were sent to fourteen major colleges and universities. Only two of these reported comparable classes. In other universities these groups are given faculty status and are ordinarily

paid much higher rates. We can, however, make no higher recommendation on the basis of this limited information. The adjustments recommended are also in line with those made for the Pure and Applied Science Group. (See C28 and C29).

- (C28) The beginning rate for Laboratory Research Assistant II, a class which calls for a degree in a science or engineering field, is grossly inadequate at \$225. Other than providing a more realistic salary for this class the recommended changes will simply condense the present three class series to two classes. This will enable us to properly classify our graduate and undergraduate students who are part-time in research and to pay them at rates commensurate with their duties, qualifications, and academic training. (See D5).
- (C29) In July, 1962 we participated in the 1962 National Survey of Professional Scientific Salaries, conducted by the Los Alamos Scientific Laboratory by the University of California at Los Alamos, New Mexico. The National Survey of Professional Scientific Salaries covers base salaries of degreed, professional scientists and engineers employed in Research and Development work. In 1962, 367 companies returned 489 questionnaires reporting 123,974 non-supervisory salaries and 24,568 supervisory salaries for a total of 148,542 scientific salaries effective July 1. Salary data were categorized according to supervision and the highest degree attained. BS and MS salaries were grouped together, and Ph.D. salaries shown separately. All salary information was presented according to years since attainment of BS degree. We recently received our copy of the 1962 Salary Survey and compared the information which we had been able to submit to that returned to us.

For this National survey, The University of Texas was included under the category of "research institutes" because the definition "laboratories operated under grants and endowments, usually by colleges and universities" best described our organization. It appears that this is the category under which most colleges and universities participated, and it is interesting to note that this category -- research institutes -- reflects the lowest figures presented throughout the entire survey.

The first group studied nationally was non-supervisory employees holding a Bachelor's or Master's degree. Our comparable classes are Research Engineer-Scientist Associates I, II, and III. In the research institutes 68.57% of the employees were earning salaries above \$600. We do not provide a salary above \$592, so all of our 156 employees were in the lower five of 27 salary levels surveyed -- below \$600. The National average salary for an employee in this group with zero years' employment since the Bachelor's degree was \$485. The mean salaries for those with one, two, and three years' employment since the Bachelor's degree were \$512, \$536, and \$581, respectively. Employees who stayed more than four years after they received their Bachelor's degree received salaries far in excess of \$600. This means that if an employee stays with the University in the classification of Research-Engineer Scientist Associate I, II, or III, he always does so at a considerable sacrifice but particularly so after he has stayed in one of those classifications for longer than four years.

Although the University looks bad as compared to "research institutes" it looks even worse compared with other categories which are also a part of our competition. For example, the National mean beginning salaries for employees in other categories with zero years' employment since receiving a degree were:

<u>Category</u>	<u>Mean</u>	<u>Category</u>	<u>Mean</u>	<u>Category</u>	<u>Mean</u>
All Private Industry	\$ 593	Instruments Scientific		Rubber	\$ 564
Private Consultants	576	& Professional	\$ 605	Food	562
AEC Contractors	590	Aeronautical	584	Biological & Pharmaceutical	494
Government Laboratories	509	Machinery & Equipment	563	Automotive	542
Chemical & Allied Industries	579	Electronics & Electrical Equipment	611	Steel	575
Petroleum	567			Space Technology	599

It is with these recruiting rates that the University seeks to compete with a beginning rate of \$419, or the "maximum recruiting rate" of \$482 per month.

Now, our immediate area of competition is designated "West South Central Division". The mean salary in the West South Central census division for an employee with zero years since a BS degree is \$593. It is interesting to note that in our division 49 salaries were reported "under \$400". The University of Texas reported 30 of them. Fifty-one salaries were reported "from \$400 and under \$450"; The University of Texas reported 46 of that 51. Thirty-eight salaries were reported "from \$450 and under \$500"; The University of Texas reported 29 of that 38. This means that of 138 positions in the three lowest salary levels reported in our area, we can account for 105, or 77%.

Nationally, supervisory employees with a Bachelor's or Master's degree were considered as a group. The lowest age of this group was for those with five years since the Bachelor's degree and the survey reported the average salary was \$771. There were only 13 individuals reported in this group; of these 13 employees, The University of Texas accounted for the eight which were under \$750, which means that we reported 100% below the mean and we were the institution which actually brought down the National average. It is quite clear, then, that even in our own category of "research institutes" we are simply not in national competition. A look at the salaries provided in our own geographical area of competition indicates that we are even less competitive than the comparison with the national average would indicate. For our area the age group of five years since the BS degree reported a mean salary of \$834. This is \$94 above our maximum rate. Of 637 employees in all age groups only 51 made "under \$700". This is only 8%. The University of Texas reported 51 employees in the "under \$700" level, which means that for our area we have all of those at rates of "under \$700". The mean salary figure which was mentioned previously (\$834) is that which is paid to those employees with five years since the BS degree. This is the lowest age group. For all age groups -- those with from five to 47 years since the BS degree - the mean salary is \$1,175 per month.

Once again, as compared to the national picture, for supervisory employees holding a BS or MS degree we provide a maximum rate of \$740 per month, but compete with these averages:

Total Private Industry	\$ 966	Aeronautical	\$ 1057
Private Consultants	1275	Machinery and Equipment	958
AEC Contractors	975	Electronics & Electrical	
Government Laboratories	785	Equipment	959
Instruments Scientific &		Space Technology	1012
Professional	975	Other	914

It should be emphasized at this point that these figures are for the employees with five years or less employment since receiving the BS degree.

The last major category surveyed nationally was supervisory employees with a Doctor's degree and compares to our Research-Engineer Scientist Associate V. For this group there were 27 salary levels. All of our salaries fell in the lower seven. Twenty-four of 31 salaries which we reported fell in the first salary level, which was "under \$850". This is 77.42%. On the national basis, 485 employees were reported in this category and eighty-five, or 17.53%, were reported at salaries "under \$850". The University of Texas accounted for 24 of this 85, or 28%. In our area 29 people were reported at salaries "below \$850", which means the University accounted for 82.75% of the salaries reported in the lowest salary group in its most immediate area of competition. For the lowest age group, those with five years since the Bachelor's degree, the mean salary on a

nationwide basis for research institutes was \$869. In our zone, the West South Central Area, the mean salary was \$925 for this same group. For all employees in this category, the mean salary on a nationwide basis was \$1247, while the mean salary in the West South Central area was \$1299. The maximum salary rate in our range for this classification is \$1050 per month.

A second factor which we considered in making our recommendations for salary ranges for the Pure and Applied Science Group for the 1963-64 fiscal year is the effect of the new Federal Civil Service rates. A graduate with a Bachelor's degree in almost any field of science or engineering may now be recruited at the minimum of \$5540 per year, or \$462 per month. A graduate with any outstanding qualifications or record can be recruited at a higher rate. This means that our minimum is presently \$40 too low before any other considerations are made. In January 1964, four months after our 1963-64 Pay Plan recommendations go into effect, this base salary rate for the government will be increased to \$483 per month, or \$4795 on an annual basis. Of course, again we must recognize the fact that recruiting may be done by the government at well above this figure with the possibility of recruiting at \$580, which is Step 7 of GS-7. With the prospect of greatly accelerated government participation in engineering and research projects in Texas, we must recognize, whether we desire to do so or not, that the Federal Government is very much a part of our competition, and that we must at least consider their salary schedules when setting our ranges even if we are not able to compete with them.

The recruiting rates reported by the Engineering-Science Placement Office at The University of Texas for 1961-62 also reflect the highly competitive salaries being paid for research employees. For an engineer with a Bachelor's degree we provide a minimum salary of \$419. The lowest salary offered to engineering graduates with a BS degree in 1961-62 was \$445, or \$26 above our minimum. The average starting salaries paid emphasize our inadequate ranges to even a greater extent.

<u>Discipline</u>	<u>1961-62 Average Recruiting Rate</u>
Aero-Space Engineering	\$ 560
Architectural Engineering	539
Chemical Engineering	555
Civil Engineering	500
Electrical Engineering	561
Mechanical Engineering	546
Petroleum Engineering	541

These salaries, with one exception, exceed our minimum by well over \$100 and are also greater than what we now provide as a "maximum recruiting rate". The figures from the Placement Office also indicate what students with a Bachelor's degree in Chemistry, Mathematics and Physics were able to demand. These averages were: Chemistry, \$522; Mathematics, \$546; and Physics, \$576. Once again these salaries are well above both the minimum for our range and our "maximum recruiting rate". We can see then that the University cannot hope to hold its own graduates.

We have received information from Chemical and Engineering News concerning starting salaries in 1961. This was the latest survey available at the time which we made the request. It should be taken into account that these figures will be outdated by two years when the salary proposals we are making go into effect. Even these figures are higher in some cases than those which we propose. We find in this report that inexperienced chemical engineering graduates with a Bachelor's degree received a median monthly starting salary of \$525 in

1961. In the Southwest, this salary was even higher -- \$539 per month. We must compare this to our present starting salary of \$419 and that which we propose, \$482.

If we take into consideration a graduate's standing in his class, our salary levels are even more out of line. A graduating chemical engineering in 1961 would have received a monthly starting salary of \$480 if he was in the lower 10% of his class; \$520 if in the lower 25%; but \$550 if in the upper 25%; or \$570 in the upper 10%. Therefore, our present salaries would not have been sufficient even in 1961 to recruit graduates in the lower 10% of the class.

(C30) Although there is nothing in the State Classification Plan precisely comparable to the classes in the Technical Staff Assistant series, we can make some general comparisons. The State Typewriter Serviceman (9701), the most elementary of "repairman" jobs, begins at \$44 per month higher than our Technical Staff Assistant I. Instrument and Office Machine Repairman I Trainee (9731), an entry level class, begins at \$291 and recruiting is permissible at rates up to \$317 per month. This allows the State to hire those with no experience and only "mechanical inclination and an ability to learn" at a rate almost as high as our present starting salary for Technical Staff Assistant III. Radio Mechanic (9711), the beginning class in a series, starts at \$346 which is also higher than our Technical Staff Assistant III recruiting rate. Based upon these and other findings, including a survey of other colleges and universities, the adjustments are recommended.

Five of fourteen universities which were surveyed reported a comparable class to our Technical Staff Assistant I. The minimum recruiting rate reported was \$200 per month. The mean and median recruiting rates were \$260 and \$279, respectively. The adjustment recommended is certainly much less than these figures might justify; however, such a conservative adjustment is necessary to maintain internal equity. The range for this class has not been adjusted since 1955-56. While the Consumer Price Index has increased to 124.41% of the 1948 figure and Gross Average Hourly Earnings in Texas are 180.80% of the 1948 figure, the recruiting rate for this class is only 123.9% of the 1948 recruiting rate. An adjustment is strongly recommended to correct this unfavorable situation.

Nine colleges reported a comparable class to our Technical Staff Assistant II. Recruiting rates reported ranged from \$245 to \$375. The mean and median recruiting rates reported were \$317 and \$340 per month, respectively. The recommended adjustment of our range will bring us into a more favorable though not truly competitive position. The range has not been adjusted for this class since 1959-60.

Eight institutions indicated a comparable class to our Technical Staff Assistant III. Recruiting rates ranged from \$275 to \$460. Mean and median recruiting rates were \$362 and \$354, respectively. The recommended adjustment in this range will bring us into a more favorable position and will maintain a proper relationship between the classes in the series. The range for this class has not been adjusted since 1959-60 and is now seriously inadequate.

Nine institutions reported a comparable class to our Technical Staff Assistant IV. The minimum recruiting rate was \$350; maximum \$592. The mean and median starting rates for this class were \$350 and \$439, respectively. While the Consumer Price Index has increased to 124.41% of the 1948 figure and Gross Average Hourly Earnings in Texas are 180.80% of the 1948 figure, the recruiting rate for this class is only 122.80% of the 1948 starting rate. This indicates a serious need for an adjustment. The range for this class has not been adjusted since 1959-60.

The adjustment in range for Technical Staff Assistant V is to maintain the proper relationship between the ranges in the series. The range for this class has not been adjusted since it was established in 1956 and is now seriously inadequate to recruit and hold a competent staff at this advanced level. The maximum for the

range is in particular need of adjustment to provide for growth of the highly skilled and technical employees in the scientific areas.

- (C31) The adjustments in the ranges for these two classes are based primarily upon the ranges provided for comparable classes in the State Classification Plan. These classes are comparable to Computer Programmer I (0241) and Computer Programmer II (0242), in the State Classification Plan, which presently have significantly higher recruiting rates. Since State offices are permitted to recruit to the mid-point of the range they are now able to hire Computer Programmers I at starting rates from \$481 to \$525 per month and Computer Programmers II at starting rates from \$513 to \$560 per month. We cannot hope to recruit or hold employees in the face of such competition. In addition, the prospect of the new Internal Revenue Center and its increased recruiting program at newly approved Civil Service Rates will create an additional competitive disadvantage within the next four months.
- (C32) The recommended adjustment in the range for this classification is to place us in a more competitive position. Laboratory Stores work is not the typical "stock clerk" job in the ordinary sense. In our laboratories, particularly in the research and scientific areas, much glass must be handled and stored, and employees must work with many chemicals, some of which are dangerous and all of which require more than ordinary care. The classification of Laboratory Stores Assistant entails routine and menial chores in many instances but also requires that employees gain some technical competence in the handling of apparatus, chemicals, supplies, preparation of samples and solutions. The men in these classes have the responsibility for the care of many thousands of dollars worth of equipment and supplies. These individuals acquire considerable useful skills which become evident in the smooth functioning of student laboratories. The present salary range is inadequate to recruit and hold competent employees.
- (C33) The adjustment in this classification is to maintain the proper relationship between the range provided for this class and the two related classes, Stores Clerk II and Laboratory Stores Assistant, for which adjustments have been recommended. It is now difficult to recruit and hold competent supervisory employees at the present range. (See C18 and C32).
- (C34) The proposed adjustment in the range for this classification is to maintain the relationship between this range and that provided for other research and scientific classes. The description for this classification calls for a Bachelor's degree. We can no longer hope to recruit employees with a Bachelor's degree in science fields for \$400 a month. The range for this class was last adjusted in 1959-60. Our other scientific categories have been adjusted once since then and an additional adjustment is proposed for 63-64.
- (C35) There are several factors which indicate that this salary range definitely needs adjustment including the salary range provided for the translator classification in the State Classification Plan and information received in our bilingual secretary survey. Although we did not receive specific information concerning translators in our survey of the bilingual secretary group, we did receive information pertinent to these classes. This information indicated that our salaries were generally quite low.

The only translator classification in the State Classification Plan is Translator Spanish (7413). An employee in this classification may start at a rate of \$362, \$378 or \$394 per month. Our present maximum salary step is approximately the same as the minimum provided by the State. Our educational and experience requirements are at least equivalent to those required by the State and the nature and level of work are no less complex. Based on this information the recommended adjustment in the range for this classification appears to be the minimum necessary to provide a realistic salary.

- (C36) The classifications in the Engineering Group, particularly those in the Drafting and Cartographic area, have been compared to the State Classification Plan and to salaries paid in Austin as indicated by the Austin Personnel Association Salary Survey, and to those provided by the Federal Civil Service. Our salaries in this group are generally low. Jobs comparable to Draftsman I begin at a higher level, particularly with the State. The State Classification Plan provides for Draftsman I (2000) at beginning rates of \$331, \$346, and \$361. Since the State may now recruit at salaries equal to or above our maximum it is difficult to recruit and hold competent staff. In addition, the APA survey indicates a median salary of \$290 per month for Junior Draftsman. This classification would not be of equivalent level to our Draftsman I, but the salaries provided are at a higher level. The adjustment recommended will bring us to a more competitive position although it will not bring our salaries to the level of those paid by the State.
- (C37) The range adjustment recommended for this classification is to bring our salaries into line with those provided by the State and those reported in the Austin area in the APA survey. A Draftsman II in the State Classification Plan (2001) may be recruited at \$395, \$413, and \$431. This means that State agencies may now recruit at a salary only one step below our maximum. The APA survey reports a median salary of \$418 for Senior Draftsman for all reporting establishments and \$530 for business and industry. The intra-quartile range of salaries reported was \$405-465. Although the range adjustment recommended will not bring us to the level provided in the State Classification Plan, or by business and industry in Austin, it will better enable us to recruit competent staff.
- (C38) The adjustment recommended in the range for this class is to bring it more nearly to the level of Draftsman I in the State Classification Plan and to retain the established relationship between this class and Draftsman I in the Classified Personnel Pay Plan. We have also surveyed several Federal agencies, such as the United States Geological Survey, the United States Bureau of Reclamation, and the United States Department of the Interior, all of which have comparable positions. For this classification they now pay under the GS-4, a monthly range from \$342-447, making an annual range of \$4110-5370. This range will be increased on January 1, 1964, only three months after our recommendations go into effect. Although the recommended salary will not be at the level provided by the State or competitive with that offered under the Federal salary schedule, it will partially correct the present situation.
- (C39) The adjustment recommended in the range for this class is to bring it more nearly to the level of Draftsman II in the State Classification Plan and to retain the established relationship between this class and Draftsman II in the Classified Personnel Pay Plan. Under the Federal pay schedule a comparable class receives the rate provided under GS-7, from \$464 to \$601. This adjustment will partially correct our present inadequate salary range.
- (C40) The range recommended for this class is to provide a salary commensurate with the professional and supervisory nature of the work. This classification is comparable to our Research Engineer-Scientist Associate II, and the rate recommended is in line with that recommended for Research Engineer-Scientist Associate II in these recommendations. The present range does not recognize either the professional nature of the work or the need for a range to provide growth. The Federal Civil Service now pays \$556-720 for comparable work, and these rates will be increased again on January 1, 1964. This recommended salary adjustment will better enable us to recruit and retain competent employees in this classification. It will be increased again on January 1, 1964. This recommended adjustment will better enable us to recruit and retain competent employees in this classification.

- (C41) Under the provision of the Regents' Rules any new construction over \$5000 or remodeling project exceeding \$20,000 has to be handled through the Comptroller's Office. This office is responsible not only for the Main University but for the entire University System. The Comptroller's Office has the responsibility for checking the preliminary plans as presented by the Consulting Architect and the final plans and specifications as prepared by the Associate Architect and for insuring that these are complied with. The incumbent in this classification carries great responsibility for seeing that these functions are properly performed. Mr. Sparenberg has requested that a range be provided which will permit the incumbent to receive deserved merit increases.
- (C42) The maximum for this professional position is too low when compared to the maximum for other professional engineering positions. The maximum salary step for the position of Power Plant Engineer is \$870 per month. The difference between the maximum steps for the assistant engineer and the engineer positions is, therefore, \$160 per month. This differential is too great when these positions are each occupied by experienced engineers who have both been employed by the institution for an extended period of time. The responsibilities which are assumed by the Assistant Power Plant Engineer become greater as the individual acquires experience. A comparable position with the City of Austin in its Holly Street Station has a salary rate of approximately \$9500 per year. The operational responsibilities which the Assistant Power Plant Engineer assume are greater than those assumed by the engineer with the City due to the fact that a major responsibility of the University Power Plant Engineer is engineering design which imposes a large percentage of the operational and maintenance responsibilities on the Assistant Engineer.
- (C43) The Maintenance Man classification serves for training employees who may be available for promotion to skilled trade positions when such positions become vacant. (Electricians, Welders, Temperature Control Mechanics, Insulators, etc.) The maximum for Maintenance Man is three steps below the minimum for these classes occupied by skilled tradesmen. An increase of two steps for the maximum of this classification will prepare for a one step promotion into a trade position when one becomes vacant. Such action will result in on-the-job training with promotions to trained employees presently employed with subsequent improvement in morale and initiative to advance within the organization. In addition, prior to September 1962 when the 62-63 Pay Plan came into effect, the minimum rates for most of the skilled trade positions were within one step of the maximum rate for Maintenance Man. However, since the rates for these classes were raised and the maximum for Maintenance Man was not, the differential became too great to be workable. The effect of the recommended change will simply correct this situation.
- (C44) The present range for Mason is too low and is out of line with other skilled workers. Based on Union scale a Mason makes more than a Steelworker, Welder, Electrician, Plumber, and Insulator. In fact, according to the Prevailing Wage Rates Bulletin as determined by the Austin members of the Associated General Contractors of America, a journeyman Bricklayer or Mason receives \$4.00 per hour. This is the highest rate paid to any of the tradesmen in building and construction. If we set our minimum at \$382 which would be equivalent to \$2.20 per hour, our recruiting rate would be only 55% of the \$4.00 per hour prevailing rate in Austin. The present salary range for the five trades listed above is \$382 to \$460, and the Mason's salary should be set in line with this range.
- (C45) The present range for Plasterers is too low and is out of line with other skilled workers. Based on Union scale a Plasterer makes more than a Steelworker, Welder, Electrician, Plumber, and Insulator. In fact, a journeyman Plasterer now makes a rate of \$3.87½ per hour, and this will be increased to \$4.00 an hour on January 11, 1963, according to Associated General Contractors. Once again as in the case of Mason, the recommended adjustment will represent a base rate of only 55% of the prevailing rate in Austin. The present salary

range for the five trades listed above is \$382 to \$460 and the Plasterer's salary should be set in line with this range.

- (C46) The present range for Sheetmetal Worker is too low and is out of line with other skilled workers. Based on Union scale a Sheetmetal Worker makes more than a Steelworker, Welder, Electrician, Plumber, and Insulator. The Associated General Contractors of America Bulletin indicates that the journeymen Sheetmetal Workers receive  $\$3.87\frac{1}{2}$  an hour now, will get \$4.00 an hour as of July 1, 1963, and  $\$4.12\frac{1}{2}$  an hour as of July 1, 1964. The proposed beginning step of \$382 which would become effective September 1, 1963, will represent only 55% of the prevailing wage rate at that time and 53.33% after July 1, 1964. The present salary range for the five trades listed above is \$382 to \$460, and the Sheetmetal Worker salary should be set in line with this range.
- (C47) The one-step adjustment in the maximum for this classification is to maintain relationship between this class and the Technical Staff Assistant Group which is proposed for revision effective September, 1963 and to expand the range permitting greater possibility for merit increases for the incumbents in this class. Employees in this class are highly skilled and essential to the success of University research projects. The recommended range will better enable us to hold a competent staff in this critical area.
- (C48) It is requested that the salary range be increased for the Assistant Superintendent of Construction and Maintenance to nearer compensate for his responsibilities, ability, experience, and knowledge. He acts as Superintendent when the latter is absent and as his assistant over other shops where policy or design is not involved. He must be capable of handling heavy equipment and construction of all kinds. He must be able to organize the personnel under him and plan and direct their work. It is recommended that the salary range be changed to correspond to other assistant superintendents, assistant engineers, and positions of similar level.
- (C49) The present range is unrealistic since it was established a number of years ago. In fact, the beginning rate for this classification has not been changed since the fiscal year 1955-56. Most of the young men filling positions in this classification are mature graduate students. To pay a man working 16 hours per week at a rate of \$128 full-time is to expect him to work at a salary of \$31.20 cash plus \$20 room per month. The Dormitory Supervisor in the Men's Residence Halls has responsibility for conduct in the entire dormitory.
- (C50) A recent survey conducted by the Texas Restaurant Association has enabled us to acquire up-to-date figures for Austin. The survey covered 400 employees in all food handling classes. In several areas we simply do not compete. 67% of employers provide free meals; we deduct board from our employees pay. 67% of employers provide free uniforms. All provide paid vacation. Over half provide other free benefits such as medical insurance or sickness and accident insurance. The average pay for males was \$1.11 per hour (\$190 per month); for females 77¢ per hour (\$135 per month). Our ranges for specific classes were also low.
- The present range for Food Service Worker is inadequate. We simply cannot hire dependable and competent employees at \$27 per week cash plus \$5 board. The recommended increase will amount to only \$3 per week, or \$30 per week cash plus \$5 board. This will still begin at \$19 a month less than the lowest State Classification Plan range.
- (C51) At the present time, Food Preparation Workers are being employed at \$29 per week cash, plus \$5 board, considered to be the equivalent of the \$142. The quality of the worker that we can get for this salary is not satisfactory. The average rate reported in Austin is \$1.08 per hour or \$190 per month plus benefits which is considerably more than our 80¢ per hour. We propose that the rate for Food Preparation Worker be increased to \$32 per week plus meals, considered to be the equivalent of \$156 per month. This will amount to an increase of only \$3 per week for employees in this classification.

- (C52) It is generally agreed that the Cook I which we employ at the salary of \$33 per week plus \$5 board, the equivalent of \$164 per month, is not satisfactory. It is extremely difficult to recruit a person with Cook qualifications at this salary. Often they stay only a short time because they prove not to be qualified or they leave for a better job elsewhere. We believe the problem will be even more serious in September 1963. The State Classification Plan provides a beginning rate for Cook I (8115) of \$192 per month. This is one step above the beginning rate proposed but is also \$28 per month above our present beginning rate. The average rate for an Assistant Cook in Austin is \$1.25 per hour (\$215) plus benefits. This is equivalent to or higher than our present maximum. The adjustment recommended will place us in a slightly more favorable situation.
- (C53) Employees performing work comparable to this are receiving an average of \$1.75 per hour (\$305) in Austin. In addition, they receive benefits which we do not provide. The adjustment in this range is to maintain the proper relationship between the salaries provided under this classification and subordinate classification.
- (C54) It is generally agreed that the Baker I which we employ at the salary of \$33 per week plus \$5 board, the equivalent of \$164 per month, is not satisfactory. It is extremely difficult to recruit a person with Baker qualifications at this salary. Often they stay only a short time because they prove not to be qualified or they leave for a better job elsewhere. We believe the problem will be even more serious in September 1963. The State Classification Plan provides a beginning rate for Baker I of \$192 per month. This is one step above the beginning rate proposed but is also \$28 per month above our present beginning rate. The average rate for a comparable Baker in Austin is \$1.25 per hour (\$215) plus benefits. This is equivalent to or higher than our present maximum. The adjustment recommended will place us in a slightly more favorable situation.
- (C55) Employees performing work comparable to this are receiving an average of \$1.75 per hour (\$305) in Austin. In addition, they receive benefits which we do not provide. The adjustment in this range is to maintain the proper relationship between the salaries provided under this classification and subordinate classification.
- (C56) This is one of our most critical classifications. In the past, too often it has been overlooked that the person doing the food checking and handling the money can effect the gain or loss very materially without our being aware of it. When a poorly qualified person is put on a food checking machine he may under price the food on the tray either intentionally or carelessly. The Food Checker and Cashier speaks for and represents the University as far as the customer is concerned. This person should be well qualified in personal traits as well as having the skills necessary for this assignment. To find this type of person on today's market for \$161 per month cash plus \$20 board is extremely difficult.
- (C57) It is very difficult to find women with any measure of supervisory ability at \$161 per month cash plus \$20 board. There is no strictly comparable class in the State Classification Plan, but Food Preparation and Service Manager I (8140) provides a beginning rate of \$256 per month which is considerably more than we pay. This indicates that the range provided for this classification is much too low. The recommended adjustment will maintain the relationship between this supervisory class and the class Cook I and Baker I which are subordinate classes. The recommended rate is less than that which prevails in Austin for Assistant Cooks.
- (C58) The only way in which we are able to get qualified Food Service Supervisors at the minimum salaries is when a person trained in food service work is a captive in Austin, either a student wife or a wife whose husband's work requires him to live in Austin. We have not for years been able to attract any trained Food Service Supervisors working as career persons. The rates which we presently provide are lower than those paid in Austin for Cooks II, a subordinate level class. The adjustment in this range will bring the minimum into

line with that which is provided in the State Classification Plan for a Food Preparation and Service Manager I (8141), a comparable level position.

(C59) The adjustment recommended for this range is to maintain the relationship between this class and subordinate classes. It is presently impossible to recruit and hold career employees in this classification.

(C60) It is extremely difficult to fill the positions of Custodial Worker satisfactorily at the salary rates presently provided, particularly for the men Custodial Workers. Our salaries do not permit us to compete with other Austin firms for the better type of worker. Our turnover in such units as the University Commons is quite expensive and very discouraging. The following facts concerning the University Commons are self explanatory as to the problem we are facing: (1) Since September 1, 1962, we have appointed 65 men custodial workers at the University Commons to fill 34 positions. 20 were re-appointments, 45 new appointees; (2) Of these 65 appointed, 7 have been dismissed and 21 have quit of their own accord, some working as few as 1 to 2 days. Many of those who quit left without giving notice and would not be re-employed. (3) In addition to these figures we might mention that printed in our detailed budget for 62-63 for these same 34 positions, there were 14 additional names of individuals who quit or were dismissed between the time the budget was prepared and September 1. Therefore, there were 74 persons scheduled to work in these 34 positions in a period of a few months. This more than 100% turnover illustrates the critical nature of the problem. (4) In 1961-62 one Custodial Worker budget position was filled by 12 different men while a number were filled by at least 5 different persons.

The women Custodial Worker positions in Women's Residence Halls are also difficult to fill satisfactorily. For example, in Kinsolving Dormitory there were 16 positions. Since September 1, six of these positions have had from 2 to 3 persons filling them. A total of 15 persons processed to date to fill six positions. Since we are having extreme difficulty in filling Custodial Worker positions satisfactorily, we should attempt to adjust our salaries for this class to a more reasonable figure. The beginning rate of the range recommended for this classification is \$19 a month less than the lowest rate provided under the State Classification Plan.

(C61) As with Food Service Supervisor I it is very difficult to find a qualified Housekeeper at \$161 per month cash plus \$20 board. This class involves a higher level of duties and responsibilities than either of the State Building Maid classes. This is a supervisory level classification and the adjustment in range is to recognize this fact. The recommended change will give us a realistic recruiting rate.

(C62) The adjustment recommended for the range of Housekeeper II should be made to maintain the proper relationship between the range provided for this position and the subordinate position of Housekeeper I. This range will be commensurate with the supervisory nature and level of the work.

(C63) The salary range established for this position in the Classified Personnel Pay Plan for 1962-63 is identical to the salary range established for the following positions: Building Services Supervisor (4233), Chief Traffic and Security Officer (4330), and Fire Marshal (4245). These latter positions are all subordinate to the position of Assistant Superintendent of Buildings and Grounds. This arrangement is inconsistent with sound principles of management, and, if not corrected, will create a serious organizational problem. The range recommended for this position is in balance with salary ranges for other positions with the department, and it is commensurate with the duties and responsibilities of the position. The duties and responsibilities of this position have been augmented substantially, as a result of the addition of new buildings and the accompanying increase of services to be provided and additional personnel to be supervised, developed and trained.

(C64) The adjustment in range for this classification is to bring the range more nearly into line with salaries paid for similar work by companies within the area of competition. However, this will not place us in a truly

- competitive position with private companies since their salaries range from \$500-700 per month for comparable work. There is no strictly comparable class in the State Classification Plan.
- (C65) This adjustment in range is to place us in a slightly more favorable position for this class since oil companies within the area of competition pay from \$600-700 per month for comparable work. In addition, there is presently only a two step differential in the minimums for Oil Gauger and Chief Oil Gauger. The fact that the latter is a supervisory position calls for more differential between the salary ranges. The adjustment is recommended to correct this inequity.
- (C66) The University has a one position, one occupant classification with no "higher ranked" classification available. Area oil companies usually advance their oil scouts to the land acquisition or geological departments. We have no such opportunity. Our tenure advancements and merit award are limited to salary increases only. Our current salary range for this position is \$439-539. This advancement limit of \$100 per month in a position that has no future other than tenure security does not conform to the competitive pattern which we have to meet. A survey of six oil companies in West Texas indicates that after five years of service an oil scout would make no less than \$550 per month and as much as \$600 a month. These figures increase substantially after that time and oil scouts with 8 to 10 years service may make from \$650 to \$750 per month. In addition, company oil scouts drive company owned cars. The University Oil Scout must drive his own automobile with an allowance of 8¢ per mile, which is said to be 25 to 35% less than the actual cost of operation. On the other hand the typical company oil scout is reimbursed at "actual cost", not on a per diem basis. An oil scout must drive many miles each week and his outlay for meals, lodging and other expenses pertinent to his information gathering operation is heavy. The difference between driving company automobiles and one's own car on a mileage basis that does not cover the cost of operation, plus the difference between "actual cost" and per diem reimbursement for travel expense outlay results in an actual salary disadvantage of \$40 to \$60 per month for our Oil Scout. In view of the foresighted conditions of no opportunity for advancement in rank plus the expense account difference, plus the cited area pay schedules, the range adjustment is recommended.
- (C67) This adjustment is simply to correct an error which was made in the submission of the 1962-63 Classified Personnel Pay Plan which provided the same beginning rate for Senior Geologist and Supervising Geologist. A greater differential in these ranges should be provided particularly in recruiting rate since the former is a subordinate level class.
- (C68) This is to correct the error in the 1962-63 Classified Personnel Pay Plan which provided the same beginning rate for Senior Geologist and Supervising Geologist. The recommended range is one more nearly commensurate with the level of duties and responsibilities involved in the work of the class and one which will provide a more appropriate difference between this class and subordinate classes. This range is comparable to those provided for supervisory classes in the research and engineering areas. It is not competitive with salaries provided by oil companies in the area of competition but will place us in a more favorable position to hold competent employees.
- (C69) The classes of Land and Title Registrar and Assistant Auditor, Oil and Gas Production have existed since the creation of the Classified Personnel Pay Plan in 1948 as comparable level positions and have been kept at approximately the same salary level since that time. With our submission of the 1962-63 Classified Personnel Pay Plan the salary range for Assistant Auditor, Oil and Gas Production was adjusted with a two step increase in the range, but through our oversight no provision was made to adjust the salary range for the Land and Title Registrar. It is apparent from our audit of the work performed by the incumbent in this classification that the duties and responsibilities of Land and Title Registrar are at least equivalent to those of the Assistant Auditor; therefore, to maintain the equity between these two classes we feel that an adjustment should be made

in the range for Land and Title Registrar. The work in this class is performed with virtually complete independence and involves the keeping of accurate, current records on 2100 titles and leases on a half million acres of University lands. This includes oil leases, gas leases, water contracts, easements, grazing leases, brine contracts and contracts pertaining to potash and other minerals. The incumbent by virtue of many years of experience and extensive knowledge of all aspects of the work is qualified to perform the duties and responsibilities of the job with no more than general supervision. The incumbent personally works with the University Geologists, the Board for Lease, the Comptroller and the University Land and Trust Attorneys and through familiarity with the work has not only enabled the University to avoid unnecessary litigation but has helped it to seek helpful legislation.

- (C70) University Personnel Office studied the office organization and job relations within this organization and it was realized that sufficient distinction had not been made in the salary range for Auditor, Oil and Gas Production and subordinate classes in the 1962-63 Classified Personnel Pay Plan. Both the minimum and maximum rates for that class are now only one step above that of the Assistant Auditor. A comparison of the responsibilities of these two jobs require us to make a more distinctive difference in salary possibilities. We, therefore, now recommend adjustment in the range for this classification.
- (C71) The adjustment in this range is based on a survey of the recruiting rates being paid to five-year graduates with no experience in 31 accredited library schools. The mean salary offered is \$442 per month. This is considerably more than our present recruiting rate of \$419. Mr. Moffit, the University Librarian, has found it impossible to recruit Librarians I and presently has 8 vacant positions in his budget of only 20 Librarians I. The recommended range will better enable us to employ and retain competent staff at this critical level.
- (C72) The recommended change in ranges is to maintain the established relationship between the ranges for these classes and the salaries recommended for Librarians I. In addition, this adjustment is based on a survey made by the Office of Education, U. S. Department of Health, Education and Welfare entitled "Library Statistics of Colleges and Universities", which gives data on salaries being paid throughout the nation as of September 1, 1961. It is important to note that these salaries would undoubtedly be higher since the recruiting rates for Librarians I have increased since September 1, 1961.
- (C73) Since the University recruits Vocational Teacher-Trainers from those individuals who have taught in the public schools of Texas for at least five years and who have advanced degrees plus certain other competencies, we have to pay more money in order to employ them. We are now in the process of looking for another Teacher-Trainer and can find no man working in the public schools of Texas who meets our requirements who is not earning \$7500 per year or more. For these reasons we recommend this adjustment in the salary range.
- (C74) The adjustments recommended in the ranges for these classes is to maintain the relationship between the ranges provided for these classes and those in the Training Program Group. Since all of these classes call for a Bachelor's degree, plus considerable experience and additional training in the field involved, and since the incumbents in these classes work closely with the public schools, the same justifications cited for the adjustments in the ranges for the Training Program Group apply to the classes in the Interscholastic Services Group. Mr. Rodney Kidd has requested that the ranges for these classes be adjusted to more nearly approximate salaries paid in the public schools and to reflect the pay raise provided for the teachers in the public schools by the Legislature. (See A7).

- (C75) The nature and level of duties and responsibilities for this class are extremely technical and complex. Qualified personnel are rare and competition is keen for their services. Although our recruiting rate is sufficient, our present range does not allow adequate room for employees to grow thereby making it difficult to hold competent staff. The adjustment in maximum is recommended to correct the situation.
- (C76) Mr. Wardlaw has stated that he has "found it impossible to attract and hold competent proofreaders at the present salary scale". This adjustment is based on surveys both in the journalism class and in the clerical group. The adjustment is recommended to keep the class in line with the salary ranges recommended for other classes in the Journalism Group. It should also be noted that a BA degree is required for this class and it is simply not realistic to continue seeking to hire and hold such employees at the salaries we now provide.
- (C77) Mr. Keys has stated that it is becoming increasingly difficult to recruit and hold professional people at the present range. Based on the survey information which we have acquired concerning editors, a one step adjustment in range appears to be in line. The range for this class has not been adjusted since the fiscal year 1959-60 and it is important to note that although the Consumer Price Index is 124.44% of the 1948 figure and the Gross Average Hourly Earnings in Texas are 180.80% of the 1948 figure, the minimum for the classification is only 112.90% of the 1948 minimum. This means that the range provided for Informational Writer II has not kept pace with either the Consumer Price Index or the Gross Average Hourly Earnings in Texas. There is no exactly comparable class in the State Classification Plan.
- (C78) The adjustment in the range for this class is to maintain an adequate salary differential between this class and Informational Writer II which is a subordinate level class, and to maintain proper relationship between the salary range for this class and that provided for the Editors. There is no exactly comparable class in the State Classification Plan.
- (C79) The adjustment in this range is based on information acquired in a salary survey of colleges and universities in which the minimum recruiting rate reported was \$325 per month. The mean recruiting rate was \$350 per month. Although we had a limited number of replies concerning this particular class, it may also be related to the Editor I class for which the survey indicated an average minimum rate in all participating institutions of \$350 per month. The nearest comparable class in the State Classification Plan is Journalist I (1890), which has a beginning rate of \$346. (See A18).
- (C80) This change is based on the Journalism Survey in which the lowest salary reported for Technical Reports Editor II level positions was \$400 per month. This class relates to Editor II class for which the survey indicated a minimum recruiting rate of \$416 and mean recruiting rate of \$450. This adjustment is also recommended on the basis of the range provided for the comparable class in the State Classification Plan, Journalist II (1891) which has a minimum recruiting rate of \$395 per month. (See A19).



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

SYSTEM PERSONNEL OFFICE

December 21, 1962

MEMORANDUM

TO: Dr. J. C. Dólley

FROM: Jack Holland, System Personnel Adviser

SUBJECT: Recommended Rates for Certain Classes in the Texas Western College Pay Plan

I have talked with Mr. Jim Cavalleri and he assures me that the rates of pay for the classes which you have questioned are a part of his reasons for wanting to get more positions into the Classified Personnel Pay Plan. The present incumbent in each of these positions was employed without reference to or counsel from the personnel officer at Texas Western. The Manager, Snack Bar and Recreation Room (code number 4151) is now employed at a monthly rate of \$650, or \$7800 annually. It is our feeling that this is a rate that is high for the work performed. Our recommendation is that the range for this position be comparable to that of Manager, University Commons on the Main campus. Our specific recommendation is that the range for the position at Texas Western be approved as shown below:

4151 Manager, Snack Bar and Recreation Room \$539-680. v

From Mr. Cavalleri's description of the duties performed by the Games Area Custodian at Texas Western, it is our opinion that this is a job which combines the duties of Games Area Custodian and Games Manager as they are now performed on the Main campus. The Custodian there takes care of the games equipment, but does not do janitorial work. In addition to maintaining the equipment, he gives supervision to several part-time student employees who do perform the task of keeping the facilities clean and others who serve as sales clerks and cashiers in the games area. Because of the combined duties, it is our opinion that his level of performance is somewhere between our Games Manager I and Games Manager II and that his salary range should be set accordingly. We also believe that his title should be more descriptive of his responsibilities. We are therefore recommending your approval of the

MEMORANDUM

Dr. J. G. Dolley

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December 21, 1962

following recommendation which leaves the salary range as requested, but recommends a difference in title:

4241 Games Area Manager \$366-460. ✓

The present Athletic Publicity Director is employed at an unclassified, off-step annual salary of \$7600. The Athletic Business Manager is now employed at an unclassified, off-step annual salary of \$6800. It is our recommendation that the Athletic Publicity Director's range be no higher than that of the Athletic Business Manager, and since the present incumbent's salary is already near the maximum of the range being recommended for the Athletic Business Manager, our recommendation concerning his position is as follows:

6345 Athletic Publicity Director \$514-650. ✓

We are somewhat handicapped because of the absence of job descriptions for these positions, but nevertheless feel confident that our recommendations are quite adequate for the work being performed. Should you have further questions, we will be anxious to hear from you.

  
Jack Holland

jf



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

SYSTEM PERSONNEL OFFICE

December 18, 1962

MEMORANDUM

TO: Dr. J. C. Dolley

FROM: Jack Holland, System Personnel Adviser

SUBJECT: Recommended Changes in the Classified Personnel Pay Plan for Texas Western College

We have had a look at the suggested changes in the Texas Western Pay Plan and we noticed that the additions are requested to be effective immediately; also that these additions are not accompanied by job descriptions. The descriptions may not be as essential in this case as in others for we do have job descriptions of these classes as they exist at the Main University. I can and will be in contact with Mr. James Cavalleri to urge that he prepare descriptions appropriate to the positions at Texas Western.

Mr. Cavalleri tells me that the reason the request is made to have the additions effective immediately stems from the fact that as of now they have many employees, part-time students and others, who are working both on the hourly payroll and the regular salaried payroll without a job classification. He is being made aware of the advantages of proper classification as he is beginning to receive complaints that different departments pay different rates for similar work. To assist him in completing his Pay Plan, I should like to recommend your approval of his request to make these additions effective at the earliest possible date.

Our comments regarding the specific recommendations are as shown. The addition of the following classes and the ranges appear to be in order:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>
0000	Clerical Assistant	\$128-235
2300	Laboratory Attendant	128-215
3505	Helper	128-215
4000	Receptionist	100-128
6310	Intramurals Assistant	156-215
6311	Swimming Pool Assistant	156-215
6630	Television Production Assistant	156-215

MEMORANDUM

Dr. J. C. Dolley

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December 18, 1962

These are classes which are to be used primarily to classify part-time student employees. We have at the Main University the same or similar classes having a like purpose and at comparable ranges.

The recommendations for the addition of the following classes also appear to be in order:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>
0029	Assistant Director of Admissions	\$482-620
0120	Auditor	539-680
0150	Accounting and Procurement Officer, SRL	460-592
0155	Purchasing Agent	514-650
0175	Assistant Business Manager	592-740
2050	Assistant to the Director, Museum	319-400
3213	Carpenter Foreman	400-514
3400	Offset Press Operator	279-350
3450	Manager, Printing Division	592-740
4150	Assistant Manager, Snack Bar and Recreation Room	382-482
4330	Chief Traffic and Security Officer	350-439
6340	Athletic Business Manager	514-650
6822	Assistant Director, News and Information	400-514

The addition of these classes is to properly classify positions which are now unclassified at Texas Western. Most of these classes will have only one incumbent. Again, we have similar titles and comparable ranges at the Main University.

Some remarks need to be made about the following recommendations:

ADD:

2100	Laboratory Research Assistant I	164-215
2101	Laboratory Research Assistant II	<del>245</del> -305 225

The only change we propose would be to place the minimum of Laboratory Research Assistant II at \$225 rather than \$245 to avoid creating a two-step gap between the ranges provided for these classes.

ADD:

2210	Technical Staff Assistant	181-267
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The addition of this class and range appears to be appropriate; however, we have indicated the class title as simply Technical Staff Assistant

MEMORANDUM

Dr. J. C. Dolley

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December 18, 1962

rather than Technical Staff Assistant I since there is presently no series of classes involved. If a series becomes necessary at a later date, the "I" may be added or other appropriate action to change titles may be taken at that time.

ADD:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>
2803	Translator	\$245-305
2804	Translator-Interpreter	279-350

The request for the addition of these classes and the ranges to be provided appear to be appropriate; however, we have changed the justification from footnote (1) to footnote (2) since these classes are not ordinarily for part-time hourly employees particularly at these ranges.

ADD:

4151	Manager, Snack Bar, and Recreation Room	\$592-740.
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We have made one correction in typing since the original request stated the code for this class as "4141." To be properly coded in the series we have changed it to "4151." In addition, we question the range requested for this new class. The minimum proposed is one step above and the maximum two steps above that which we provide for Manager, University Commons. Although the incumbent may have the responsibility for the Recreation Room, we still question the range. We have seen the operation and are of the opinion that it is not comparable and certainly not of a higher level than Manager, University Commons.

ADD:

4241	Games Area Custodian	366-460
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Once again we question the range requested for this new class on the basis of a comparison to that provided for the Main University comparable class. Although there may be justification for a higher range, Texas Western has requested one which starts at nine steps above our minimum and provides a maximum which is nine steps above our maximum. We think the differential of \$121 in minimum is too great. Since we have no job descriptions we cannot be sure whether this is truly a custodial job or whether it is really a management job. If the incumbent to be placed in this class is truly a Games Area Manager or Supervisor, the range requested is probably appropriate.

MEMORANDUM

Dr. J. C. Dolley

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December 18, 1962

ADD:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	
6345	Athletic Publicity Director	\$539-680	511-650

Since we have no job description we are not sure of the relation of this classification to others in the Athletic Office. The range requested is one step higher than that requested for Athletic Business Manager, and we are of the opinion that it would likely be more appropriate for the ranges to be the same. There may be a justification for this difference, however.

ADD:

6601	Radio-Television Technical Supervisor	419-565
6602	Radio-Television Chief Engineer	592-740

The request for the addition of these classes and the ranges to be provided appear to be appropriate; however, we have changed the justification from footnote (1) to footnote (2) since these classes are not ordinarily for part-time, hourly employees particularly at these ranges.

ADD:

6600	Radio-Television Control Technician	156-215
6612	Radio-Writer Producer	156-215

We recommend that these positions not be added to the Plan at this time, but that a class 6620, Radio Production Assistant, \$156-215, be added. The two classes which are being requested are planned to be used for part-time student employees at ranges appropriate for students. We are of the opinion that these classes being recommended by Texas Western should be occupied only by full-time professional people if and when they are created. The addition of the Radio Production Assistant and Television Production Assistant classes will allow Texas Western to employ students at appropriate rates to perform beginning level work as student control technicians and writer-producers and not at a professional level.

CHANGE:

0050	Office Supply and Duplicating Services Manager	FROM: 256-319
		TO: 292-366

MEMORANDUM

Dr. J. C. Dolley

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December 18, 1962

In addition to the justification listed under footnote (3), we would approve this recommendation because the adjustment will bring the range to a level approximating that provided for the Administrative Clerk and the Administrative Secretary at Texas Western.

CHANGE:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>
0401	Warehouseman	FROM: \$305-382 TO: 335-419

This recommendation and justification is in order.

CHANGE:

3220	Electrician	FROM: 350-439 TO: 382-482
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In addition to the justification in footnote (5), we would point out that the proposed range will be equivalent to an hourly range from \$2.20 to \$2.80. This will provide for rates which are from 55% to 70% of the Union Scale figure of \$4.00 per hour. Such a range will be necessary to recruit and hold employees in the class.

CHANGE:

3240	Plumber	FROM: 319-400 TO: 350-439
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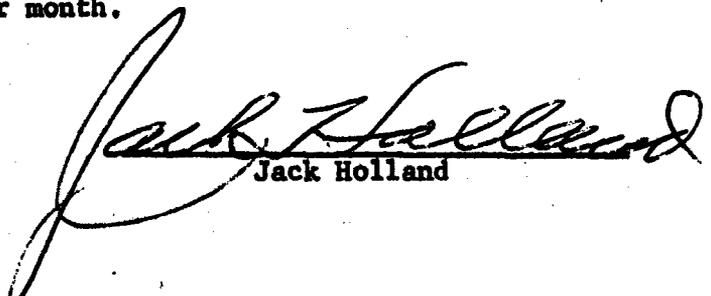
In addition to the justification in footnote (6), the proposed range will be equivalent to \$2.00 to \$2.55 hourly. This will provide for rates from 50% to 64% of the Union Scale figure of \$4.00 per hour. This range will be necessary to recruit and hold employees.

CHANGE:

5110	Chief of Technical Services (Library)	FROM: 400-514 TO: 460-592
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In addition to the justification which is given in footnote (7) we would also point out that a survey which we have made disclosed the fact that inexperienced fifth year library school graduates now go to work at an average salary in excess of \$439 per month and those with two to three years' experience demand \$500 per month.

jf

  
Jack Holland



Office of the President

# Texas Western College

OF THE UNIVERSITY OF TEXAS

at El Paso

December 10, 1962

CHANCELLOR'S OFFICE U. OF T.	
Acknowledged .....	File .....
REC'D DEC 13 1962	
TO.....	PLEASE ADVISE ME
TO..... JCD	
TR	

Dr. Harry H. Ransom, Chancellor  
The University of Texas  
Austin 12, Texas

Dear Dr. Ransom:

Attached herewith are our recommendations for changes in the classified pay plan. We would like to ask for approval of these classes to be effective immediately.

Sincerely,

Joseph M. Ray  
President

cc: Mr. St. Clair  
Mr. Cavalleri

APPROVAL RECOMMENDED
Subject to attached comments
<i>[Handwritten Signature]</i>
System Personnel Adviser

TEXAS WESTERN COLLEGE

RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE IMMEDIATELY

ADDITIONS:

CODE	TITLE	MONTHLY RANGE	ANNUAL RANGE	HRLY. RANGE	INTERMEDIATE STEPS	STEP NO.	STATE CLASSIFICATION MONTHLY RANGE
0000	Clerical Assistant	128-235	1536-2820 (1)	.75-1.35	11	10	NCP*
0029	Assistant Director of Admissions	482-620	5784-7740 (2)		4	38	NCP
0120	Auditor	539-680	6468-8160 (2)		4	40	610-720
0150	Accounting & Procurement Officer SRL	460-592	5520-7104 (2)		4	37	NCP
0155	Purchasing Agent	514-650	6168-7800 (2)		4	39	559-660
0175	Assistant Business Manager	592-740	7104-8880 (2)		4	42	NCP
2050	Assistant to the Director, Museum	319-400	3828-4800 (2)		4	29	NCP
2100	Laboratory Research Asst. I	164-215	1968-2580 (1)	.95-1.25	4	15	EXEMPT
2101	Laboratory Research Asst. II	<del>245-305</del> 270-320	<del>2940-3660</del> 3270-3990	1.40-1.75	4	23	EXEMPT
2210	Technical Staff Asst. (I)	181-267	2172-3204 (1)	1.05-1.55	7	17	NCP
2300	Laboratory Attendant	128-215	1536-2580 (1)	.75-1.25	9	10	240-284
2803	Translator	245-305	2940-3660 (1)	1.40-1.75	4	23	361-427
2804	Translator-Interpreter	279-350	3348-4200 (1)	1.60-2.00	4	26	NCP
3213	Carpenter Foreman	400-514	4800-6168 (2)		4	34	NCP
3400	Offset Press Operator	279-350	3348-4200 (2)		4	26	NCP
3450	Manager, Printing Division	592-740	7104-8880 (2)		4	42	NCP
3505	Helper	128-215	1536-2580 (1)	.75-1.25	9	10	NCP
4000	Receptionist	100-128	1200-1536 (1)	.60-.75	4	5	NCP
4150	Asst. Manager, Snack Bar & Rec. Room	382-482	4584-5784 (2)		4	33	NCP
4151	Manager, Snack Bar & Rec. Room	592-740	<del>7104-8880</del> 6468-8160		4	42	NCP
4241	Games Area Custodian	366-460	4392-5520 (2)		4	32	NCP
4330	Chief Traffic & Security Officer	350-439	4200-5268 (2)		4	31	NCP
6310	Intramurals Assistant	156-215	1872-2580 (1)	.90-1.25	5	14	NCP
6311	Swimming Pool Assistant	156-215	1872-2580 (1)	.90-1.25	5	14	NCP
6340	Athletic Business Manager	514-650	6168-7800 (2)		4	39	NCP
6345	Athletic Publicity Director	539-680	6468-8160 (2)		4	40	NCP
6600	Radio-Television Control Technician	156-215	1872-2580 (1)	.90-1.25	5	14	NCP
6601	Radio-Television Technical Supervisor	419-565	5028-6780 (2)		5	35	NCP
6602	Radio-Television Chief Engineer	592-740	7104-8880 (2)		4	42	NCP
6612	Radio-Writer-Producer	156-215	1872-2580 (1)	.90-1.25	5	14	NCP
6630	Television Production Assistant	156-215	1872-2580 (1)	.90-1.25	5	14	NCP
6822	Asst. Director, News & Information	400-514	4800-6168 (2)		4	34	NCP

\* No Comparable Position

*XX Out of Plan Recommendation*  
*6624 Not in Plan*  
*156-215 1872-2580 6168-7800*

H

TEXAS WESTERN COLLEGE

TO BE EFFECTIVE SEPTEMBER 1, 1963

Recommended Changes - Page 2

CHANGES	FROM:			TO:			STATE
	Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	CLASSIFICATION MONTHLY RANGE
0050 Office Supply and Dupli- cating Services Manager	256-319	3072-3828	24	292-366 (3)	3504-4392	27	NCP*
0401 Warehouseman	305-382	3660-4584	28	335-419 (4)	4020-5028	30	NCP
3220 Electrician	350-439	4200-5268	31	382-482 (5)	4584-5784	33	331-391
3240 Plumber	319-400	3828-4800	29	350-439 (6)	4200-5268	31	291-343
5110 Chief of Technical Ser- vices (Library)	400-514	4800-6168	34	460-592 (7)	5520-7104	37	NCP

\* No Comparable Position

FOOTNOTE EXPLANATIONS

- (1) It is requested that this classification be established in order primarily to accomodate part-time student employees. Such classification does not exist at this time. This will permit correct classification rather than the title of hourly employee as presently used.
- (2) This classification is presently unclassified. It is recommended that the position be established in order to provide orderly recognition, distinction, and increments commensurate with duties and responsibilities and to conform with the practice in the other component institutions within the university system where these or similar positions are classified. The incumbent is the only employee in this class.
- (3) The adjustment in range for this class is recommended on the basis of comparison with other classes in the classified pay plan with approximately the same level of duties and responsibilities. Incumbent is the only employee in this class and has been a college employee for 1½ years. Her present salary is at the maximum of the salary range for this position. The level of duties and responsibilities is adequate to justify the proposed adjustment.
- (4) The proposed adjustment in the range for this class is based upon a substantial increase in duties and responsibilities together with the fact that incumbent is at the maximum of the present salary range for his position. He is a trusted and valued employee of the college. The recommended adjustment will place the college in a better competitive position in retaining this employee.
- (5) The present Union salary rate for a Journeyman Electrician is \$4.00 per hour. The Electrician in this institution is expected to handle all types of electrical work commensurate with that confronted by a Master Electrician. A Journeyman Electrician usually becomes a specialist in one line of work. Our Electrician performs not only maintenance and repair operations, but also is called upon to install complex electrical devices. Incumbent is at present at the top of the salary range for his position. In order to retain this valued employee we are recommending an increase in the salary range comparable to the Union scale.

- (6) The present Union salary rate for a Journeyman Plumber is \$4.00 per hour. The Plumber at this institution must assume all responsibility usually assumed by a Union Journeyman Plumber. Our employee is recognized as a master at his trade. He is thoroughly trained in his craft and has considerable experience. The Plumber on this campus is expected to maintain and install equipment with which an ordinary plumber seldom comes in contact. The water distribution systems within buildings and outside of the buildings are the responsibility of this position. Incumbent in this position is at the top of his present salary range. In order to place the college in a better competitive position for his services we are recommending a more realistic salary range.
- (7) It is recommended that an adjustment in salary range for this position be approved. Incumbent in this class is presently at the top of the salary range for this position. She is a long time employee of the college, having been employed for 19 years. Her duties and responsibilities are commensurate with those of an Associate Librarian. In order to provide recognition, distinction and salary commensurate with her duties and responsibilities it is felt that we should increase the range by three steps. If we should lose this employee the recommended range would place the college in a somewhat better competitive position in order to attract a qualified successor. The level of the duties and responsibilities is adequate to justify this proposed adjustment.



THE UNIVERSITY OF TEXAS

AUSTIN 12, TEXAS

SYSTEM PERSONNEL OFFICE

January 3, 1963

MEMORANDUM

TO: Dr. J. C. Dolley

FROM: Jack Holland, System Personnel Adviser

SUBJECT: Pay Plan Recommendations for the University of Texas - Medical Branch

The attached recommended revisions in the pay plan for Medical Branch were forwarded to me from someone in Mr. Cox's office. Except for the data processing group, the requests seem to be generally justified and reasonably comparable to the Main University and the State Classification Plan salary ranges. Some of the requests in the data processing group, however, seem to exceed anything that we have at the Main University or in the State Classification Plan. The recommendations also seem to me to raise the question as to whether or not they need so many supervisors. For what we understand is comparable work at the Main University, we have only three supervisory classifications; they are Supervisor, Data Processing Division; Assistant Supervisor, Data Processing Division; and Tabulating Equipment Supervisor. The attached memorandum is a detailed summary of our opinion on each request by the Medical Branch.

  
Jack Holland

jf

MEMORANDUM

January 3, 1963

TO: Dr. J. C. Dolley  
FROM: Jack Holland  
SUBJECT: Pay Plan Recommendations for The University of Texas - Medical Branch

ADDITIONS

1. 0034 Assistant Bursar

The addition of this class and the range recommended appear to be appropriate.

2. The requests and recommendations for the data processing classifications are to provide the classes under which to create new positions in the Medical Branch Data Center. If all of these classifications and the ranges requested are approved, the Medical Branch will have more classifications, particularly supervisory classifications, and in six of the eleven classes much higher salaries than we provide here at the Main University and much higher than those provided in the State Classification Plan. The salaries recommended for these classes are based primarily on one national survey performed by Philip H. Weber and Associates, Inc., a management consulting firm, the results of which were published in Business Automation. These recommendations do not, however, take cognizance of the fact that the State Classification rates are much lower. We do not know how defensible our position would be if we have to defend rates recommended on the basis of this survey opposed to those provided by the State Classification Plan. There are two factors which are not clear. The first question concerns the area which the Business Automation report covers. If the survey is a national one, it includes figures which may not be appropriate for use in the Southwest. Second, we are not sure of the type of employers surveyed. If industry alone was surveyed in the Business Automation report, we can be certain of the reasons for the higher salaries.

0208 Control Clerk-Coder

The addition of this class seems proper. We recommend that the range be changed to a monthly range of \$256-319 with the annual range being \$3072-3828.

0209 Magnetic Tape Librarian

We have no similar classification at the Main campus and there is no comparable class in the State Classification Plan. We recommend the range be reduced to a monthly range of \$335-419 with the annual range being \$4020-5028.

0213 Unit-Record Equipment Operator I  
0214 Unit-Record Equipment Operator II

The request for these additional classes seems in order. We recommend that the monthly range for Unit-Record Equipment Operator I be reduced to \$305-382 with the annual range being \$3660-4584 and that the monthly range for Unit-Record Equipment Operator II be reduced to \$382-482 with the annual range being \$4584-5784.

0217 Systems Analyst and Programmer I

The addition of this class seems justified. We would, however, recommend that the monthly range be reduced to \$419-539 with the annual range being \$5028-6468.

0219 Systems Analyst and Programmer Supervisor

We would recommend that the addition of this position not be approved.

0230 Computer Operator I  
0231 Computer Operator II

The request for the addition of these classes seems in order, but the ranges appear high. On the basis of our experience and the State Classification Plan, we recommend that Computer Operator I be reduced to a monthly range of \$350-439 with the annual range being \$4200-5268. We recommend that the Computer Operator II be reduced to a monthly range of \$439-565 with the annual range being \$5268-6780.

0232 Supervisor, Computer Operations

We would recommend the approval of the addition of this position, but we think that the requested range is high. Therefore, we recommend that it be reduced to a monthly range of \$514-650 with the annual range being \$6168-7800.

0234 Work-Processing Scheduler

We recommend that the addition of this position not be approved.

0235 Assistant Data Processing Manager

We recommend the addition of this position but that the requested range for the position be reduced to a monthly range of \$592-740 with the annual range then being \$7104-8880.

3. 0721 Personnel Assistant II

The request for the addition of this class and the range requested appear to be in order.

MEMORANDUM

Dr. J. C. Dolley

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January 3, 1963

4. 2300 Photography Assistant  
2305 Medical Photographer I  
2306 Medical Photographer II  
2310 Medical Photographer III

A request has been made to delete three classes and add four classes in this group. The ranges requested for the new classes are higher than those which were provided for the old. Since these classes concern medical photographers we have no comparable classes here at the Main University and none are in the State Classification Plan. M. D. Anderson provides a salary of \$319 to \$400 for an Assistant Photographer and \$400 to \$514 for a Photographer. These ranges may be indicative of those necessary to recruit and hold medical photographers in Galveston; if so, then the requests from the Medical Branch are in order.

5. 2320 Illustration Assistant  
2323 Medical Illustrator I  
2324 Medical Illustrator II  
2325 Medical Illustrator III

The Medical Branch also requested that three classes of Illustrator be dropped and four classes added with increases in ranges. This request appears to be in line with the limited information available.

6. 3243 Assistant Plumbing and Steamfitting Foreman  
3246 Roofer  
3248 Sheet Metal Worker  
3251 Millwright

In considering the proposal for the addition of these four classes and the ranges recommended, we must take into account the fact that the Medical Branch is requesting changes in range for several of the journeyman classes (See 26). Both the ranges for these new classes and those proposed in the change section appear high when compared to the Main University Pay Plan and the State Classification Plan; however, the Medical Branch has submitted considerable justification. Since their local surveys should indicate the competitive situation which they will have to meet, I would be hesitant to recommend that we suggest any adjustments.

7. 3341 Engineering Technician I  
3342 Engineering Technician II  
3345 Research Engineer

The request for the addition of these classes and the ranges appear to be appropriate and well justified.

MEMORANDUM

Dr. J. C. Dolley

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January 3, 1963

8. 3400 Duplicating Equipment Operator I  
3401 Duplicating Equipment Operator II  
3402 Duplicating Equipment Operator III  
3403 Duplicating Equipment Operator IV

The request for the addition of these classes and the salary ranges recommended appear to be in line with those provided here at the Main University and for comparable level work by the State Classification Plan. Only two classes are being added since two of these four new classes are replacing classes which are being deleted.

9. Laborer II

The request for the addition of this classification and the range requested appears to be in order. The Medical Branch presently provides for a Laborer from \$190 to \$256 per month and Laborer Foreman from \$305 to \$382 per month. The new classification will provide for an on-the-job supervisor for laborers at a range which fills the gap between those provided for the two existing classifications.

10. 6700 Audio-Visual Equipment Technician I  
6701 Audio-Visual Equipment Technician II  
6702 Audio-Visual Equipment Technician III

Only one new class is being added since two of the classes are being dropped and the request for these classifications and the salary ranges recommended appear to be appropriate.

CHANGES

11. 0001 Clerk I  
0002 Clerk II  
0003 Clerk III

The only changes being made are in title.

12. 0035 Bursar

The change requested is a change in the code number and in the range. The range proposed is to bring the salary provided for the Bursar at the Medical Branch to a level comparable with that paid to the Bursar at the Main University. Based on the description of the work performed at the Medical Branch, the request is well justified.

13. 0111 Chief, Accounting Division  
0112 Assistant Auditor  
0113 Internal Auditor

The request for these changes is justified on the basis of salary survey and on a comparison with the salary provided for comparable work at the Main University.

- 14. 0210 Key Punch Operator
- 0212 Senior Key Punch Operator

Although the request is for a range higher than that provided in the State Classification Plan, it is justified on the basis of local survey. We here at the Main University are well aware of the difficulty in recruiting and holding Key Punch Operators and the situation in the Houston - Galveston area is undoubtedly more serious.

- 15. 0215 Supervisor, Auxiliary Equipment Operations

This is a change in title and code only.

- 16. 0218 Systems Analyst and Programmer II

This is a change of title only.

- 17. 0313 Assistant Stores Supervisor
- 0315 Stores Supervisor
- 0319 Assistant Purchasing Agent
- 0320 Purchasing Agent
- 0710 Personnel Interviewer
- 0720 Personnel Assistant I

These changes are justified on the basis of the State Classification Plan and the Main University ranges.

- 18. 0729 Assistant Director, Staff Personnel
- 0730 Director, Staff Personnel

These changes are justified on the basis of survey and the range provided at the Main University and the Civil Service System.

- 19. 1121 X-Ray Technician
- 1129 Assistant Central Supply Supervisor
- 1130 Central Supply Supervisor

These changes are recommended on the basis of justification submitted.

- 20. 1405 Social Case Aide
- 1408 Social Case Worker I
- 1410 Social Case Worker II
- 1412 Social Work Supervisor
- 1415 Director, Social Service

MEMORANDUM

Dr. J. C. Dolley

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January 3, 1963

The requests for changes in these ranges appear to be appropriate and sufficiently justified.

21. 2025 Laboratory Service Supervisor

The adjustment in this range will bring it to a level above that which we pay here at the Main University even though our range is also recommended for adjustment in 1963-64 (\$305-400). However, the Medical Branch range adjustment is based on a survey which they have conducted and is likely to be appropriate to their location.

22. 2030 Anatomical Embalmer  
2050 Medical Museum Curator  
2100 Laboratory Technologist I  
2101 Laboratory Technologist II  
2113 Histology Technician  
2200 Research Technician I  
2201 Research Technician II  
2202 Research Associate

These changes are recommended on the basis of comparison to approved range at M. D. Anderson and the local salary survey for the area.

23. 2340 Medical Sculptor

This change is recommended although on the basis of extremely limited information.

24. 3007 Clerk-of-the-Works

There is no comparable position in any of the other branches and the range requested appears to be well justified.

25. 3010 Electrical Superintendent  
3018 Superintendent of Remodeling and Construction  
3020 Superintendent of Air Conditioning and Refrigeration  
3023 Assistant Superintendent, Buildings and Grounds Maintenance  
3025 Superintendent, Buildings and Grounds Maintenance

These recommendations appear to be in line with the classifications involving comparable work at the Main University, perhaps with the exception of 3023 and 3025, and in these cases the adjustments are sufficiently justified.

26. 3100 Stationary Fireman  
3110 Chief Stationary Engineer  
3200 Maintenance Man (Group of Classes)  
3210 Carpenter Foreman

MEMORANDUM

Dr. J. C. Dolley

-7-

January 3, 1963

3220 Electrician  
3225 Electrician Foreman  
3230 Painter  
3235 Painter Foreman  
3240 Plumber and Steamfitter  
3245 Plumbing and Steamfitting Foreman  
3247 Insulator  
3249 Plasterer  
3250 Welder  
3305 Locksmith  
3310 Instrument Mechanic  
3315 Communication Mechanic  
3320 Refrigeration Mechanic  
3325 Refrigeration Mechanic Foreman  
3326 Air Conditioning Mechanic  
3327 Air Conditioning Lead Man  
3328 Air Conditioning Foreman  
3340 Laboratory Mechanic  
3410 Assistant Bookbinder

The ranges proposed for all of these classes appear to be high compared with a comparable range in the State Classification Plan and at the Main University. However, all of them have been justified on the basis of local surveys and information which is appropriate to the Galveston area and I would be hesitant to suggest that they be cut back.

27. 3500 Laborer I

The change is to reduce the maximum and change the title and is recommended.

28. 3502 Laborer Foreman  
3510 Truck Driver

Again, although the range requested appears to be high when compared to the State Classification Plan ranges and to our ranges at the Main campus, the proposal has been justified on the basis of local salary information.

29. 3530 Landscape Supervisor

This is a change in title and increase in the range both of which appear to be appropriate.

30. 4125 Butcher  
4140 Therapeutic Dietitian  
4141 Assistant Chef

MEMORANDUM

Dr. J. C. Dolley

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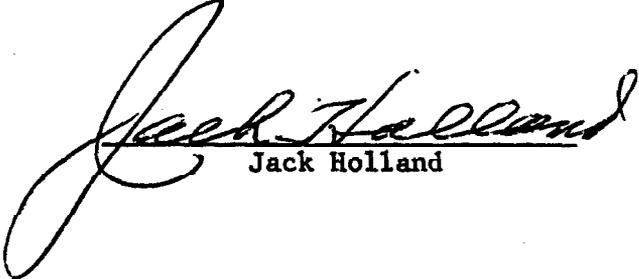
January 3, 1963

4300 Guard  
4305 Security Sergeant  
4310 Security Supervisor

These increases in range are justified on the basis of a salary survey and appear to be appropriate.

31. 5000 Assistant Librarian  
5010 Associate Librarian

These increases in range are justified on the basis of a survey conducted by the Medical Branch. These requests also appear to be appropriate when compared to the salary survey made here at the Main campus.

  
Jack Holland

jf

cc: Mr. F. Lanier Cox

THE UNIVERSITY OF TEXAS — MEDICAL BRANCH  
GALVESTON

THE SCHOOL OF MEDICINE  
THE SCHOOL OF NURSING  
THE TECHNICAL CURRICULA  
THE POST-GRADUATE PROGRAM

THE JOHN SEALY HOSPITAL  
THE CHILDREN'S HOSPITAL  
THE PSYCHOPATHIC HOSPITAL  
THE ROSA AND HENRY ZIEGLER HOSPITAL

December 14, 1962

Dr. Harry Hanson  
Chancellor  
The University of Texas  
Austin 12, Texas

Dear Doctor Hanson:

Revisions in the classification and pay plan of The University of Texas - Medical Branch for the 1963-64 fiscal year are submitted for your approval.

Detailed justifications for the various changes have been prepared in accordance with instructions as defined by the Systems Personnel Adviser and within the framework of the guides recommended by his office.

If the revisions meet with your approval, it is respectfully requested that they become effective September 1, 1963.

Very truly yours,

John B. Truslow, M. D.  
Executive Dean and Director

JBT/JBJ/ga  
Enclosures

Return approved copies to:

Dr. J. B. Truslow  
Mr. E. D. Walker (2)  
Mr. J. R. Janssch

## ADDENDUM

1. The Texas Employment Commission has just completed a skills survey for Chambers of Commerce and other public-spirited leaders in the eight-county Houston-Gulf Coast area (December, 1962). The title of this publication is Manpower Patterns Through 1966, and Galveston County was included, with The University of Texas-Medical Branch among the some 5,000 employers who participated in the survey.

A few items of particular interest should be considered in relation to the changes recommended in our Pay Plan for the 1963-64 fiscal year:

- 1.1 During the next five years immediately ahead, the Houston-Gulf Coast area will have some 177,000 jobs to fill, while job-seekers will number only about 162,000 during the same period.
- 1.2 While Trade, Manufacturing, and Services will show the largest numerical gains in the years immediately ahead, Education, Finance-Insurance-Real Estate, and Government will show the largest percentage gains during the same period.
- 1.3 Over 1,000 Professional jobs will remain unfilled for want of an adequate supply of highly-educated job-seekers.
- 1.4 The manpower shortage in Skilled occupations will be about 13,000.
- 1.5 There will be a shortage of about 2,000 Semi-Skilled workers.

A manpower shortage of sizeable proportions, therefore is imminent; the shortage of trained, qualified manpower will be even more acute. The numbers of Professional, Skilled, and Semi-Skilled workers which will be necessary to keep The Medical Branch at a minimum operating level are rapidly diminishing.

It is obvious then, that we must be competitive with the best in order to attract quality personnel. We will surely fail in our attempt to compete in the labor market of this area if we do not start now to adjust our Pay Plan by recommending the attachments, and by a continuous re-evaluation of our position.

2. It must be pointed out that we have been required to relate our recommended changes and additions to jobs and salary schedules used by the State Classification Plan. Such a comparison is of course meaningless when it is not possible for us to determine what changes that the State will recommend in their pay schedule for 1963-64.

I. GRANTS:

Code	Title	<del>From</del>			<del>To</del>			State Classification Monthly Range
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	
0001	Clerk I	\$225-279	\$2700-3348	21	\$225-279 ( 1)	\$2700-3348	21	\$225-265
0002	Clerk II	279-350	3348-4200	26	279-350 ( 2)	3348-4200	26	291-343
0003	Clerk III	350-460	4200-5520	31	350-460 ( 3)	4200-5520	31	378-446
0035	Barber	539-680	6468-8160	40	620-770 ( 4)	7440-9240	43	NCP *
0111	Chief, Accounting Division	514-650	6168-7800	39	565-710 ( 5)	6780-8520	41	NCP
0112	Assistant Auditor	514-650	6168-7800	39	565-710 ( 6)	6780-8520	41	NCP
0113	Internal Auditor	514-650	6168-7800	39	565-710 ( 7)	6780-8520	41	NCP
0210	Key Punch Operator	245-305	2940-3660	23	279-350 ( 8)	3348-4200	26	271-321
0212	Senior Key Punch Operator	292-366	3504-4392	27	335-419 ( 9)	4020-5028	30	331-391
0215	Supervisor, Auxiliary Equipment Operations	514-650	6168-7800	39	514-650 (10)	6168-7800	39	NCP
0218	Systems Analyst and Programmer II	539-680	6468-8160	40	539-680 (11)	6468-8160	40	559-660
0313	Assistant Stores Supervisor	419-539	5028-6468	35	439-565 (12)	5268-6780	36	NCP
0315	Stores Supervisor	460-592	5520-7104	37	514-650 (13)	6168-7800	39	NCP
0319	Assistant Purchasing Agent	419-539	5028-6468	35	460-592 (14)	5520-7104	37	NCP
0320	Purchasing Agent	539-680	6468-8160	40	620-770 (15)	7440-9240	43	NCP
0710	Personnel Interviewer	335-419	4020-5028	30	382-482 (16)	4584-5784	33	346-408
0720	Personnel Assistant I	400-514	4800-6168	34	382-482 (17)	4584-5784	33	422-498

Code	Title	FROM:			TO:			State Classification Monthly Range
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	
0729	Assistant Director, Staff Personnel	\$482-620	\$5784-7440	38	\$565-710 (18)	\$6780-8520	41	NCP
0730	Director, Staff Personnel	620-770	7440-9240	43	680-835 (19)	8160-10020	45	NCP
1121	X-Ray Technician	305-382	3660-4584	28	319-400 (20)	3828-4800	29	378-446
1129	Assistant Central Supply Supervisor	267-335	3204-4020	25	292-366 (21)	3504-4392	27	NCP
1130	Central Supply Supervisor	439-514	5268-6168	36	439-565 (22)	5268-6780	36	NCP
1405	Social Case Aide	319-366	3828-4392	29	319-400 (23)	3828-4800	29	NCP
1408	Social Case Worker I	460-514	5520-6168	37	460-592 (24)	5520-7104	37	422-498
1410	Social Case Worker II	514-620	6168-7440	39	514-650 (25)	6168-7800	39	NCP
1412	Social Work Supervisor	514-650	6168-7800	39	539-680 (26)	6468-8160	40	NCP
1415	Director, Social Service	650-800	7800-9600	44	680-835 (27)	8160-10020	45	NCP
2025	Laboratory Services Supervisor	292-382	3504-4584	27	350-439 (28)	4200-5268	31	NCP
2030	Anatomical Embalmer	335-419	4020-5028	30	382-482 (29)	4584-5784	33	NCP
2050	Medical Museum Curator	335-419	4020-5028	30	382-482 (30)	4584-5784	33	NCP
2100	Laboratory Technologist I	366-460	4392-5520	32	382-482 (31)	4584-5784	33	378-446
2101	Laboratory Technologist II	419-539	5028-6468	35	439-565 (32)	5268-6780	36	450-531
2113	Histology Technician	305-382	3660-4584	28	319-400 (33)	3828-4800	29	NCP
2200	Research Technician I	335-460	4020-5520	30	366-514 (34)	4392-6168	32	NCP

Code	Title	FROM:			TO:			State Classification Monthly Range
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	
2201	Research Technician II	\$439-565	\$5268-6780	36	\$482-620 (35)	\$5784-7440	38	NCP
2202	Research Associate	539-740	6468-8880	40	565-710 (36)	6780-8520	41	NCP
2340	Medical Sculptor	482-620	5784-7440	38	565-710 (37)	6780-8520	41	NCP
3007	Clerk-of-the-Works	400-514	4800-6168	34	460-592 (38)	5520-7104	37	NCP
3010	Electrical Superintendent	592-740	7104-8880	42	680-835 (39)	8160-10020	45	NCP
3018	Superintendent of Remodeling and Construction	650-800	7800-9600	44	680-835 (40)	8160-10020	45	NCP
3020	Superintendent of Air Conditioning and Refrigeration	650-800	7800-9600	44	680-835 (41)	8160-10020	45	NCP
3023	Assistant Superintendent, Build- ings and Grounds Maintenance	460-592	5520-7104	37	539-680 (42)	6468-8160	40	NCP
3025	Superintendent, Buildings and Grounds Maintenance	592-740	7104-8880	42	680-835 (43)	8160-10020	45	NCP
3100	Stationary Fireman	350-400	4200-4800	31	382-482 (44)	4584-5784	33	346-408
3110	Chief Stationary Engineer	460-565	5520-6780	37	514-650 (45)	6168-7800	39	NCP
3200	Maintenance Man (Group of Classes)	267-350	3204-4200	25	350-439 (46)	4200-5268	31	291-343
3210	Carpenter	350-400	4200-4800	31	400-514 (47)	4800-6168	34	NCP
3215	Carpenter Foreman	439-565	5268-6780	36	514-650 (48)	6168-7800	39	346-408
3220	Electrician	400-460	4800-5520	34	439-565 (49)	5268-6780	36	346-408

Code	Title	FROM:			TO:			State
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
3225	Electrician Foreman	\$514-650	\$6168-7800	39	\$565-710 (50)	\$6780-8520	41	BCP
3230	Painter	350-419	4200-5028	31	400-514 (51)	4800-6168	34	BCP
3235	Painter Foreman	439-565	5268-6780	36	514-650 (52)	6168-7800	39	346-408
3240	Plumber and Steamfitter	400-460	4800-5520	34	439-565 (53)	5268-6780	36	BCP
3245	Plumbing and Steamfitting Foreman	514-650	6168-7800	39	565-710 (54)	6780-8520	41	BCP
3247	Insulator	400-460	4800-5520	34	439-565 (55)	5268-6780	36	BCP
3249	Plasterer	419-514	5028-6168	35	439-565 (56)	5268-6780	36	BCP
3250	Welder	400-460	4800-5520	34	439-565 (57)	5268-6780	36	BCP
3305	Locksmith	335-382	4020-4584	30	366-460 (58)	4398-5520	32	BCP
3310	Instrument Mechanic	400-514	4800-6168	34	439-565 (59)	5268-6780	36	BCP
3315	Communication Mechanic	400-482	4800-5784	34	439-565 (60)	5268-6780	36	BCP
3320	Refrigeration Mechanic	400-482	4800-5784	34	439-565 (61)	5268-6780	36	BCP
3325	Refrigeration Mechanic Foreman	514-650	6168-7800	39	565-710 (62)	6780-8520	41	BCP
3326	Air Conditioning Mechanic	400-460	4800-5520	34	439-565 (63)	5268-6780	36	BCP
3327	Air Conditioning Lead Man	482-565	5784-6780	38	514-650 (64)	6168-7800	39	BCP
3328	Air Conditioning Foreman	539-680	6468-8160	40	565-710 (65)	6780-8520	41	BCP
3340	Laboratory Mechanic	350-439	4200-5268	31	400-514 (66)	4800-6168	34	BCP
3410	Assistant Bookbinder	245-305	2940-3660	23	305-382 (67)	3660-4584	28	310-366
3500	Laborer I	190-256	2280-3072	18	190-245 (68)	2280-2940	18	167-197

<u>Code</u>	<u>Title</u>	<u>FROM:</u>			<u>TO:</u>			<u>State</u>
		<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>Classification Monthly Range</u>
3502	Laborer Foreman	\$305-382	\$3660-4584	28	\$350-439 (69)	\$4200-5268	31	BCP
3510	Truck Driver	215-256	2580-3072	20	235-292 (70)	2820-3504	22	210-250
3530	Landscape Supervisor	400-514	4800-6168	34	460-592 (71)	5520-7104	37	513-605
4125	Butcher	335-419	4020-5028	30	366-460 (72)	4392-5520	32	BCP
4140	Therapeutic Dietitian	366-460	4392-5520	32	400-514 (73)	4800-6168	34	422-498
4141	Assistant Chef	335-419	4020-5028	30	366-460 (74)	4392-5520	32	BCP
4300	Guard	256-305	3072-3660	24	292-366 (75)	3504-4392	27	240-284
4305	Security Sergeant	292-366	3504-4392	27	350-439 (76)	4200-5268	31	273-321
4310	Security Supervisor	400-514	4800-6168	34	460-592 (77)	5520-7104	37	BCP
5000	Assistant Librarian	350-439	4200-5268	31	382-482 (78)	4584-5784	33	BCP
5010	Associate Librarian	419-514	5028-6168	35	460-592 (79)	5520-7104	37	BCP

1. Title used in State Classification Plan is Clerk I (0051). Position formerly carried the title of Clerk. Change of title only.
2. Title used in State Classification Plan is Clerical Supervisor I (0061). Position formerly carried the title of Senior Clerk. Change of title only.
3. Title used in State Classification Plan is Clerical Supervisor II (0067). Position formerly carried the title of Administrative Clerk. Change of title only.
4. Classification number was formerly 0034. An approved salary range for a similar position at the Main University is \$620-740. This is a twenty-four (24) hour operation on a seven (7) day week basis, and the incumbent is responsible for the establishment and maintenance of patient accounts and for the insurance section which handles all in-patient and out-patient claims. Incumbent supervises the recording of current charges to hospital patients' accounts and is responsible for depositing of monies received from all sources. He also supervises the insurance billing section and is responsible for maintaining effective control of all patients' accounts receivable.
5. A 1962 national survey of professional, administrative, technical and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$720-918 per month (452 positions in the sample). In this classification monthly salaries averaged \$831. The inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations. A national survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$651-850 per month. An approved salary range for a similar position at the Main University is \$650-770 per month.
6. This is a professional position and should be kept on a salary level with that of the Chief, Accounting Division (0111). The present salary range for this position was established in September, 1959.
7. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$517-911 per month with a median salary reported to be \$755. The present salary range for this position was established in September, 1958.
8. Title used in State Classification Plan is Key Punch Operator II (0203). A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for this position to be \$266-352 per month (29,881 positions in the sample). This inter-quartile range was developed in a survey of 4,727 establishments for technical and clerical occupations. A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$282-395 per month. The present salary range was established for this position in September, 1958.

9. Title used in State Classification Plan is Key Punch Supervisor I (0211). An average salary for such positions as reported in Business Automation (1962) was \$459 per month. An occupational wage survey of the Houston area in 1962 by the U. S. Department of Labor indicated an inter-quartile range for this position to be \$320-417 per month. The present salary range was established for this position in September, 1957.
10. Position formerly carried the title of Tabulating Equipment Supervisor (0220). Change of title and classification code only.
11. Title used in State Classification Plan is Computer Programmer II (0242). Position formerly carried the title of Systems Analyst and Programmer. Change of title only.
12. It is necessary for us to adjust this range to provide for a proper relationship between this position, the Stores Supervisor (0315), and Storekeeper (0310).
13. A national salary survey of university medical schools and hospital centers which was conducted by Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$420-639 per month with a median salary reported to be \$515. The Medical Branch warehouses for central receiving, storage, and distribution, at present, annually receive and process 360,000 items valued at \$2,225,000, and the activities are increasing each year. In addition to the planning, supervision, and coordinating the ordering, the receiving, issuing, and accounting for these materials, the supervisor is now required to serve on the Purchasing Standardization Committee to review and approve all stocking and deletion requests. The continuing growth of educational, patient care, and research activities continually increase the size and complexity of the stores and warehousing operation. It is very difficult to compare with another position in industry or another institution as the operation is not similar to other operations in the geographical area. Based on the degree of knowledge, skill, and experience required for this position, the salary level requested is in keeping with other salary levels in the Medical Branch organization.
14. It is necessary for us to adjust this range to provide a proper relationship between this position and the Purchasing Agent (0320). An approved salary range for a similar position at the Main University is \$460-565 per month. A national survey of salaries conducted by the Personnel Office of the Medical Branch in October, 1962 with university medical schools and hospital centers, indicated an inter-quartile range for positions with similar responsibility to be \$439-577 per month with a median of \$531 per month. The present salary range for this position was established in September, 1958.
15. A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibility to be \$550-810 per month. In 1960 the University of Virginia conducted a salary survey of colleges and universities with 2,000-3,000 employees. In most instances, the beginning salary rate reported was in excess of \$600 per month. The present salary range for this position was established in September, 1959.

16. The title used in State Classification Plan is Employment Interviewer I (3005). A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$350-530 per month with a median salary reported to be \$462. An approved salary range for a similar position at the Main University is \$400-482 per month.
17. The title used in State Classification Plan is Personnel Assistant (1712). The position formerly carried the title of Personnel Assistant.
18. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$442-766 per month with a median salary reported to be \$583. An approved salary range for a similar position at the Main University is \$565-710 per month. The Federal Civil Service salary range for a position with similar responsibilities is \$670-847 per month (GS-11). In addition it is necessary for us to adjust this range to provide a proper relationship between this position, the Director, Staff Personnel (0730), and the Personnel Assistant II (0721).
19. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$628-805 per month with a median salary reported to be \$745. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$1075-1416 per month (342 positions in the sample). This inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations. The Federal Civil Service salary range for a position with similar responsibilities is \$929-1170 per month (GS-13).
20. The title used in State Classification Plan is X-Ray Technician III (4293). An approved salary range for a similar position at the Main University is \$319-382 per month, and at M. D. Anderson Hospital \$319-400 per month. The present salary range for this position was established in September, 1958.
21. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$350-439 per month. The present salary range was established for this position in September, 1958.
22. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$420-553 per month with a median salary reported to be \$505. This adjustment will also provide for a six-step range for this classification.

23. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$340-417 per month. This adjustment will also provide for a six-step range for this classification.
24. Title used in State Classification Plan in Medical Social Worker (4085). A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$470-563 per month. This adjustment will also provide for a six-step range for this classification. The present salary range for this classification was established in September, 1958.
25. It is necessary for us to adjust this range to provide a proper relationship between this position and the Social Case Worker I (1408). This adjustment will also provide for a six-step range for this classification. The present salary range for this position was established in September, 1958.
26. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$583-684 per month. This adjustment will provide for a proper relationship between this position and the Social Case Worker II (1410) as well as the Assistant Director, Social Service (1414). The present salary range for this position was established in September, 1957.
27. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$670-840 per month. This adjustment will provide for a proper relationship between this position and the Assistant Director, Social Service (1414).
28. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$401-465 per month.
29. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$340-477 per month with a median salary reported to be \$425.
30. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$385-450 per month with a median salary reported to be \$446.

31. The State Classification Plan has various specialties (such as Bacteriologist I, 4221; Serologist I, 4245; etc.). The Laboratory Technologist I at the Medical Branch may be called upon to perform any of these specialized techniques and is registered by the American Society of Clinical Pathologists. An approved salary range for a registered medical technologist at M. D. Anderson Hospital is \$382-482 per month. The Federal Civil Service salary range for this position is \$461-600 per month (GS-7).
32. The State Classification Plan has various specialties (such as Bacteriologist II, 4222; Serologist II, 4246; etc.). The Laboratory Technologist II at the Medical Branch may be called upon to perform and/or supervise in any of these specialized areas, and is registered by the American Society of Clinical Pathologists. It is necessary for us to adjust this range to provide a proper relationship between this position and the Laboratory Technologist I (2100).
33. A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$498-536 per month. An approved salary range for a similar position at the M. D. Anderson Hospital is \$319-400 per month. The present salary range for this position was established in September, 1958.
34. A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$555-610 per month. An approved salary range for a similar position at M. D. Anderson Hospital is \$400-482 per month, and at the Main University is \$419-514 per month. A Texas City industrial salary range quoted for this position is \$453-628 per month (presently hiring at \$500 per month). A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for the position of Chemist I (beginner) to be \$468-547 per month (1,181 positions in the sample). This inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations.
35. A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$460-818 per month. An approved salary range for a similar position at M. D. Anderson Hospital is \$514-650 per month, and at the Main University \$482-592 per month. A Texas City industrial salary range quoted for this position is \$550-732 per month. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for the position of Chemist II to be \$526-616 per month (3,492 positions in the sample). This inter-quartile range was developed in a survey of 1,744 establishments in professional and administrative occupations. It is necessary for us to adjust this range to provide for a proper relationship between this position and the Research Associate (2202) as well as the Research Technician I (2200).
36. An approved salary range for a similar position at the Main University is \$565-680 per month. A Texas City industrial salary range quoted for this position is \$595-823 per month. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for the position of Chemist III to be \$599-717 per month (6,897 positions in the sample). This inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations. This adjustment will provide for a proper relationship between this position, the Research Technician II (2201),

and the Research Scientist (2210).

37. The Walter Reed Hospital which is under the Federal Civil Service employs such a person in this position at \$555-725 per month (GS-9). This unique position is very rarely found in other medical centers. At Johns-Hopkins such an incumbent has faculty rank, and his salary was not available but presumably higher.
38. While the State Classification Pay Plan does not have a comparable position to that at the Medical Branch, the State Classification Plan has a Clerk-of-the-Works I with a salary range of \$395-466 and a Clerk-of-the-Works II at \$610-720 per month. The position at the Medical Branch actually falls between these two classifications. The salary level requested is in keeping with other salary levels in the Medical Branch organization.
39. The present salary range for this classification was set in September, 1959. The salary level requested is in keeping with other salary levels in the Medical Branch organization. The continual increase in the use of larger and more complex electrical equipment, especially expansion of a plant electrical distribution system through our central water chilling station, requires a highly trained and competent individual.
40. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for this position to be \$1005-1278 per month (20,737 positions in the sample). This inter-quartile range was developed in the survey of 1,744 establishments for professional and administrative occupations. The present salary range for this classification was set in September, 1958. A national survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$550-917 per month with a median salary reported to be \$824.
41. The present salary range for this classification was set in September, 1958. This is a professional position and it should be kept at the level of the Superintendent of Remodeling and Construction. The requirements of a qualified person in this specialty are becoming more and more demanding due to the continual expansion of air conditioning equipment.
42. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$561-694 per month with a median salary reported to be \$600. It is necessary for us to adjust this range to provide a proper relationship between this position and the Superintendent, Buildings and Grounds Maintenance (3025).
43. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$643-864 per month with a median salary reported to be \$810. The complexities of building maintenance are compounded due to climatic conditions and building use in many areas on a twenty-four (24) hour basis.

44. The title used in the State Classification Plan is Boiler Plant Operator II (9062). A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$382-520 per month. The local trade union scale is \$507 per month; two of the industries in Texas City report approximately \$500 per month, and Dow Chemical \$565 per month for comparable positions. The present range for this classification was established in September, 1958.
45. It is necessary for us to adjust this range to provide for a proper relationship between this position and the Stationary Fireman (3100). A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$500-600 per month with a median of \$544. A comparable position at M. D. Anderson Hospital is \$514-650 per month. The present range for this classification was established in September, 1958.
46. Title used in State Classification Plan is Maintenance Mechanic I (9041). Salaries reported by Texas City industry for comparable positions range from \$428 to \$456 per month. The M. D. Anderson Hospital is recommending a salary range of \$350-439 per month for a similar position. The salary range for this position was established in September, 1957.
47. An occupational wage survey of the Houston area in June, 1962 by the U. S. Department of Labor indicated an inter-quartile range for this position to be \$555-598 per month. The local trade union salary for this position is \$618 per month while Texas City industry is paying from \$543-600 per month for similar positions. The present salary range for this classification was set in September, 1959.
48. Title used in State Classification Plan is Carpenter Foreman (9017). It is necessary for us to adjust this range to provide a proper relationship between this position and the Carpenter (3210). A local trade union's rate is \$662 per month while Texas City industry pays \$622-638 per month for comparable positions. The present salary range for this classification was set in September, 1959.
49. Title used in State Classification Plan is Electrician II (9031). An occupational wage survey of the Houston Area in June, 1962 by the U. S. Department of Labor indicated an inter-quartile range for positions of similar responsibilities to be \$540-598 per month. A similar survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions of similar responsibilities to be \$585-586 per month. The local trade unions carry a salary rate of \$693 per month while Texas City industry pays \$545-605 per month for comparable positions. The present salary range for this classification was established in September, 1959.
50. It is necessary for us to adjust this range to provide a proper relationship between this position and the Electrician (3220). The local trade union's salary for comparable positions is \$736 per month. The present salary range for this classification was established in September, 1959.

51. An occupational wage survey of the Houston area in 1962 by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$517-598 per month. The local trade union's salary for a similar position is \$602 per month, and a Texas City industrial salary range quoted for this position is \$542-600 per month. The present salary range for this classification was established in September, 1959.
52. Title used in State Classification Plan is Painter Foreman (9013). It is necessary for us to adjust this range to provide a proper relationship between this position and the Painter (3230). The local trade union's salary range for similar positions is \$637 per month, and in 1961 Texas City industrial salaries quoted for this position ranged from \$622 to \$638 per month. The present salary range for this classification was established in September, 1959.
53. An occupational wage survey of the Houston area in the year 1962 by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibility to be \$563-598 per month. The local trade union's salary for comparable positions is \$671 per month, and Texas City industrial salaries quoted in 1961 for this position ranged from \$542 to \$600 per month. The present salary range for this classification was established in September, 1959.
54. It is necessary for us to adjust this range to provide a proper relationship between this position and the Plumber and Steamfitter (3240). The local trade union's salary for comparable positions is \$715 per month, and a Texas City industrial salary quoted for this position is \$638 per month. The present salary range for this classification was established in September, 1959.
55. It is necessary for us to adjust this range to provide a proper relationship between this position and the Electrician (3220) as well as the Plumber and Steamfitter (3240). The local trade union's salary for comparable positions is \$697 per month. In 1961 Texas City industrial salaries for this position ranged from \$542 to \$600 per month. The present salary range for this classification was established in September, 1959.
56. The local trade union's salary for comparable positions is \$660 per month for a 40-hour week. The present salary range for this classification was established in September, 1959. The shortage of qualified personnel in this classification insures them full employment in our labor area and increases our difficulty in recruiting.
57. The local trade union's salary for comparable positions is \$654 per month. In 1961 Texas City industrial salaries for this position ranged from \$542 to \$600 per month. The present salary range for this classification was established in September, 1959.
58. The present salary range for this classification was established in September, 1959. It is difficult to secure applicants that are qualified to design and maintain master key systems for an institution as large and complex as the Medical Branch. The importance of keeping proper records and insuring internal security is of paramount importance.

59. In 1961 Texas City industrial salaries for this position ranged from \$543 to \$600 per month. This is skilled work requiring journeyman skills and should be kept on a salary level with the Communications Mechanic (3315), Refrigeration Mechanic (3320), and Air Conditioning Mechanic (3326). There has been a great increase in instrumentation that is inherent in more precise air conditioning, humidity requirements, and full instrumentation of the water chilling station. There is a basic trend toward greater automation, and increased areas of responsibilities result.
60. The present salary range for this classification was established in September, 1959. This is skilled work requiring journeyman skills and should be kept on a salary level with the Instrument Mechanic (3310), and Refrigeration Mechanic (3320), and Air Conditioning Mechanic (3326). Increase of buildings and remodeling of wards create a greater burden in public address systems and nurse call communications.
61. The present salary range was established for this classification in September, 1959. This is skilled work requiring journeyman skills and should be kept on a salary level with the Instrument Mechanic (3310), Communications Mechanic (3315), and Air Conditioning Mechanic (3326).
62. It is necessary for us to adjust this range to provide a proper relationship between this position and the Refrigeration Mechanic (3320). The present salary range was established for this classification in September, 1959.
63. A 1961 Texas City industrial salary quoted for this position was \$582 per month. The present salary range for this classification was established in September, 1959. Change classification code. This is skilled work requiring journeyman skills and should be kept on a salary level with the Instrument Mechanic (3310), Communications Mechanic (3315), and Refrigeration Mechanic (3320).
64. It is necessary for us to adjust this range to provide a proper relationship between this position, the Air Conditioning Mechanic (3326), and the Air Conditioning Foreman (3328). Present salary range for this classification was established in September, 1959. Change classification code.
65. It is necessary for us to adjust this range to provide a proper relationship between this position and the Air Conditioning Lead Man (3327). The present salary range for this classification was established in September, 1959.
66. A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$419-620 per month. It is necessary for us to adjust this range to provide a proper relationship between this position, the Carpenter (3210), and the Painter (3230). The present salary range for this classification was established in September, 1959.

67. The title used in State Classification Plan is Bookbinder (0326). The scarcity of Journeyman Bookbinders (Female) in the city of Galveston makes it important that we adjust this salary range at the present time. The present salary range for this classification was established in September, 1957.
68. The title used in the State Classification Plan is Laborer (9003). The position formerly carried the title of Laborer. Change of title and reduce salary range to six steps.
69. The local trade union's salary for a comparable position is \$502 per month. In 1961 a Texas City industrial salary quoted for this position ranged from \$516-567 per month.
70. The title used in the State Classification Plan is Truckdriver I (9041). An occupational wage survey of the Houston area in June, 1962 by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$260-489 per month. A similar salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated a monthly inter-quartile range for positions with similar responsibilities to be \$245-400 with a median of \$400 per month. A local trade union's salary for comparable positions was \$433-476 per month, and a 1961 Texas City industrial salary quoted for this position ranged from \$428-523 per month. The present salary range was established for this position in September, 1958.
71. The title used in State Classification Plan is Landscape Architect I (2401). This position formerly carried the title of Campus Foreman (3530). The minimum requirements for this classification have been increased to require a degree in landscape architecture or an equivalent.
72. The prevailing wage for this position in the Galveston area is \$408 per month, plus commission in most cases. A 1961 survey conducted by the Veterans Administration in Houston hospitals indicates the average salary paid was \$439 per month. The shortage of qualified journeyman butchers makes it necessary that our salary range remain competitive.
73. Title used in State Classification Plan is Dietitian II (8161). A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$401-463 per month with a median of \$450.
74. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$329-549 per month with a median of \$480. It has become necessary for us to adjust this range to provide for a proper relationship between this position and the Chef (4142).
75. Title used in State Classification Plan is Watchman II (8045). A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$441-446 per month. The City of Galveston now has an entrance salary of \$350 per month. The present salary range was established for this classification in September, 1959.

76. The title used in State Classification Plan is Watchman III (8046). A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$362-560 per month with a median of \$461 per month. It is necessary for us to adjust this range to provide for a proper relationship between this position, the Guard (4300), and the Security Supervisor (4310).
77. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$526-661 per month with a median of \$610 per month. It is necessary for us to adjust this range to provide for a proper relationship between this position and the Security Sergeant (4305). The present salary range for this position was established in September, 1959.
78. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$338-536 per month, with a median of \$423 per month. Comparable positions at M. D. Anderson Hospital have an approved salary range of \$419-539 per month, and at the Main University \$419-514 per month.
79. It is necessary for us to adjust this range to provide for a proper relationship between this position and the Assistant Librarian (5000). A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$500-575 per month. The present salary range for this classification was established in September, 1958.

Pencil figures are Cent. Adm. Recommendations

II. ADD:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>		<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
0034	Assistant Bureau	\$514-650	(1)	\$6168-7000	39	NEP *
0208	Control Clerk - Coder	256 <del>279-330</del> 314	(2)	3072-3828 <del>3318-4000</del>	26	\$291-343
0209	Magnetic Tape Librarian	235 <del>366-460</del> 419	(3)	4020 <del>4322-5520</del> 5028	32	NEP
0213	Unit-Record Equipment Operator I	305 <del>350-432</del> <sup>382</sup>	(4)	<del>3660-4584</del> <del>4000-5058</del>	31	346-408
0214	Unit-Record Equipment Operator II	382 <del>429-539</del> 482	(5)	<del>4584-5784</del> <del>5028-6468</del>	35	NEP
0217	Systems Analyst and Programmer I	411 <del>459-565</del> 539	(6)	<del>5028-6468</del> <del>5858-6780</del>	36	481-567
<del>0219</del>	<del>Systems Analyst and Programmer Supervisor</del>	<del>650-800</del>	<del>(7)</del>	<del>7000-9600</del>	<del>44</del>	<del>799-660</del>
0230	Computer Operator I	350 <del>382-482</del> 439	(8)	<del>4200-5268</del> <del>4584-5784</del>	33	331-391
0231	Computer Operator II	439 <del>460-592</del> 525	(9)	<del>5268-6780</del> <del>5784-7104</del>	37	378-446
0232	Supervisor, Computer Operations	514 <del>565-720</del> <sup>650</sup>	(10)	<del>6168-7800</del> <del>6780-8520</del>	41	490-531
<del>0234</del>	<del>Work Processing Scheduler</del>	<del>514-650</del>	<del>(11)</del>	<del>6168-7000</del>	<del>39</del>	<del>NEP</del>
0235	Assistant Data Processing Manager	592 <del>600-835</del> <sup>740</sup>	(12)	<del>7104-8880</del> <del>8260-10020</del>	45	NEP
0721	Personnel Assistant II	460-592	(13)	5520-7104	37	NEP
2300	Photography Assistant	256-319	(14)	3072-3828	24	NEP
2305	Medical Photographer I	350-439	(15)	4200-5058	31	NEP
2306	Medical Photographer II	419-539	(16)	5028-6468	35	NEP
2310	Medical Photographer III	514-650	(17)	6168-7000	39	NEP
2320	Illustration Assistant	256-319	(18)	3072-3828	24	NEP

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>		<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
2323	Medical Illustrator I	\$350-439	(19)	\$4200-5268	31	NCP
2324	Medical Illustrator II	419-539	(20)	5028-6468	35	NCP
2325	Medical Illustrator III	514-650	(21)	6168-7800	39	NCP
3243	Assistant Plumbing and Steamfitting Foreman	460-592	(22)	5520-7104	37	NCP
3246	Roofer	439-565	(23)	5268-6780	36	NCP
3248	Sheet Metal Worker	439-565	(24)	5268-6780	36	291-343
3251	Millwright	439-565	(25)	5268-6780	36	NCP
3341	Engineering Technician I	419-592	(26)	5028-7104	35	NCP
3342	Engineering Technician II	565-710	(27)	6780-8520	41	NCP
3345	Research Engineer	680-870	(28)	8160-10440	45	NCP
3400	Duplicating Equipment Operator I	256-319	(29)	3072-3828	24	NCP
3401	Duplicating Equipment Operator II	305-382	(30)	3660-4584	28	273-321
3402	Duplicating Equipment Operator III	366-460	(31)	4392-5520	32	331-391
3403	Duplicating Equipment Operator IV	439-565	(32)	5268-6780	36	450-531
3501	Laborer II	256-319	(33)	3072-3828	24	NCP
6700	Audiovisual Equipment Technician I	256-319	(34)	3072-3828	24	291-343
6701	Audiovisual Equipment Technician II	305-382	(35)	3660-4584	28	NCP
6702	Audiovisual Equipment Technician III	366-460	(36)	4392-5520	32	NCP

\* NCP (No comparable position in the State Classification Plan)

- (1) This is a new professional position, and the incumbent is now classified as an Account II. The duties of this position require a person with thorough accounting experience especially in the area of accounts receivable. It is thought that the recommended title is more descriptive than that of Chief Clerk, and it is the most commonly used title in colleges and universities that have positions with similar duties and responsibilities. The Bursar's Office operates on a 24-hour day, seven day a week basis, and the incumbent alternates with the Bursar to insure continuous supervisory coverage. He is responsible for assisting the Bursar in establishing and maintaining patient accounts. We feel that the salary range recommended will assist us in recruiting a college-trained person with a number of years experience in the field of credit and collection. The salary range recommended will also establish a proper relationship between this position and that of the Bursar.
- (2) The title used in the State Classification Plan is Computer Data Control Clerk (0244). This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. The salary range recommended for this position is the same that is being recommended for the position of Key Punch Operator. In order to qualify for the position of Control Clerk-Coder, applicants are required to have had some experience as a Key Punch Operator. In our rapidly expanding Data Processing Division, incumbents will assume responsibility for the accuracy, correctness, and routing of input-output data by reviewing or examining the source material and reports prepared. Previous experience in key punch operations provides incumbents with the necessary ability to properly route and set up jobs to be performed.
- (3) This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. Philip H. Weber and Associates, Inc. of Chicago, Illinois, Management Consultants, recently completed a survey of Computer Department salaries in 1962. Over 500 companies participated in this survey, and the results were published in Business Automation. The inter-quartile range reported in this survey for Magnetic Tape Librarian was \$373-438; the median salary reported was \$378. Although there are only 75 reels of magnetic tape presently in use or on order, the volume will grow considerably during the next twelve months, and we hope to have this position established prior to its need. Conservation of time and money through the proper maintenance and filing of reels will justify the use of such a position. An incumbent will be responsible for preventing entries on wrong tapes, salvaging bad tapes and reels, maintaining log files, determining usage and causes of failures, and insuring proper tapes are used for proper jobs.
- (4) The title used in the State Classification Plan is Tabulating Equipment Operator II (0223). This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. The creation of this position in the Data Processing Division will establish two levels of Unit-Record Equipment Operators. Applicants for this position must be qualified by experience or technical schooling, preferably both. It has been the experience of this office in recruiting qualified applicants that it is nearly impossible at a salary rate of less than \$350 per month. An average salary for such a position as reported in Business Automation was \$421 per month. The title recommended is a deviation from the old Tabulating Equipment Operator, and is one common in usage throughout data processing installations.

- (5) This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. Major work emphasis in this position is on ability to act as the "lead operator" of the unit-record section, thereby relieving the supervisor of the many minor, supervisory and operational problems that occur. The recommended salary range for this position will provide a proper relationship between the positions of Unit-Record Equipment Operator I and Supervisor, Auxiliary Equipment Operations. An average salary for such a position as reported in Business Automation was \$485 per month.
- (6) The title used in the State Classification Plan is Computer Programmer I (0241). This is a new professional position to be used in the Data Processing Division of the Office of the Assistant Business Manager. It is anticipated that the salary range recommended will enable this office to recruit college-trained applicants with degrees in accounting or other related subjects. This is an entry job, and the incumbent assists higher level classifications in their studies of Medical Branch activities concerned with programming and systems for electronic computers. The recommended salary range will provide for a proper relationship with Systems Analyst and Programmer II. The survey of Computer Department positions by Philip H. Weber and Associates, Inc. in 1962, and reported in Business Automation, indicates an inter-quartile range of \$447-559 per month for positions at this level. The M. D. Anderson Hospital is recommending the establishment of the position, Computer Programmer I, with a monthly salary range of \$482-620 per month to become effective September 1, 1963.
- (7) The title used in the State Classification Plan is Computer Programmer III (0243). This is a new professional position to be used in the Data Processing Division of the Office of the Assistant Business Manager. Philip H. Weber and Associates, Inc., Management Consultants, made a survey of Computer Department salaries in 1962, and these results were reported in Business Automation. Over 500 companies participated in the survey of Computer Department salaries, and the inter-quartile range reported for this position was \$722-872 per month. It is becoming increasingly difficult to recruit applicants that have the necessary skills and abilities to perform the duties required of this job. Business Automation reported that the greatest increases in salaries for Computer Department personnel were reflected in jobs requiring greatest degree of skill and training, such as the level of this job which is being requested. The recommended salary range will provide for a proper relationship to the Systems Analyst and Programmer II, as well as to the Assistant Data Processing Manager.
- (8) The title used in the State Classification Plan is Computer Machine Operator I (0236). This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. The survey of Computer Department salaries, as reported in Business Automation, reflects an inter-quartile range of \$352-438 per month for incumbents in such positions. This is an entry job usually filled by beginners in computer operations, but who have had sufficient educational background and experience to qualify them to start on computer operation. Applicants for such positions should have experience as Unit-Record Equipment Operators, as this is the normal line of promotion. We have, therefore, established a two-step differential between this job and the Unit-Record Equipment Operator I.

- (9) The title used in the State Classification Plan is Computer Machine Operator II (0237). This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. A survey of Computer Department salaries, as reported in Business Automation in 1962, indicated an inter-quartile range of \$430-546 per month for incumbents in such positions. This is a "lead operator" position that functions under general supervision. Incumbents in this class may give technical assistance to lower level classifications. The salary range recommended for this position will provide for a proper relationship to that of Computer Operator I and Supervisor, Computer Operations.
- (10) The title used in the State Classification Plan is Computer Machine Operator III (0238). This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. A survey of Computer Department salaries in Business Automation reported an inter-quartile range for such positions to be \$593-791 per month. The recommended salary range will provide for a proper relationship to the Computer Operator II. An incumbent in this position will plan and coordinate as well as supervise the Computer Operations Section of the Data Processing Division.
- (11) This is a new position to be used in the Data Processing Division of the Office of the Assistant Business Manager. Business Automation reports that size of the nation's computer installations is increasing. An incumbent in this position is responsible for keeping unassigned time to a minimum through maintaining liaison with section heads and reassigning unused time as it becomes available in an effort to reduce operational costs. A survey of Computer Department salaries reported in Business Automation reveals an inter-quartile salary range of \$537-657 per month for such positions.
- (12) This is a new professional position to be used in the Data Processing Division of the Office of the Assistant Business Manager. A survey of Computer Department salaries reported in Business Automation for 1962 indicated an inter-quartile range for similar positions to be \$606-989 per month. This is the final position being added to the Data Processing Division in this pay plan submission. It will round out an organizational structure designed to keep the Medical Branch abreast of current commercial computer centers. The Assistant Data Processing Manager will be responsible for the three sections of the Data Processing Divisions, which have been established as Programming, Computer Operations, and Auxiliary Equipment Operations. An incumbent in this position must be thoroughly familiar with all aspects of computer programming, computer operation, auxiliary equipment, and must be able to give counsel and advice to all departments of the Medical Branch studying the feasibility of computer systems for their operations. Under general direction, the Assistant Manager will be responsible for directing and maintaining the various activities existing or being developed.
- (13) This is a new position which is being added in the Office of Staff Personnel at The Medical Branch. The recommended salary range will provide for a proper relationship to the Personnel Assistant I. It is hoped that the salary range recommended will enable us to attract professional applicants with experience in wage and salary administration as well as excellent backgrounds in the statistical methods of maintaining a competitive pay and classification plan. It is anticipated that an incumbent in this position will assume supervisory responsibilities in addition to the technical duties required in job analysis. This job requires a college degree in

business administration with major course work in personnel management or industrial relations. The Main University had a similar position in effect during 1962-63 with a monthly salary range of \$514-620. We feel that the salary range recommended is sufficient at this time, but as the duties and responsibilities of the position expand, it may well be inadequate.

- (14) This is the first of a series of four new positions in the Photography Division of the Educational and Research Services Department. It is felt that the minimum salary for this position will assist us in recruiting applicants with some vocational school training in photography or with limited experience in commercial photography.
- (15) A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$360-619 per month. We feel the minimum salary being recommended here will enable us to recruit for personnel with limited experience in the field of medical photography. It will also provide for a proper relationship to the two classes of photographers which follow.
- (16) The recommended salary range will provide for a proper relationship with the Medical Photographer I and Medical Photographer III. Incumbents in this classification are required to be skilled craftsmen in still and motion picture photography as well as photomicrography. Qualified medical photographers capable of assuming responsibilities at the level of this job classification are rare.
- (17) Basically the duties and responsibilities of this position are the same as were present in Medical Photography Supervisor (2310), which we have recommended for deletion effective September 1, 1963. The salary range has not been changed. A national survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$575-737 per month. The existing salary range for this position will provide for a proper relationship to the Medical Photographer II.
- (18) This is the first of a series of four new positions in the Illustration Division of the Educational and Research Services Department. It is felt that the minimum salary for this position will assist us in recruiting applicants with some vocational school training in art or with limited experience in commercial art.
- (19) A salary survey conducted by the Hospital Personnel Association of the Houston Area in September, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$382-482 per month. The median salary reported was \$416 per month. We feel that the minimum salary being recommended here will enable our office to recruit for applicants who have had some experience in medical art work.
- (20) We feel that the salary range recommended for this position will provide for a proper relationship between the Medical Illustrator I and the Medical Illustrator III. Qualified medical illustrators capable of assuming responsibilities at the level of this job classification are rare.

- (21) The duties and responsibilities of this position are basically the same as were those of the Medical Illustration Supervisor, which we have recommended for deletion from the Medical Branch pay plan effective September 1, 1962. We are not at this time recommending any change in the salary range for this position. A national salary survey of University medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962, indicated an inter-quartile range for positions with similar responsibilities to be \$625-715 per month. It is felt that the salary for this position will provide for a proper relationship to that of the Medical Illustrator II.
- (22) This is a new position being added in the Physical Plant Department of the Medical Branch. The recommended salary range will provide for a proper relationship to the Plumber and Steamfitter as well as to the Plumbing and Steamfitting Foreman. It will be noted that the minimum salary for this position is only one step above the minimum salary for the position of Plumber and Steamfitter. The Medical Branch operates on a seven-day week, twenty-four hour basis, and the Plumbing and Steamfitting Foreman is only on duty five days out of the week. It is increasingly important that we provide leadership in the Plumbing and Steamfitting Shop during those days that he is off. The Assistant Plumbing and Steamfitting Foreman will assume the responsibilities of the foreman during his off-days, and when both men are on duty, the assistant will help in job planning and in the preparation of material requirements and cost estimates on plumbing and steamfitting jobs.
- (23) This is a new position being added in the Physical Plant Department of the Medical Branch. The Medical Branch buildings contain over 350,000 square feet of roof area. All except 85,000 square feet are built-up or composition roof. A Roofer is a necessary part of our preventive maintenance inspections. We presently own most of the tools required for roof repairs, but we lack the qualified talent for carrying through these repairs. Journeymen Roofers' salaries follow closely those of the plumbing and electrical trades. We have therefore recommended a salary range comparable to those trade groups.
- (24) The title used in the State Classification Plan is Sheet Metal Worker (9001). This is a new position to be used in the Physical Plant Department of the Medical Branch. Maintenance and construction work including the fabrication of air conditioning ducts, roof flashing, down spouts, and fabrication and alteration of stainless steel equipment for laboratories and hospitals has indicated a necessity to create this new classification. Journeymen Sheet Metal Workers' salaries follow closely those of the plumbing and electrical trades. We have therefore recommended a salary range comparable to those trade groups.
- (25) This is a new position to be used in the Physical Plant Department of the Medical Branch. New construction of the Central Water Chilling Station, Surgical Research Building, and Out-Patient Diagnostic Building continue to add to the work load which should be assumed by a Journeyman Millwright. The installation and preventive maintenance required on the many condenser pumps, water chilling pumps, air compressors, and various types of expensive equipment alignment necessitates an incumbent at the journeyman level. At the present time, Plumbers, Stationary Firemen, Air Conditioning Mechanics, and others maintain pumps and perform machine installation as an auxiliary part of their regular duties. We feel the professional care and experience of a Journeyman Millwright will extend the life of our present equipment and relieve other trades groups. Journeymen Millwrights' salaries follow closely those of the plumbing and electrical trades. We have therefore recommended a salary range comparable to those trade groups.

- (26) This is a new position to be used in the Educational and Research Services Department. It contains some of the job requirements of the Scientific Instrument Maker, which we have recommended to be deleted from the 1963-64 Pay Plan, plus additional duties and responsibilities in the field of electronics. The salary range being recommended for this position is the same that is presently in existence for a like position at Southwestern Medical School in Dallas. The recommended salary range will provide for a proper relationship to the Engineering Technician II. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$548-624 per month (18,245 positions in the sample). In this classification monthly salaries averaged \$569. The inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations.
- (27) This is a new position to be used in the Educational and Research Services Department. It will combine many of the job duties and responsibilities of two positions which we are recommending to be deleted from the 1963-64 Pay Plan, namely: Instrument Shop Foreman and Electronics Equipment Supervisor. The salary range recommended is identical to one in existence for a similar position at Southwestern Medical School in Dallas. The recommended salary range will also provide for a proper relationship to the Engineering Technician I and Research Engineer. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$614-709 per month (6,704 positions in the sample). In this classification monthly salaries averaged \$661. The inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations.
- (28) This is a new professional position to be added to the Educational and Research Services Department at the Medical Branch. An identical salary range is presently in existence for a position with similar duties and responsibilities at Southwestern Medical School in Dallas. The new recommended salary range will provide for a proper relationship to the Engineering Technician II. This is a professional engineering position and will require registration with the State Board of Engineers. A 1962 national survey of professional, administrative, technical, and clerical positions by the U. S. Department of Labor indicated an inter-quartile range for positions with similar responsibilities to be \$1217-1527 per month (5,882 positions in the sample). The inter-quartile range was developed in a survey of 1,744 establishments for professional and administrative occupations.
- (29) This is a new position to be used in the Educational and Research Services Department. It is the entry job to four different classifications of Duplicating Equipment Operators. We feel the beginning rate is the minimum we can offer in order to attract applicants into this position who have had previous vocational school training in printing, or who have had previous photocopy experience. The Multilith Operator classification has been recommended for deletion from the Medical Branch Pay Plan in 1963-64. The establishment of positions as Duplicating Equipment Operators stems from the fact that offset presses will not be the only type equipment in use in the Printing Division. New photocopy equipment for photostats and blueprints will be added to the Printing Division. Therefore, the title, Multilith Operator, loses its significance.

- (30) The title used in the State Classification Plan is Duplicating Machine Operator I (0306). This is a new position to be used in the Educational and Research Services Department, Printing Division. It is in this classification that we will be seeking experienced and skilled duplicating equipment operators. The recommended salary range will provide for a proper relationship between the Duplicating Equipment Operator I and the Duplicating Equipment Operator III.
- (31) The title used in the State Classification Plan is Duplicating Machine Operator II (0308). This is a new position to be used in the Educational and Research Services Department, Printing Division. Incumbents in these positions are highly skilled duplicating equipment operators and may in some instances assume supervision in the absence of superiors. The recommended salary range will provide for proper relationship to the Duplicating Equipment Operator II and the Duplicating Equipment Operator IV.
- (32) The title used in the State Classification Plan is Reproducing Equipment Supervisor IV (0317). This is a new position to be used in the Educational and Research Services Department, Printing Division. In effect this job replaces Print Shop Supervisor, which we are recommending to be deleted from the Medical Branch Pay Plan effective September 1, 1963. The recommended salary range will provide for a proper relationship to the Duplicating Equipment Operator III. A national salary survey of university medical schools and hospital centers which was conducted by the Personnel Office of the Medical Branch in October, 1962 indicated an inter-quartile range for positions with similar responsibilities to be \$427-507 per month.
- (33) This is a new position to be added to the Medical Branch Pay Plan for 1963-64. The salary range recommended will provide for a proper relationship to Laborer I. This position will provide for first line supervision of Laborers I.
- (34) The title used in the State Classification Plan is Audio Visual Technician (\$291-343 per month). This is a new position to be used in the Educational and Research Services Department, Audiovisual Division. The Assistant Audiovisual Technician and Audiovisual Technician in the Medical Branch Pay Plan for 1962-63 are being recommended for deletion effective September 1, 1963. This job represents the entry job of a new series in the audiovisual area. The recommended salary range will provide for a proper relationship to the Audiovisual Equipment Technician II.
- (35) This is a new position to be used in the Educational and Research Services Department, Audiovisual Division. We anticipate that the minimum salary recommended will be sufficient to attract personnel with electronic background in repair and service work. Incumbents in this position may on occasion assume supervisory responsibilities in the absence of the Audiovisual Equipment Technician III. The recommended salary range will provide for a proper relationship to the Audiovisual Equipment Technician I and the Audiovisual Equipment Technician III.
- (36) This is a new position to be used in the Educational and Research Services Department, Audiovisual Division. This position is in actuality the Shop Foreman, and the salary range recommended will provide for proper relationship to the Audiovisual Equipment Technician II.

## ASSISTANT BURSAR

NATURE AND EXAMPLES OF WORK: This is a responsible and quasi-administrative work, under the direction of the Bursar, involving the proper maintenance and accounting of hospital charge records at the Medical Branch.

The work of this class involves assisting the Bursar in the establishment and control of patients' accounts, collecting of hospital charges, supervising and instructing of office personnel, and in relieving the Bursar of various administrative detail work. A major responsibility of this position is administering In-Patient accounts as a primary duty. In the absence of the Bursar, the incumbent is responsible for all functions of the division. This employee reports directly to the Bursar, who reviews the work through frequent conferences and observation of the results obtained.

Illustrative Examples: Assists in supervising and instructing office personnel of the division in accordance with established procedures and policies; instructs cashiers on existing or new procedures for handling patients' accounts for collection or explanation; assists in the selection and training of new personnel for the division.

Controls the accounting of individual Accounts Receivable ledgers; coordinates activities between the Data Processing Division and the Bursar's Division in regard to records to be processed and/or maintained on an electronic computer; collects delinquent Accounts Receivable; collects returned checks; interviews patients regarding accounts for which the responsibility for payment has been assumed by a health or charitable agency; maintains office inventories for stocks and supplies; responsibility for maintaining office machines and related equipment.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in the management of a large accounts receivable unit; graduation from a four year college or university with a degree in Business Administration; or a similar combination of experience and training which provides the knowledges, abilities, and skills as follow:

- (1) Considerable knowledge of accounting practices and procedures.
- (2) Knowledge of the internal accounting procedures of the University of Texas - Medical Branch.
- (3) Knowledge of modern office practice and procedures and of effective supervisory techniques.
- (4) Ability to establish effective working relationships with employees, superiors, the professional staff, and other hospital officials.
- (6) Ability to establish and maintain effective, cordial, and harmonious relationships with the public.

## CONTROL CLERK-CODER

NATURE AND EXAMPLES OF WORK: This is responsible and difficult clerical work of a varied nature in the Data Processing Division at The Medical Branch.

Work involves the responsibility for the accuracy, correctness, and routing of input-output data by reviewing or examining the source material, reports and documents prepared, or other released material. The incumbent must control and may supervise subordinates in the overall accuracy of the work and take necessary steps to insure that corrections are made. Incumbent is also responsible for maintaining the pre-determined schedule of work in line with the schedule of the computer; maintains IBM Card Inventory Control. Work involves keeping a perpetual inventory of ribbons and paper for the machines, and ordering all office supplies as needed. Work is reviewed in conference with superiors and through review of results obtained.

Illustrative Examples: Keeps attendance reports for the division and types up weekly summary sheet; prepares monthly revenue statistics; balances output data to predetermined totals supplied with source material; keeps log of input-output data by date and time received or released; keeps perpetual inventory of IBM cards, paper, and ribbons; arranges local fund payroll vouchers in sequence according to check numbers and inspects for missing vouchers; routes input data to various work areas and completed output data to various departments; maintains work schedule for division posting any changes required and checking work progress to work schedule intermittently.

Answers the telephone, takes messages, and keeps informed as to the whereabouts of division personnel; greets and routes visitors in the division; supervises subordinate clerks when required.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience as a key punch operator in the data processing department of a commercial organization; and graduation from a standard high school including or supplemented by courses in typing and business practices; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of business English, spelling, and arithmetic. (2) Knowledge of modern data processing practices and procedures including key punch operations. (3) Ability to learn a specialized payroll system. (4) Ability to learn specialized data processing terminology. (5) Ability to establish and maintain effective working relationships with other employees and the public. (6) Skill in the use of an adding machine. (7) Some skill in the use of a manual typewriter.

## MAGNETIC TAPE LIBRARIAN

NATURE AND EXAMPLES OF WORK: This is skilled technical work in the maintenance of the magnetic film library in the Data Processing Division at The Medical Branch.

Work involves responsibility for proper maintenance of a library of reels of magnetic or punched paper tape used for automatic data processing purposes. The incumbent is responsible for the proper classification and cataloging of reels of tape in accordance with predetermined practices and policies. Duties performed within the framework of established policies and technical practices do not restrict the use of independent and technical judgment in situations of limited complexity. Incumbents are responsible for the maintenance of an accurate and expeditious reference file as well as proper physical maintenance of reels and tapes. Work is subject to review by superiors for adherence to general library policies, technical standards, and adequate service.

Illustrative Examples: Classifies and catalogs reels of magnetic and punched paper tape; stores and indexes reels for rapid filing and prompt location; issues reels and maintains charge-out records; inspects returned reels to determine if tape or reel needs replacing due to wear or damage; notifies supervisor of repairs and preventive maintenance required; may maintain auxiliary library system of technical manuals, operational handbooks, and other data processing literature as required.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in magnetic tape library work, preferably in a large commercial data processing installation; and graduation from a standard high school supplemented by the completion of courses in unit record or computer equipment operations; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Knowledge of the principles, methods, and techniques of magnetic tape cataloging, classification, and reference work.
- (2) Knowledge of resources and procedures of magnetic tape libraries.
- (3) Some knowledge of the programs and utilization of tapes in production of desired results.
- (4) Some knowledge of the general organization, equipment, and capabilities of all data processing equipment.
- (5) Ability to maintain an effective and competent library service in a manner which will assist materially in the accomplishment of desired results.
- (6) Ability to determine the nature and effect of defective reels, tapes, and related equipment and to initiate necessary replacement.
- (7) Ability to establish and maintain effective working relationships with others.
- (8) Skill in inspection of magnetic tapes for preventive maintenance purposes.

## UNIT-RECORD EQUIPMENT OPERATOR I

NATURE AND EXAMPLES OF WORK: This is skilled work involving the operation of tabulators, sorters, and related equipment in the preparation of accounting and statistical records and reports in the Data Processing Division of the Medical Branch.

This work involves the operation of tabulators, sorters, summary punches, collators, interpreters, and, occasionally, alphabetic and numeric key punches in the preparation of accounting and statistical records and reports. An incumbent is required to wire plug boards from diagrams and occasionally do independent wiring for tabulating work of limited complexity. Major work emphasis is upon giving technical assistance to the Tabulating Equipment Supervisor by wiring, by operating the various machines, or by general management so as to maintain a constant flow of work. Equipment operation tasks are subject only to casual supervision after familiarity with procedures and reports has been acquired and an employee is expected independently to achieve effective utilization of machine capacity and performance and to maintain the flow of work through the unit. Supervision is principally received in areas related to departures from the established order of work and to the maintenance of acceptable standards of production. All work is under the supervision of the Supervisor, Auxiliary Equipment Operations.

Illustrative Examples: Makes a wide variety of sorts and tabulations of information punched on cards through utilization of all machines of the unit.

Does wiring of plug boards according to established diagrams and, occasionally, without diagrams for standard runs; sorts cards to selected sequences with sorting machine; stacks, verifies, and files punched cards; makes reconciliations, reports, and statements to summarize the tabulated data; operates adding machines and calculating machines in connection with the tabulating work.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in the operation of sorters, verifiers, tabulators, and other tabulating equipment; and graduation from a standard high school, supplemented by the completion of a course in tabulating equipment operation, and preferably supplemented by completion of college level courses in business administration or statistics; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of the methods of operation of tabulators, sorters, collators, summary punches, and alphabetic and numeric key punches. (2) Knowledge of modern office procedures, equipment, and appliances. (3) Some knowledge of accounting or statistical techniques and practices. (4) Ability to operate sorting and tabulating machines in such a manner as to make maximum utilization of personnel and machine time, to instruct employees in key punch operating methods, and to organize work effectively. (5) Ability to wire plug boards from diagrams and independently to devise simple wiring diagrams. (6) Ability to learn assigned tasks readily and to memorize and work from complex coding and tabulating procedures. (7) Ability to develop skill in the operation of all major types of tabulating equipment.

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## UNIT-RECORD EQUIPMENT OPERATOR II

NATURE AND EXAMPLES OF WORK: This is highly skilled work involving the operation of tabulators, sorters, interpreters, collators, and related unit-record equipment in the preparation of accounting and statistical records and reports in the Data Processing Division at The Medical Branch.

Work involves the operation of tabulators, reproducers, sorters, collators, and other auxiliary equipment in processing data. The incumbent is responsible for wiring plug boards from diagrams and occasionally does independent wiring for more complex tabulating work. Major work emphasis is on ability to act as the lead operator of the unit-record section, thereby relieving the supervisor of the many minor supervisory and operational problems that occur. Work performed is expected to be of such quality and quantity that little supervision over the position is required. The incumbent must insure maximum effective utilization of machine capacity and performance. Work is reviewed in conference with a superior and through observation of the results obtained.

Illustrative Examples: Makes a wide variety of sorts and tabulations of information punched on cards through utilization of all unit-record equipment and operators; maintains correct title card files on all new accounts; prepares or supervises the preparation of reports such as local fund vouchers, inter-departmental transfers, purchase orders, etc.

Wires plug boards according to established diagrams and without diagrams for standard runs; does independent wiring for the more complex work; sorts cards, selects, stacks, verifies, and files; makes reconciliations, reports, and statements to summarize the data; trains and assists in supervising the work of other operators; may sometimes operate a key punch, verifier, or bursting machine.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in the operation of commercial unit-record equipment, preferably including some supervisory experience; and graduation from a standard high school, supplemented by the completion of courses in unit-record equipment operation, and preferably supplemented by completion of college level courses in business administration or statistics; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Considerable knowledge of the methods of operation of unit-record equipment.
- (2) Considerable knowledge of modern office procedures, equipment, and appliances.
- (3) Knowledge of accounting or statistical techniques and practices.
- (4) Knowledge of effective supervisory techniques and methods.
- (5) Ability to operate sorting and tabulating machines in such a manner as to make maximum utilization of personnel and machine time, to instruct employees in key punch operating methods, and to organize work effectively.
- (6) Ability to wire plug boards from diagrams and independently to devise simple wiring diagrams.
- (7) Ability to learn assigned tasks readily and to memorize and

work from complex coding and tabulating procedures. (8) Ability to develop skill in the operation of all major types of unit-record equipment. (9) Ability to plan, organize, and supervise the work of others in a manner conducive to full performance and high morale.

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## SUPERVISOR, AUXILIARY EQUIPMENT OPERATIONS

NATURE AND EXAMPLES OF WORK: This is responsible work in planning and supervising the program of a tabulating installation engaged in the preparation of accounting and statistical records and reports in the Data Processing Division at The Medical Branch.

The Supervisor, Auxiliary Equipment Operations, schedules, supervises, and occasionally participates in the work of a tabulating equipment installation consisting of a variety of equipment such as alphabetic and numeric key punch machines, verifiers, tabulators, summary punches, sorters, collators, and interpreters used in maintaining and preparing regular and special accounting and statistical reports. Effective work scheduling is a complex and exacting part of the work because of the inter-relationship of machine operations, the volume and variety of tasks, and the importance of regularity in their completion. The incumbent works with considerable independence in the technical phases of the work, but all work is under the supervision of the Assistant Data Processing Manager.

Illustrative Examples: Plans, coordinates, and supervises punching, tabulating, and related clerical activities in the development and maintenance of machine records of the business activities of the Medical Branch, and for a variety of other special statistical studies.

Supervises and assigns work of the tabulating unit; makes periodic checks of the routines to improve them; recommends new procedures to take care of operating requirements; schedules work so that jobs are completed on time.

Develops and installs operating procedures to insure maximum utilization of machines and personnel; draws up new forms and revises old forms subject to approval of superior; sees that clerical work related to the operation of the unit is properly done; assists in difficult and complicated plug board wiring; prepares diagrams for plug boards.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in the operation of all types of tabulating machines in a large accounting or statistical service unit, including experience in the development of procedures for accounting or statistical application of tabulating equipment; and graduation from a four year college or university with major course work in business administration, accounting, or statistics, and including or supplemented by training in the operation and application of punched card tabulating equipment; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Thorough knowledge of the operation, adjustment, uses, and capabilities of all major types of punched card tabulating machines and equipment.
- (2) Considerable knowledge of modern office procedures, methods, and equipment.
- (3) Ability to develop tabulating procedures, to design forms, to lay out diagrams, and to wire plug boards.
- (4) Ability to plan, assign, and supervise subordinates in a manner conducive to full performance and high morale.
- (5) Ability to establish and maintain effective working relationships with employees, superiors, and with departmental and administrative personnel.
- (6) Skill in the operation and demonstration of all major types of tabulating equipment.

## SYSTEMS ANALYST AND PROGRAMMER I

NATURE AND EXAMPLES OF WORK: This is responsible technical work involving electronic computing work in the Data Processing Division at The Medical Branch.

Work involves analyzing record processing systems and problems, and assisting in development of detailed procedures utilizing electronic and conventional data processing equipment. The incumbent receives specific assignments concerning adaptation of existing record processing equipment or development of new procedures which use data processing equipment. Assignments include studies of procedures or problems that affect existing systems. Work is reviewed in conference with superiors and through a review of results obtained.

Illustrative Examples: Assists in developing new and/or modified procedures by adapting specific phases to data processing equipment; assists in preparing block diagrams, flow charts, computer program instructions, and detailed operating instructions; plans and wires control panels.

Makes practice test runs on the computer and other equipment to determine accuracy and practicability of the new and/or modified procedures, and makes necessary changes or corrections; presents preliminary conclusions drawn as a result of initial runs and may make recommendations for changes and/or adoption.

May confer with various administrative divisions, hospital departments, and others in feasibility studies and problem definition of proposed computer applications to a variety of medical, statistical, accounting, and other problems.

Assists in studying jobs currently being processed by computer equipment to determine ways to improve programming; assists in making minor adjustments to equipment.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in machine accounting work with some computer programming experience; graduation from a four-year college or university with major course work in accounting and business administration; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Knowledge of technical, practical, and theoretical work involving accounting, electronic data processing, system analysis, programming, and computer operations.
- (2) Some knowledge of the accounting and related activities and requirements of Medical Branch operations.
- (3) Ability to analyze situations or facts and supply specific rules by exercising orderly reasoning to determine a logical solution.
- (4) Ability to deal effectively with frequently recurring programming and computer problems, plan work properly, and develop acceptable programs.
- (5) Ability to work well with administrative and other employees, employing courtesy and tact to obtain cooperation, secure desired results, and to solve mutual problems.
- (6) Ability to exercise thoughtful judgment which will result in high utilization and low operating cost of expensive electronic data processing equipment and satisfactory systems analysis and programming.
- (7) Some skill in making minor adjustments to equipment and in wiring control panels.

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## SYSTEMS ANALYST AND PROGRAMMER, SUPERVISOR

NATURE AND EXAMPLES OF WORK: This is highly responsible supervisory and technical work involving electronic computing work in the Data Processing Division at The Medical Branch.

Work involves responsibility for supervising the analyses of record processing systems and problems, and for the development of detailed procedures utilizing electronic data processing equipment. The incumbent receives only general assignments and is responsible for the development of procedures necessary to solve such problems using the data processing equipment. Work also involves responsibility for up-dating current jobs being processed, and through conferences with administrative and technical personnel, must determine effective and efficient means of reducing computer usage time and operational costs. Work is reviewed in conference with superiors and through review of results obtained.

Illustrative Examples: Supervises the development of new and/or modification of present procedures by adapting specific phases to data processing equipment; supervises and participates in preparing block diagrams, flow charts, computer program instructions; plans and wires control panels.

Schedules test runs on the computer and other equipment to determine accuracy and practicability of the new or modified procedures, and orders necessary changes or corrections; oversees and trains personnel during runs of new programs; recommends and makes changes in programs.

Supervises studies of jobs currently being processed to plan and organize ways of improving programming; studies and makes recommendations to reduce computer usage time and operational costs and to utilize equipment more effectively; supervises and/or assists in making minor adjustments to equipment.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough supervisory experience in systems analyses and programming, preferably in a large commercial installation; graduation from a four-year college or university with major course work in accounting; statistics; mathematics; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Thorough knowledge of technical, practical, and theoretical work involving accounting, electronic data processing, system analysis, programming, and computer operations. (2) Considerable knowledge of the accounting and related activities and requirements of Medical Branch operations. (3) Knowledge of effective supervisory techniques and methods. (4) Ability to deal effectively with frequently recurring programming and computer problems, plan work properly, and develop acceptable programs. (5) Ability to work well with administrative and other employees, employing courtesy and tact to obtain cooperation, secure desired results, and to solve mutual problems. (6) Ability to exercise thoughtful judgment which will result in high utilization and low operating cost of expensive electronic data processing equipment

and satisfactory systems analysis and programming. (7) Ability to plan, organize, and supervise work of others in a manner conducive to full performance and high morale. (8) Skill in making minor adjustments to equipment and in wiring control panels.

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## COMPUTER OPERATOR I

NATURE AND EXAMPLES OF WORK: This is specialized work involving the monitoring and controlling of the electronic computers in the Data Processing Division at The Medical Branch.

Work involves responsibility, under direct supervision, for assisting in carrying out the various duties associated with operating a computer and such unit-record equipment as is necessary. Manipulates control switches on console panels to start and operate electronic computers that read and process data. Incumbents are responsible for the maintenance of forms in output units and inventory of stores and supplies for these units. Operators may assume the duties and responsibilities of a lead operator in the latter's absence. Work is reviewed in conference with superiors and through review of results obtained.

Illustrative Examples: Assists in and operates the computers and some auxiliary equipment such as printers, sorters, collators, and reproducers; audits machines during operation for invalid information entered into the system and/or machine failure.

Assists in and prepares and arranges input data according to sequence; balances data with predetermined totals supplied with source documents; assists in and analyzes output from computer by checking results to predetermined totals; offers suggestions and ideas on revisions to jobs they have been assisting with and/or processing for a period of time; assists in and does limited systems analysis work on conversions of data from various sources and departments for processing in computers.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in computer operations in a commercial installation; and graduation from a standard high school supplemented by completion of a Computer Operators' School; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Knowledge of the technical, practical, and theoretical work involving computer programming.
- (2) Knowledge of the practical application of computer efficiency as applied to a commercial installation.
- (3) Ability to apply good judgment to work situations.
- (4) Ability to perform work effectively and efficiently.
- (5) Ability to work well with administrative and other employees, employing courtesy and tact to obtain cooperation, secure desired results, and to solve mutual problems for the benefit of all concerned.
- (6) Semi-skilled in operating computers and auxiliary unit-record equipment.

## COMPUTER OPERATOR II

NATURE AND EXAMPLES OF WORK: This is specialized and responsible work involving the monitoring and controlling of the electronic computers in the Data Processing Division at The Medical Branch.

Work involves responsibility, under general supervision, for carrying out the various duties associated with operating a computer and such unit-record equipment as is necessary. Manipulates control switches on console panels to start and operate electronic computers that read and process data. Incumbent is responsible for the maintenance of forms in output units and the production of records of various complexities. An important responsibility of this position is writing operations manuals for computers. May exercise limited supervision over junior operators and assists the supervisor in the training and instruction of new operators. Frequently assists the supervisor with technical problems involving computer operations. As the lead operator, is responsible for assisting the programmers in setting up programs for new or unusual operations. Work is reviewed in conference with superiors and through review of results obtained.

Illustrative Examples: Operates computers and some unit-record equipment such as tabulators, sorters, collators, and reproducers; audits machines during operation for invalid information entered into the system and/or machine failure.

Prepares, arranges, and supervises the input data according to sequence; balances data with predetermined totals supplied with source documents; analyzes output from computer by checking results; offers suggestions and ideas on revisions to jobs they have been processing for a period of time; does systems analysis work on conversions of data from various sources and departments for processing in computer.

Assists the supervisor with technical problems involving computer operation and offers practical suggestions for their solution or elimination; offers suggestions to new operators on how they can increase the efficiency of their operation; clarifies instructions given to new or junior operators concerning specific phases of computer operation; assists programmers in setting up programs for new or complex projects.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in computer operations in a commercial installation; and graduation from a standard high school supplemented by completion of a Computer Operators' School; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

- (1) Considerable knowledge of technical, practical, and theoretical work involving computer programming.
- (2) Considerable knowledge of the practical application of computer efficiency as applied to a commercial installation.
- (3) Ability to apply good judgment to work situations requiring frequent exercise of independent initiative and action.
- (4) Ability to perform work effectively and efficiently with little supervision required.
- (5) Ability to work well with administrative and other employees, employing courtesy and tact to obtain cooperation, secure desired results, and to solve mutual problems for benefit of all concerned.
- (6) Ability to perform limited supervision of other employees.
- (7) Skilled in operating computers and auxiliary equipment.

## SUPERVISOR, COMPUTER OPERATIONS

**NATURE AND EXAMPLES OF WORK:** This is specialized and responsible supervisory work involving the monitoring and controlling of the electronic computers in the Data Processing Division at The Medical Branch.

Work involves responsibility, under limited supervision, for carrying out the various duties associated with operating computers and such auxiliary equipment as is necessary. Manipulates control switches on console panels to start and operate electronic computers that read and process data. Incumbent is responsible for the maintenance of forms in output units and the production of records of various complexities. An important responsibility of this position is working with the programmers in setting up programs for new or unusual operations. Supervises and reviews the work of other computer operators by conference and through results obtained. Assists in work scheduling and confers with his superior concerning unusual problems of difficult nature. Duties require considerable independent judgment and initiative based on previous experience and training. All work is subject to the direction and supervision of a superior and is performed in accordance with established rules and policies.

**Illustrative Examples:** Operates and supervises the operation of computers and may operate some auxiliary equipment such as printers, sorters, collators, and reproducers; audits machines during operation for invalid information entered into the system and/or machine failure.

Prepares, arranges, and supervises the input of data according to sequence; balances data with predetermined totals supplied with source documents; analyzes output from computer by checking results to predetermined totals; offers suggestions and ideas for increasing the efficiency of men and machines in the processing of data; does systems analysis work on conversions of data from source documents; writes and reviews operations manuals for computers.

Assists the Work-Processing Scheduler and Systems Analysts and Programmers in phases of their work concerning the technical operation and processing of data in computers; confers with a superior on important projects; trains and instructs new operators and issues detailed instructions concerning all jobs requiring processing in a computer.

Performs related work as required.

**REQUIREMENTS OF WORK:** Thorough experience in computer operations in a commercial installation; and graduation from a standard high school supplemented by completion of a Computer Operators' School; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

- (1) Thorough knowledge of technical, practical, and theoretical work involving computer programming.
- (2) Thorough knowledge of the practical application of computer efficiency as applied to a commercial installation.
- (3) Ability to apply good judgment to work situations requiring considerable exercise of independent initiative and action.
- (4) Ability to perform work

## SUPERVISOR, COMPUTER OPERATIONS (cont'd)

effectively and efficiently with little supervision required. (5) Ability to work well with administrative and other employees, employing courtesy and tact to obtain cooperation, secure desired results, and to solve mutual problems for benefit of all concerned. (6) Ability to supervise other employees. (7) Highly skilled in operating computers and auxiliary equipment.

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## WORK-PROCESSING SCHEDULER

NATURE AND EXAMPLES OF WORK: This is highly responsible, quasi-administrative work in scheduling the work of all Data Processing Division equipment activities in the preparation of accounting and statistical records and reports at The Medical Branch.

Work involves responsibility for keeping the Data Processing Division equipment constantly supplied with projects at all times to insure maximum effective utilization. Incumbent is responsible for keeping unassigned time to a minimum through maintaining liaison with section heads and reassigning unused time as it becomes available in an effort to reduce operational costs. Work involves coordination of preventive maintenance requirements with operating schedules. The incumbent works with considerable independence, but is subject to general supervision of superiors who review work through conference and observation of scheduling activities.

Illustrative Examples: Plans, organizes, and schedules data processing equipment time; reassigns unused time; keeps records and submits reports concerning effectiveness and efficiency of operational equipment; suggests and/or implements changes in procedures which will increase out-put and improve operations.

Confers with section heads regarding preventive maintenance programs; maintains liaison with equipment representatives in an effort to schedule maintenance programs harmoniously with operating schedules; keeps records of preventive maintenance and repair work on all equipment of the division.

REQUIREMENTS OF WORK: Considerable experience in scheduling data processing work, preferably with some previous administrative experience in a commercial installation and graduation from a four-year college or university with specialization in business administration including courses in accounting and statistics; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

- (1) Considerable knowledge of the technical, practical, and potential uses of all types of data processing equipment.
- (2) Considerable knowledge of effective and efficient scheduling policies and procedures involved in processing data in computers and auxiliary equipment.
- (3) Knowledge of present programs and time factors as they may be affected by increased work schedules.
- (4) Knowledge of the basic accounting and related reports required in Medical Branch operations.
- (5) Ability to plan, organize, and schedule data processing equipment utilization in a manner designed to reduce operational costs and insure efficiency and effectiveness.
- (6) Ability to work with others in a manner conducive to full performance and high morale.

## ASSISTANT DATA PROCESSING MANAGER

NATURE AND EXAMPLES OF WORK: This is professional and supervisory work in assisting the Data Processing Manager in planning and directing the application of data processing methods to a wide variety of operations, records, and reports.

Work involves supervision over the programming, auxiliary equipment, and computer operations sections within procedures, operations and reports of the Medical Branch, to determine the feasibility of using electronic data processing equipment. Work involves responsibility for setting up programs, preparing schedules, supervising input and output, and examining results obtained. Special problems of electronic data processing are reviewed in conference with a superior, however the incumbent plans and supervises routine methods and procedures independently. In the absence of the Data Processing Manager the incumbent assumes the responsibilities of that position. Work is reviewed through observation of the results obtained, and through effective and efficient utilization of equipment.

Illustrative Examples: Assists the programming section in the development of new and/or modification of present procedures; advises employees in preparation of block diagrams, flow charts, and program instructions; studies programs and assists in recommending changes to increase efficiency.

Assists the computer operations section in securing the proper data output required; confers with operator personnel regarding machine audits for invalid information; makes recommendations on feasibility of computer systems; assists in overseeing insertion of program instructions into computers.

Assists the auxiliary equipment operations section in planning and coordinating the development and maintenance of machine records; assists in recommending changes in procedures to insure maximum utilization of equipment usage; advises on problems of a technical nature involving specialized knowledges.

Exercises general supervision over the Data Processing Division; interviews and selects personnel; keeps employee records and recommends personnel changes as required.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough supervisory and technical experience in programming, computer operations, and unit record equipment operations in a large commercial installation; graduation from a four-year college or university with major course work in accounting; statistics; mathematics; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Thorough knowledge of technical, practical, and theoretical work involving accounting, electronic data processing, systems analysis, programming, and computer operations.
- (2) Thorough knowledge of the operation, adjustment, uses, and capabilities of all major types of punched card auxiliary equipment.
- (3) Considerable knowledge of the accounting and related activities and requirements of the Medical Branch.
- (4) Considerable knowledge of effective supervisory techniques and methods.
- (5) Ability to deal effectively with

frequently recurring programming and computer problems, plan work properly, and develop improved programs. (6) Ability to develop unit-record procedures, to design forms, to lay out diagrams, and to wire panels. (7) Ability to plan, assign, and supervise subordinates in a manner conducive to full performance and high morale. (8) Ability to establish and maintain effective working relationships with employees, superiors, and with departmental and administrative personnel. (9) Skill in the operation and demonstration of all major types of electronic data processing machines and equipment.

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## PERSONNEL ASSISTANT II

NATURE AND EXAMPLES OF WORK: This is highly responsible, professional, and quasi-administrative work of a technical nature in the performance of personnel and other allied duties.

Work involves the performance of varied duties in the operation and maintenance of the personnel program at The Medical Branch. Major responsibilities are in job classification, pay plan maintenance, wage and salary administration, and preparation of regular and special reports. The incumbent has the responsibility for initiating and interpreting the results of salary surveys in an attempt to maintain a current, competitive pay plan. Work requires a thorough knowledge of the practices, procedures, and policies of the Office of Staff Personnel as well as overall Medical Branch and University organization and procedures. The incumbent frequently develops and refines the routine required to carry his work to completion; more difficult technical problems or questions concerning policy, interpretation, or precedent may be referred to the Director or Assistant Director for review, advice, or decision, or may be decided upon in conference with them. Work involves supervision of one or more subordinate assistants. Instructions received are in the form of suggestions or general outlines of ends in view, with any additional instructions worked out in conference with superiors.

Illustrative Examples: Performs and supervises the technical study and analysis of jobs, including personal interviews, desk audits, and the writing of job descriptions; analyzes and interprets completed job questionnaires; recommends assignment of appropriate job titles to newly-created positions; reviews and makes recommendations on all requests for changes in job titles.

Maintains central job-description files; continuously reviews job descriptions in an effort to keep content up-to-date; revises form layout as required; maintains file of current literature on job analyses and classification plans; issues and revises classification plan manuals.

Initiates salary surveys, interprets results, and prepares and recommends revised salary ranges for positions in the classified service; assists in initiating surveys concerning other personnel policies and procedures; participates in wage and salary studies; assists in review of budget recommendations.

Assists in recruitment, interviewing, and placement of qualified applicants in research areas; maintains liaison with colleges, universities, employment agencies, and professional groups on recruitment problems.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in personnel organization and administration, and graduation from a four-year college or university with a degree in business administration, preferably with specialization in personnel management; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the principles, methods, techniques, and working problems of personnel administration. (2) Considerable technical knowledge of job analyses practices and procedures. (3) Considerable know-

ledge of Medical Branch operating procedures, organization, and personnel. (4) Knowledge of effective supervisory methods and techniques. (5) Ability to use alertness and good judgment in applying knowledge of regulations and policies in a variety of cases, and resourcefulness in meeting new problems. (6) Ability to handle administrative detail independently and to organize and coordinate work effectively. (7) Marked ability to establish and maintain effective working relationships with other workers, with departmental and administrative personnel, and with the public. (8) Ability to supervise others in a manner conducive to full performance and high morale.

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## PHOTOGRAPHY ASSISTANT

NATURE AND EXAMPLES OF WORK: This is semi-skilled photographic and dark-room work involving scientific and portrait photography of a wide variety of subjects at the Medical Branch.

Incumbents perform a wide variety of duties including photography in black and white or color; the developing, printing, and enlarging of photographs; and related clerical and custodial duties. Assignments occasionally call for work in the hospitals, but most duties are performed in the shop. All positions are under the supervision of a superior who lays out and directs those tasks involving greater skill than the more routine work normally performed. Completed assignments are checked for adequacy and conformity with specifications.

Illustrative Examples: Sets up camera and equipment and takes photographs of patients in the shop; occasionally carries out assignments on the wards; positions subject and arranges lighting; uses black and white or colored film.

Mixes chemicals from formula or prepared solution; makes contact or enlargement prints in accordance with instructions; prints lantern slides and performs other darkroom work; mounts photographs on cardboard or other mountings.

Takes photographic records in color or in black and white; develops, prints, and enlarges films; assists in preparing photographic exhibits; binds and labels lantern slides for instructional purposes; operates photostat copier; sorts and files negatives, lantern slides, and prints; maintains records of work performed; performs custodial duties in darkroom and shop.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in photography; and graduation from a standard high school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Some knowledge of the principles and practices of modern photography.
- (2) Some knowledge of anatomy and other branches of medical sciences.
- (3) Ability to set up and properly light photographic subjects so as to obtain the best results.
- (4) Ability to develop negatives and expose and prepare prints.
- (5) Ability to enlist the cooperation of patient subjects so as to obtain the desired photographs.
- (6) Ability to establish and maintain effective working relationships with fellow workers, superiors, the medical staff, and with patients.
- (7) Skill in the use and care of photographic equipment.

## MEDICAL PHOTOGRAPHER I

NATURE AND EXAMPLES OF WORK: This is skilled photographic work with emphasis on photography of medical and scientific phenomena at the Medical Branch.

Work involves photography of various types in color and black and white of general medical subjects, routine clinical subjects, surgical procedures, some photomicrography and pathological specimens. Incumbents employ proper photographic techniques in the preparation of educational and research materials. All work is performed in accordance with instructions from superiors and sometimes through consultation regarding methods and procedures to be used. Work is reviewed by superiors and by observation of the finished product. Incumbents in this class may occasionally supervise the work of Photography Assistants.

Illustrative Examples: Sets up camera and auxiliary equipment and takes photographs of patients; carries out assignments on the wards; positions patients and arranges lighting; uses black and white or colored film; uses still or motion picture cameras.

Mixes chemicals from formula or prepared solutions; makes contact or enlargement prints; prints lantern slides and may perform darkroom work; mounts photographs.

Takes photographic records in color or in black and white; develops, prints, and enlarges films; prepares photographic exhibits; binds and labels lantern slides for instructional purposes; operates photostat copier.

Sorts and files negatives, lantern slides, and prints; maintains records of work performed; assists in supervising subordinates.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in photography, preferably including experience in medical or scientific photography; and graduation from a standard high school supplemented by courses in photography and medical sciences; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of the principles and practices of modern photographic methods and techniques. (2) Knowledge of basic sciences as related to the needs of medical and scientific photography. (3) Some knowledge of anatomical and medical terminology. (4) Ability to set up and properly light photographic subjects so as to obtain the desired results. (5) Ability to take a variety of still pictures, (6) Ability to develop negatives and expose and prepare prints. (7) Ability to enlist the cooperation of patient subjects so as to obtain the desired results. (8) Skill in the use and care of photographic equipment.

## MEDICAL PHOTOGRAPHER II

NATURE AND EXAMPLES OF WORK: This is skilled responsible work involving photography of general, medical, and scientific phenomena at the Medical Branch.

Work involves responsibility for a variety of types of photography in color and black and white of general medical subjects, routine clinical subjects, surgical procedures, photomicrography, and pathological specimens. Incumbents utilize specialized techniques in photography for preparation of educational and research materials. All work is performed in accordance with general instructions from superiors and through consultation regarding methods and procedures to be used. Work is reviewed by superiors and by observation of the finished product by the person requisitioning it. Incumbents in this class may occasionally assist in supervising and training of others in the division.

Illustrative Examples: Sets up special and standard photographic equipment and photographs patients, scientific-phenomena, and general subjects; uses techniques best designed to expose, develop, and process film to obtain desired results; arranges materials, determines angles of shots, and creates proper lighting effects; prepares copy work for offset reproduction in Printing Division.

Performs specialized photography of surgical procedures, gross specimens, treatment methods, and photomicrographs; assists in maintaining negative files and other records.

Assists in the planning and production of special motion picture features; may assist in editing, preparing titles, and splicing film; makes color and black and white slides for teaching and research purposes; operates photostat copier.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in photography, including experience in medical or scientific photography; and graduation from a standard high school, preferably supplemented by completion of vocational school training in photography or college level photography courses; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Considerable knowledge of modern photography as it relates to medicine, including knowledge of emulsion characteristics, lighting exposure, development of films, and the printing of a wide variety of positives in accordance with general directions.
- (2) Considerable knowledge of basic sciences as related to the needs of scientific and medical photography.
- (3) Knowledge of anatomical and medical terminology.
- (4) Ability to take a variety of still and some motion pictures.
- (5) Ability to prepare gross specimens and display them in a satisfactory manner for photography.
- (6) Some ability in the preparation of tissue specimens for photomicrography.
- (7) Ability to enlist the cooperation of patient subjects so as to obtain the desired photographs.
- (8) Ability to establish and maintain effective working relationships with personnel contacted in the course of work.
- (9) Skill in handling photographic equipment, in preparing medical specimens for photography, and in demonstrating these skills to others.

## MEDICAL PHOTOGRAPHER III

NATURE AND EXAMPLES OF WORK: This is highly responsible, skilled, and sometimes supervisory work in the photography of medical, and scientific phenomena at the Medical Branch.

The incumbent plans, lays out, and when assigned may supervise the photography of a wide variety of subjects for purposes of teaching, research, medical records, and publication. The incumbent utilizes all photographic techniques, including still and motion picture photography, in black and white and color, and applies specialized knowledges to general medical fields in the taking of pictures. Assignments include work in hospital wards, laboratories, operating and dissecting rooms, as well as in the shop. All work is performed in accordance with general instructions from the person commissioning the work, but methods and procedures are determined by the incumbent. Work is subject to review by superiors and by observation and criticism of the person requisitioning it, and all work is subject to administrative direction. An incumbent of this class may be assigned the added administrative responsibility as technical supervisor of the photography division.

Illustrative Examples: Plans, lays out, and reviews the work of a staff engaged in taking and finishing photographs of a wide variety of subjects in the field of medical science.

Performs specialized medical photography; takes still and motion pictures of hospital and clinic patients, surgical procedures, gross specimens, and treatment methods; takes photomicrographs; prepares copy work for offset reproduction in the Printing Division.

Plans, produces, processes, and projects special motion picture features from instructions as outlined by a physician; edits, titles, and splices film; makes color and black and white slides.

Maintains files of negatives and other records; estimates costs.

When assigned, may direct the operation of the photography division, requiring maintenance of cost records, requisitioning of materials, supplies, and equipment, and supervision of others.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough experience of a varied nature in medical photography; and graduation from a standard high school, supplemented by college level courses in physics, chemistry, anatomy, physiology, and related pre-medical fields; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Thorough knowledge of the principles and practices of modern photography.
- (2) Thorough knowledge of the physical properties of various types of films and of the suitability of each for various kinds of medical photography.
- (3) Considerable general knowledge of the major branches of medical science.
- (4) Knowledge of effective supervisory methods and techniques.
- (5) Ability to take a variety of still and motion pictures.
- (6) Ability to plan special photographic features for medical research and other purposes.

(7) Ability to establish and maintain effective working relationships with clients of the service and to instruct and supervise subordinates in a manner conducive to full performance and high morale. (8) Skill in handling photographic equipment, in preparing medical specimens for photography, and in demonstrating these skills to others.

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## ILLUSTRATION ASSISTANT

NATURE AND EXAMPLES OF WORK: This is semi-skilled art work involving a variety of routine and semi-skilled illustration tasks at the Medical Branch.

Incumbents perform a variety of illustrative and artistic duties requiring a basic knowledge of both science and graphic presentation, as well as skill in portraying accurately and precisely the specific facts desired. Duties include the preparation of sketches, drawings, charts, tables, forms, and diagrams for publication, for use in the instruction of students, or for other similar purposes. All work is performed under the direction of superiors who lay out and direct the tasks. Completed assignments are checked for accuracy and attention to detail.

Illustrative Examples: Prepares graphic charts such as statistical tables, graphs, or pictorial tables in accordance with directions of the superior and specifications of the department ordering the work.

Engrosses diplomas or certificates by lettering in the name of the recipient; does hand lettering for posters, signs, placards, and illustrations; makes stencils for campus signs; makes mechanical drawings of designated new areas of the campus; mounts and letters photographs.

Under close supervision, makes sketches and drawings from completed illustrations of surgical procedures and anatomical specimens; completes drawings in crayon, pen and ink, water color, or other media; operates vari-typer in setting up forms and publications.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in the graphic arts; and graduation from a standard high school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Some knowledge of the artistic media adaptable to medical illustration and of the appropriate use of each including pen and ink, water colors, crayon, chalk, and charcoal.
- (2) Some knowledge of anatomy and biology and of the types of illustrative work in these fields.
- (3) Ability to understand and follow oral and written instructions.
- (4) Ability to observe and apply artistic techniques to the performance of more exacting artistic work.
- (5) Some skill in performing a variety of drawing and illustrative tasks.

## MEDICAL ILLUSTRATOR I

NATURE AND EXAMPLES OF WORK: This is specialized, creative, medical and general illustration work on a wide variety of graphic art projects at the Medical Branch.

The incumbent makes drawings, diagrams, and three dimensional models to illustrate medical and surgical findings and procedures for use in research and educational activities, utilizing varied types of illustrative media. Work involves preparing illustrative material of a wide variety of subjects, of graphic figures, maps, forms, and charts. Work also may include work with photographers in determining some procedures. All work is performed in accordance with the specific instructions of a superior and is reviewed by observation of results obtained.

Illustrative Examples: Sketches and draws scientific procedures, anatomical specimens, and microscopic structures of plant and animal tissues; completes drawings in crayon, pen and ink, water color, or any other illustrative media; draws cells as seen with a microscope.

Illustrates experimental results obtained for microcinematography; letters and lays out charts, tables, and mechanical plans to accompany research publication or for instructional and informational purposes; plots and letters graphs; operates vari-typer in setting up forms and publications.

Performs related work as required.

REQUIREMENTS OF WORK: Experience of a varied nature in medical or similar scientific illustration; and graduation from a standard high school, preferably supplemented by college level course work in art and additional scientific courses in pre-medical curriculum; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of the appropriate use of all artistic media adaptable to medical illustration. (2) Knowledge of the major branches of medical science. (3) Ability to apply knowledge of medical science to the observation and graphic presentation of pathogenic and other medical conditions. (4) Ability to work well with others in order to insure cooperation and maintenance of harmonious working relationships and maximum efficiency.

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## MEDICAL ILLUSTRATOR II

NATURE AND EXAMPLES OF WORK: This is highly skilled creative medical and general illustration work on a wide variety of graphic art projects at The Medical Branch.

Incumbents make drawings, diagrams, and three dimensional models to illustrate medical and surgical findings and procedures for use in research and educational activities utilizing varied types of illustrative media. Work involves responsibility for creating designs and layout work for less skilled illustrators to follow and may involve supervision of the work performed. Incumbents have responsibility for the technical quality of the finished product and all work is subject to general review by a superior for aptness and quality.

Illustrative Examples: Sketches and draws the more complex scientific procedures, anatomical specimens, and microscopic structures of plant and animal tissues; completes drawings in crayon, pen and ink, water color, or any other illustrative media; draws cells as seen with a microscope.

Illustrates experimental results obtained for microcinematography; letters and lays out charts, tables, and mechanical plans to accompany research publications or for instructional and informational purposes; plots and letters graphs and forms; may operate a vari-typer in setting up forms and publications.

Prepares design and layout for less skilled illustrators to follow and reviews their work.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience of a varied nature in medical or scientific illustration; and graduation from a four-year college or university with major course work in art; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the appropriate use of all artistic media adaptable to medical illustration. (2) Considerable knowledge of the major branches of medical science. (3) Ability to apply knowledge of medical science to the observation and graphic presentation of pathogenic and other medical conditions. (4) Ability to establish and maintain effective working relationships with clients of the service and to instruct and supervise subordinates in a manner conducive to full performance and high morale. (5) High degree of skill in observing and sketching medical subjects under a variety of conditions. (6) High degree of skill in handling a number of artistic media.

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## MEDICAL ILLUSTRATOR III

NATURE AND EXAMPLES OF WORK: This is highly responsible, skilled, and sometimes supervisory work involving creative medical illustration, and participation in a wide variety of illustration projects carried out at The Medical Branch.

The incumbent plans, lays out, and when assigned may supervise the making of drawings, diagrams, and three dimensional models to illustrate medical and surgical findings and procedures for use in exhibits, publications, research, and educational activities, utilizing all types of illustrative media. Work also requires the supervision and/or participation in a wide range of other art projects including the preparation of graphic figures, maps, forms, and charts. Assignments often call for work in the hospital wards and operating or dissecting rooms, as well as in the division. The incumbent may supervise the work of subordinates when assigned administrative responsibility as technical supervisor of the illustration division. Duties are performed with considerable independence and are reviewed upon completion by department heads ordering the work or by a superior for overall effectiveness.

Illustrative Examples: Confers with department heads regarding assignments and advises as to the most suitable medium and method of presentation; determines the most effective methods to be employed to achieve desired results.

Prepares drawings, charts, graphic figures, maps, forms, and diagrams; may assign tasks to subordinates, supervising and directing the work as necessary depending on the experience and ability of the subordinate.

May supervise and/or participate in making drawings of surgical procedures, anatomical specimens, microscopic structures, and other medical phenomena; completes or may supervise the completion of work in crayon, pen and ink, water color, or any other illustrative media; assists in design of medical books, monographs, and scientific papers in order to correlate text with illustrative matter.

Constructs models for scientific exhibits or teaching purposes; makes plaster and wax castings to show anatomy, physiology, and articulation of various parts of body.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough experience of a varied nature in medical illustration; and graduation from a four year college or university with major course work in art and additional scientific courses in pre-medical curriculum; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Thorough knowledge of the appropriate use of all artistic media adaptable to medical illustration. (2) Thorough general knowledge of the major branches of medical science. (3) Marked ability to apply knowledge of medical science to the observation and graphic presentation of pathogenic

and other medical conditions. (4) Ability to establish and maintain effective working relationships with clients of the service and to instruct and supervise subordinates in a manner conducive to full performance and high morale. (5) High degree of skill in observing and sketching medical subjects under a variety of conditions. (6) High degree of skill in handling a number of artistic media.

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## ASSISTANT PLUMBING AND STEAMFITTING FOREMAN

NATURE AND EXAMPLES OF WORK: This is skilled supervisory work assisting in directing the installation, modification, and repair of Medical Branch plumbing and related systems, equipment, and fixtures, and in supervision of the plumbing shop.

The incumbent is given specific assignments involving job planning and preparation of material requirements and cost estimates. In addition to carrying out these assignments with considerable independence in accordance with standard practices of the trade, he assists in the supervision of the work crews. The incumbent assumes the duties and responsibilities of the Foreman during his absence. Work is subject to review by superiors through observation and conferences concerning jobs performed, and by checking accuracy and conformance of work with specifications and established plumbing codes.

Illustrative Examples: Assists with plans and lay-out work for specific projects assigned from oral or written instructions, drawings, and specifications; assists in assigning and supervising the work of plumbing personnel in the installation, repair, and maintenance of water, air, gas, sewer, and steam systems; inspects the installation and repair of plumbing pipes, sinks, traps, toilet fixtures, drains, special laboratory sinks and tables, and the repair of valves, faucets, traps, sewers, vents, and vacuum pumps as well as connections on hot water units, heaters, and kitchen equipment.

Prepares bills of material, job estimates, purchase requisitions, and maintains check on material requirements to insure that supplies are available.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience as a journeyman plumber, including some supervisory experience; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Thorough knowledge of the practices, methods, materials, tools, and equipment of the plumbing trade. (2) Considerable knowledge of hazards and safety precautions of the work. (3) Ability to plan, lay-out, assign, and supervise the work of skilled and semi-skilled subordinates in a manner conducive to full performance and high morale. (4) Ability to analyze defects in plumbing equipment and to lay out repairs needed. (5) Ability to read and interpret blueprints and lay out work from prints, rough plans, sketches, drawings, and broken parts. (6) Ability to make estimates of labor and materials for jobs performed by section. (7) Skill in the use of the standard tools and equipment of the plumbing trade.

## ROOFER

NATURE AND EXAMPLES OF WORK: This is skilled work at the journeyman level involving repair and maintenance of all roofs at The Medical Branch.

The incumbent is responsible for the inspection, inspection reporting, scheduling of spot repairs, and job supervision of more extensive roof repairs performed by Physical Plant personnel and is Contract Inspector for work performed by outside contractors. Upon completing inspections, initiates work orders to perform repair work to be done by himself or others of the Physical Plant, or if work is beyond the scope of the Physical Plant, he obtains estimates from interested vendors and writes complete specifications and recommendations for further action by his supervisor. Little supervision is received concerning details of work executed and techniques employed, but work is subject to final judgment as to quality of job results. The incumbent may occasionally supervise the work of skilled and unskilled helpers temporarily assigned for a specific job.

Illustrative Examples: Inspects undersides of roofs for signs of leaks; inspects exterior of buildings for settlement cracks which might lead to roof failure; inspects copings, parapet walls, flashings, mats, blisters, cracks, and other defects common to built-up roofs, asbestos shingles, roll roofing, or tile roofs; makes minor to major repairs on all built-up and composition roofs.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience at a journeyman level in all types of roofing work or completion of a recognized apprenticeship in the trade; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, skills, and abilities as follow:

(1) Considerable knowledge of the standard practices, methods, materials, tools, and equipment of the roofing trade. (2) Considerable knowledge of the occupational hazards and safety precautions of the work. (3) Ability to recognize signs of impending failure in all types of roofing. (4) Ability to make minor or major repairs to existing roofing. (5) Ability to interpret and institute specifications for roofing. (6) Ability to physically make an inspection of all areas of all roofs throughout the Medical Branch. (7) Ability to organize, assign, and supervise the work of employees temporarily or permanently assigned to his supervision and to train helpers to become qualified roofers.

## SHEET METAL WORKER

NATURE AND EXAMPLES OF WORK: This is skilled work of the journeyman level in layout and sheet metal fabrication at The Medical Branch.

Craftsmen work with considerable independence in accordance with standard practices of the trade, and must be able to determine their own work procedures. An incumbent of this class receives only general supervision which relates to the scheduling of activities and inspection of the quality of work performed. Assignments are received in the form of architectural drawings, hand sketches, or verbal instructions from the Foreman, Physical Plant Superintendents, or Medical Branch research or technical personnel. The incumbent assists, if necessary, in the design of the product to fit the materials and tools at hand.

Illustrative Examples: Constructs or repairs all types of hospital and Physical Plant equipment made of sheet metal, including materials of monel, hasteloy, stainless steel, copper, brass, aluminum, steel, or other materials which frequently involves operating room and medical research equipment.

Lays out and fabricates items by using all types of sheet metal fabricating equipment such as shears, metal brake, grinder, soldering and welding equipment, and other commonly used related equipment and tools.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience as a journeyman sheet metal worker; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides the knowledges, abilities, and skills as follows:

(1) Considerable knowledge of the materials, methods and procedures, tools and equipment of sheet metal layout and fabrication. (2) Knowledge of the working properties and specifications of metal. (3) Knowledge of the mathematics required for sheet metal planning and layout. (4) Ability to read and understand mechanical and architectural drawings, and written or oral instructions. (5) Ability to physically perform work in all areas involved. (6) Ability to organize, assign, and supervise the work of employees under his responsibility and to train helpers into becoming qualified sheet metal workers in conformance with a standard apprenticeship program.

## MILLWRIGHT

NATURE AND EXAMPLES OF WORK: This is skilled work of the journeyman level involving the precision installation and major repair of mechanical equipment.

Craftsmen work with considerable independence in accordance with standard practices of the trade, and must be able to determine their own work procedures. An incumbent of this class receives only general supervision which relates to the scheduling of activities and inspection of the quality of work performed. Assignments are received in the form of architectural and mechanical drawings, hand sketches or verbal instructions from the Foreman, Physical Plant Superintendent, manufacturers' representatives and/or other technical personnel. Work is in accordance with the manufacturers' specifications in most cases. Supervises those assigned to assist him for each job received.

Illustrative Examples: Installs all pumps and other assigned equipment and is responsible for their alignment and the start up operation; responsible for the complete maintenance, including major overhaul and routine preventive maintenance, on vacuum pumps, air compressors, chill water pumps, condenser pumps, sumps, etc; responsible in maintaining a current pump survey determining critical spare units and parts.

Responsible for keeping the Preventive Maintenance Clerk informed on the history of equipment assigned for his care; may machine necessary replacement parts; assists in installing and dismantling large motors.

Performs related work as necessary.

REQUIREMENTS OF WORK: Experience as a journeyman millwright and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides the knowledges, abilities, and skills as follows:

(1) Considerable knowledge and experience in the installation and repair of mechanical equipment, with a working knowledge of the pumps installed at The Medical Branch. (2) Knowledge of optical tooling equipment and other means of aligning machinery. (3) Knowledge of maintenance problems on all types of pumps and other machinery of The Medical Branch. (4) Ability to read and understand mechanical drawings, manufacturers equipment specification data, and oral or written specifications and mechanical standards of The Medical Branch. (5) Physical ability to work in all areas involved. (6) Ability to organize, assign, and supervise the work of employees assigned for his supervision and to train helpers into becoming qualified millwrights in conformance with a standard apprenticeship program.

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## ENGINEERING TECHNICIAN I

NATURE AND EXAMPLES OF WORK: This is responsible, specialized work in connection with design, construction, operation, maintenance and repair of scientific electronic or mechanical equipment on The Medical Branch campus.

Employees of this class will work under the supervision of superiors in experimental programs designed to establish principles and augment the knowledge and applications of engineering techniques to medicine; however, they are required to make decisions on their own responsibility which require the exercise of independent judgment based on a good knowledge of the work being done. They must be able to exercise considerable imagination, initiative, and inventiveness in planning and executing the details of the developmental and maintenance program, and inevaluating and interpreting their results. In all cases, advice and assistance are available for especially difficult and unusual matters. They may supervise assistants in the less skilled tasks which are largely routine.

Illustrative Examples: Carries on various developmental and maintenance projects under the general supervision of superiors; for example: develops, constructs, operates, maintains, and repairs electronic, optical or mechanical instruments. Instructs others in the operation and maintenance of scientific equipment.

Operates simple machine tools and/or common types of electronic instruments; performs skilled work on layout and assembly of component mechanical and electronic apparatus; performs skilled work on equipment, involving electricity, electronics, sheet metal work, soldering and machining; repairs and sharpens tools, drills, bits, dies, and milling cutters.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in industrial developmental engineering or equivalent medical school or armed forces experience; and graduation from a standard high school, supplemented by training from technical or vocational school; or a similar combination of experience and training which provides knowledges, abilities and skills as follow:

- (1) Thorough knowledge of the principles and practices of engineering.
- (2) Considerable knowledge of modern methods employed in the design, installation, maintenance, repair and calibration of scientific electronic or mechanical research equipment.
- (3) Considerable knowledge of scientific experimental and research techniques applicable to the scientific research equipment.
- (4) Skill in designing and setting up the apparatus, and facilities required to perform a specific experiment.
- (5) Ability to assist in training programs.
- (6) Ability to establish and maintain effective working relationship with departmental and administrative personnel, and with the staff and faculty of the entire Medical Branch.

## ENGINEERING TECHNICIAN II

NATURE AND EXAMPLES OF WORK: This is responsible, supervisory and professional work in connection with design, construction, operation, maintenance and repair of scientific electronic or mechanical equipment on the Medical Branch campus.

Work involves responsibility for an extensive experimental program designed to establish principles and augment the knowledge of application of engineering techniques to medicine. Incumbents have the responsibility for organizing, directing and assigning specific projects, supervising and participating in them as necessary under the supervision of a superior. He may collaborate with other persons in positions of the same class, with faculty members, or with junior associates. Work is subject to general review by a superior who may also act as consultant on any problems which arise.

Illustrative Examples: Carries on various developmental projects as selected and approved by a superior; for example: applies mechanical or electronic engineering techniques to medical research problems. Supervises and instructs junior associates and technicians in the operation, maintenance and repair of scientific equipment.

Operates machine tools and electronic instruments; performs highly skilled work on layout and assembly of component mechanical and electronic apparatus; performs highly skilled work on equipment involving electricity, electronics, sheet metal work, soldering, and machining; repairs and sharpens tools, drills, bits, dies, and milling cutters.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough experience in industrial developmental engineering or equivalent medical school or armed forces experience; and two years of college or university with major work in engineering supplemented by several years research engineering in this and related fields; or a similar combination of experience and training which provides knowledges, abilities and skills as follow:

(1) Thorough knowledge of electronics and the principles and practices of engineering. (2) Thorough knowledge of modern methods and techniques employed in the design, installation, maintenance and repair including calibration of scientific electronic or mechanical research equipment. (3) Thorough knowledge of scientific experimental and research techniques applicable to scientific equipment. (4) High degree of skill in designing and setting up the equipment, apparatus, and facilities required to perform a scientific experiment. (5) Marked ability to plan and assign specific areas of the overall projects so that they may be performed by junior associates. (6) Marked ability to supervise, direct and assist the subordinate staff in conducting training programs and the performance of electronic and other instrument repair. (7) Ability to establish and maintain effective working relationships with the staff and faculty of the entire Medical Branch.

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## RESEARCH ENGINEER

NATURE AND EXAMPLES OF WORK: This is highly responsible, supervisory, and professional work in the field of scientific equipment engineering for which the incumbent is particularly qualified by lengthy and specialized training and experience.

Work involves complex and specialized mechanical and electronic engineering for scientific research in which the incumbent is especially qualified as the result of extensive previous experience and in which he has been responsible for making a major contribution to the body of knowledge. Employees frequently collaborate with a superior, with persons in the positions of the same class, or with junior associates, and with faculty members. Work is generally performed with approval of a superior with respect to the control and results of experiments using designed equipment and instrumentation, but opportunity generally exists for conducting independent and original engineering research.

Illustrative Examples: Performs responsible engineering work involving scientific electronic and mechanical construction, repair, and maintenance in major research areas; supervises and instructs junior associates and technicians in work; prepares and assists in preparation of scientific equipment; performs advanced experimental and research engineering tasks for which he is especially qualified by extensive experience.

REQUIREMENTS OF WORK: Extensive experience in scientific equipment engineering; and graduation from a four-year college or university with major course work in the engineering field desired; and must be registered with The State Board of Registration for Professional Engineers or have necessary qualifications so that registration could be attained; and graduate study in this engineering field; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Extensive knowledge of the branch of engineering in which the work is to be performed.
- (2) Thorough knowledge of scientific, experimental, and research techniques applicable to the branch of engineering involved.
- (3) Thorough understanding of the practical and potential values of research and experimentation in the field involved.
- (4) Knowledge of the fiscal and personnel management problems involved in conducting and supervising scientific equipment research.
- (5) High degree of skill in designing and setting up the equipment, apparatus, and facilities required to perform a specific experiment.
- (6) Marked ability to design apparatus for new fields of investigation, or new approaches to old problems, and assign these projects for performance by junior associates.
- (7) Marked ability to analyze and evaluate existing techniques and procedures as they relate to particular experiments to be performed and ability in devising new techniques, equipment, and procedures as needed.
- (8) Ability to write, or supervise the writing of, articles, papers, pamphlets, or books on the result of the experiments or research projects, including the supervision of personnel who prepare diagrams, designs,

## RESEARCH ENGINEER (cont'd)

mechanical drawings, pictures, or photographs of various steps involved in the overall project. (9) Marked ability to establish and maintain effective working relationships with the staff and faculty of the entire Medical Branch.

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## DUPLICATING EQUIPMENT OPERATOR I

NATURE AND EXAMPLES OF WORK: This is routine, repetitive work in the operation of various types of duplicating equipment.

Work involves varied assignments in the operation of an electronic collator, photocopy equipment and auxiliary machines, and in a service capacity to the advanced operators of the Printing Division at The Medical Branch. Work also involves responsibility for the operation of an automatic folding machine, electrically operated drill hole machine, photostat equipment, and typewriter. The incumbent receives direct supervision as to the ways a job should be properly performed. Work is reviewed and checked periodically by higher grade personnel of the Division.

Illustrative Examples: Operates electronic collator; collates sheets which have been printed with numbers to make books or sets; staples and stitches books and pages together; operates offset duplicator on occasion under close supervision and instruction.

Operates folding machine; folds and stitches sheets, small pamphlets and newspapers evenly; drills holes in papers and books; applies glue on sheets of paper and when dry cuts to make pads; packages finished orders for delivery to departments; operates photostat copy machine as well as other photocopy machines.

REQUIREMENTS OF WORK: Completion of the tenth school grade including or supplemented by vocational training in printing activities and courses in business practices; or a similar combination of experience and training which provide knowledges, abilities, and skills as follow:

(1) Knowledge of modern printing and business practices, procedures, and equipment. (2) Ability to operate or readily learn the operation of equipment used in the Printing Division. (3) Ability to establish and maintain effective working relationships with other employees and administrative personnel. (4) Ability to make minor repairs and adjustments to duplicating equipment. (5) Skill in operating the various types of Printing Division auxiliary equipment.

## DUPLICATING EQUIPMENT OPERATOR II

NATURE AND EXAMPLES OF WORK: This is difficult, skilled, and responsible work in the operation of various types of duplicating equipment.

Work involves receiving assignments on written work-orders with accompanying copy, mats, or plates from which finished product is to be printed. Incumbents are responsible for maintaining and repairing the machines and for producing neat and clear printed material. Finished work is inspected for conformity with accepted standards. Work also involves performance of incidental clerical work. All work is subject to the direction and review of a higher grade operator.

Illustrative Examples: Prints varied documents such as letters, folders, forms, and other material by the offset process; makes close adjustments and alignments to achieve clean, legible, well-centered images; mixes and dilutes inks and chemicals; regulates flow of ink to rollers; operates photocopy equipment.

Strips down, cleans, and reassembles machines; replaces worn or defective parts; makes other minor repairs.

Collates, stitches, staples, and otherwise arranges printed materials; notifies superiors when supply stocks need to be ordered.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in the operation and maintenance of offset duplicating and photocopy equipment; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the mechanical and chemical principles involved in the duplicating trade. (2) Considerable knowledge of the various types, weights, and grades of paper stock used in such duplicating. (3) Knowledge of photocopy methods, machines, and techniques. (4) Ability to understand and follow oral and written instructions. (5) Ability to learn assigned clerical tasks readily. (6) Ability to frequently exercise independent judgment concerning work situations, or problems arising from work situations, as they occur. (7) Skill in the operation of duplicating equipment and related hand tools used for maintenance and repair.

## DUPLICATING EQUIPMENT OPERATOR III

NATURE AND EXAMPLES OF WORK: This is difficult skilled and responsible work in the operation of various types of duplicating equipment.

Work involves receiving assignments on written work-orders with accompanying copy, mats, or plates from which finished product is to be printed. Incumbents are responsible for maintaining and repairing the machines and for producing neat and clear printed material. Finished work is inspected for conformity with accepted standards. Work also involves performance of incidental clerical work. The work of this class is distinguished from that of the class above and below it only by the length of service, supervision given and received, and degree of skill as an Operator. All work is subject to limited direction and review of a higher grade operator.

Illustrative Examples: Prints varied documents such as letters, folders, forms, and other material by the offset process; makes close adjustments and alignments to achieve clean, legible, well-centered images; mixes and dilutes inks and chemicals; regulates flow of ink to rollers; operates photocopy equipment.

Strips down, cleans, and reassembles machines; replaces worn or defective parts; makes other minor repairs.

Collates, stitches, staples, and otherwise arranges printed materials; keeps supply stocks in order; supervises others in the absence of a superior.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in the operation and maintenance of offset duplicating and photocopy equipment; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the mechanical and chemical principles involved in the duplicating trade. (2) Considerable knowledge of the various types, weights, and grades of paper stock used in such duplicating. (3) Knowledge of photocopy methods, machines, and techniques. (4) Ability to understand and follow oral and written instruction. (5) Ability to learn assigned clerical tasks readily. (6) Ability to frequently exercise independent judgment concerning work situations, or problems arising from work situations as they occur. (7) Skill in the operation of duplicating equipment and related hand tools used for maintenance and repair.

## DUPLICATING EQUIPMENT OPERATOR IV

NATURE AND EXAMPLES OF WORK: This is difficult skilled and responsible work in the operation of various types of duplicating equipment.

Work involves receiving assignments on written work-orders with accompanying copy, mats, or plates from which finished product is to be printed. Incumbents are responsible for maintaining and repairing the machines and for producing neat and clear printed material. Finished work is inspected for conformity with accepted standards. Incumbents may also perform incidental clerical work. The work of this class is distinguished from that of the class below it by the length of service and degree of skill as an Operator. An incumbent of this class may be responsible for the supervision and management of The Medical Branch Printing Division. This incumbent is responsible for planning and assigning work and supervising subordinates in various Division operations utilizing duplicating equipment. An important part of this work involves lay-out, estimating costs, and estimating and maintaining time schedules for jobs as well as supervising other employees in this class. The incumbent works under the general supervision of an administrative superior who checks his work primarily through analysis of services rendered and by observation of results obtained. A principal review would be by users of the service.

Illustrative Examples: Prints varied documents such as letters, folders, forms, and other material by the offset process; makes close adjustments and alignments to achieve clean, legible, well-centered images; mixes and dilutes inks and chemicals; regulates flow of ink to rollers; operates photocopy equipment.

Strips down, cleans, and reassembles machines; replaces worn or defective parts; makes other minor repairs.

Collates, stitches, staples, and otherwise arranges printed materials; keeps supply stocks in order.

May plan, lay out, assign, and supervise the work of clerical and skilled operators in the accomplishment of varied duplicating tasks and in the maintenance of shop equipment; schedules activities in duplimat typewriting, in negative and in multilith operation; confers with and advises subordinates on difficult problems of lay out and design; personally participates in preparation of photostatic plates in one position of this class.

May maintain records and inventories, and prepare and submit reports in one position of this class.

May estimate time and cost of proposed duplicating jobs and suggest paper, type, and make up; requisition materials, supplies, and equipment; in one position of this class.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough experience in the operation and maintenance of offset duplicating and photocopy equipment; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Thorough knowledge of the mechanical and chemical principles involved in the duplicating trade. (2) Thorough knowledge of the various types, weights, and grades of paper stock used in such duplicating. (3) Considerable knowledge of the occupational hazards and safety precautions of the work is required in one position of this class. (4) Ability to understand and follow oral and written instruction. (5) Ability to perform clerical tasks readily. (6) Ability to exercise considerable independent judgment concerning work situations, or problems arising from work situations, as they occur. (7) Ability to locate and identify equipment malfunctions and to make repairs. (8) Ability to make accurate time, material, and cost estimates, and to maintain job records is required in one position of this class. (9) Ability to supervise a small group of people to obtain desired results in the completion of work is required in one position of this class. (10) Skill in the operation of duplicating equipment and related hand tools used for maintenance and repair.

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## LABORER II

NATURE AND EXAMPLES OF WORK: This is responsible manual work in the performance of difficult and physically demanding tasks.

Work involves the use of tools and equipment as well as familiarity with the routine of assigned duties. Incumbents decide how and in what order standardized jobs are to be done, after receiving general instructions. The work of this class requires the ability to assume a greater degree of responsibility than of the class below it, with infrequent supervision required in the performance of the assigned tasks. These laborers may act as lead workers, but are not regularly assigned as supervisors.

Illustrative Examples: Performs a variety of skills in the operation of grounds maintenance machines and in performing landscaping tasks; acts as workman and/or mechanism operator on the garbage trucks, and as the rear-end loader and swamper on the A-frame truck; moves and stores expensive medical equipment, furniture, and/or supplies.

Performs responsible maintenance work checking material from store-room, assisting skilled workmen, and doing moderately skilled craft jobs. Performs related work as required.

REQUIREMENTS OF WORK: Completion of the eighth school grade; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

(1) Considerable knowledge of Medical Branch and Physical Plant policies and procedures. (2) Considerable knowledge of campus layout. (3) Considerable knowledge of construction and maintenance practices. (4) Considerable knowledge of the operation of special or expensive tools and operating equipment. (5) Ability to plan, organize, and to be responsible for his level of work in accordance with general instructions. (6) Ability to establish and maintain effective working relationships with other employees. (7) Good physical condition and health; sufficient physical strength and freedom from disabling defects to perform arduous manual labor, occasionally under adverse weather conditions or in cramped surroundings.

## AUDIO-VISUAL EQUIPMENT TECHNICIAN I

NATURE AND EXAMPLES OF WORK: This is a semi-skilled technical work involving the operation and simple repair of audio-visual equipment at The Medical Branch.

Work involves the more routine maintenance and repair of movie projectors, slide projectors, amplifiers, microphones, and public address systems for use in the educational and informational programs for the various departments and activities on the campus. Incumbents operate audio-visual equipment upon direction and must transport this equipment to the designated areas. All work is performed under the direct supervision of a superior who reviews the work by observation of the services performed.

Illustrative Examples: Inspects film for breaks, tears, and burns; splices and repairs damaged film; operates varied types of projectors, amplifiers, microphones, and public address systems; sets up equipment for pre-views, programs, and lectures; assists in the repair and maintenance of equipment.

Performs minor routine maintenance of division quarters; delivers and picks up messages, film, and equipment; assists in the tasks of shipping and receiving audio-visual equipment; assists in the maintenance of the audio-visual library.

REQUIREMENTS OF WORK: Experience with various types of audio-visual equipment; and graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Knowledge of the operation and repair of various types of audio-visual equipment.
- (2) Knowledge of the occupational hazards and safety precautions for electrical installations.
- (3) Ability to operate and make simple repairs on projection and public address equipment.
- (4) Ability to establish and maintain effective working relationships with fellow workers.
- (5) Ability to understand and carry out oral and written directions properly.
- (6) Some skill in the use and care of film and the repair and maintenance of audio-visual equipment.

## AUDIO-VISUAL EQUIPMENT TECHNICIAN II

NATURE AND EXAMPLES OF WORK: This is skilled technical work in the operation and repair of audio-visual equipment at The Medical Branch.

Work involves the maintenance and repair of movie projectors, slide projectors, amplifiers, microphones, and public address systems for use in educational and informational programs for the various departments and activities on the campus. Incumbents operate audio-visual equipment upon request and must transport this equipment to the areas designated. All work is performed under the general supervision of a superior who reviews the work by observation of the services performed.

Illustrative Examples: Assists in the diagnoses, repair, and testing of faulty projectors, amplifiers, microphones, and public address systems; inspects films for breaks, tears, and burns; assists in tasks of shipping and receiving audio-visual materials.

Operates slide and movie projectors for all departments requesting this service; sets up portable public address systems for the various departments and other campus organizations; keeps records on preventive maintenance schedules; may supervise subordinates; assists in the selection and purchase of new equipment; keeps audio-visual library records.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience with the various types of audio-visual equipment; graduation from a standard high school or vocational school; or a similar combination of experience and training which provides the knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the operation and repair of various types of audio-visual equipment. (2) Considerable knowledge of types of film and their characteristics. (3) Knowledge of the occupational hazards and safety precautions for electrical installations. (4) Ability to operate and repair projection and public address equipment. (5) Ability to establish and maintain effective working relationships with fellow workers, superiors, and the medical staff. (6) Ability to interpret and carry out oral and written instructions effectively. (7) Ability to read and interpret schematic drawings of electronic equipment used. (8) Skill in the use and care of film and the repair and maintenance of audio-visual equipment.

## AUDIO-VISUAL EQUIPMENT TECHNICIAN III

NATURE AND EXAMPLES OF WORK: This is highly skilled technical and sometimes supervisory work involving the operation, servicing, and repair of audio-visual equipment at the Medical Branch.

The incumbent may supervise the work of subordinates and personally participates in the maintenance and repair of the audio-visual equipment. Work involves rendering the services of the Audio-Visual Division to the various departments of The Medical Branch through the preparation of movie and slide projectors for the showing of films, and setting up of portable public address systems. Incumbents work independently, but are responsible to an administrative superior who reviews their work through conferences and by observation of the results achieved. An employee of this class may be assigned the added responsibility as technical director of the Audio-Visual Division.

Illustrative Examples: Maintains and repairs all Medical Branch audio-visual equipment and public address systems; inspects the lecture room amplifiers, speakers, and microphones to insure they are in proper working order; recommends the purchasing and installation of new equipment; repairs sound and visual equipment and instruments; instructs and may supervise personnel in the operation of amplifiers and projectors when requested.

Keeps records of the audio and visual equipment; maintains electronic testing equipment; receives departmental requests for services to be rendered and insures these requests receive the proper attention; may supervise the work of the division.

Operates slide and movie projectors for all departments requesting this service; sets up portable public address systems for the various departments and other campus organizations; inspects films for breaks, tears, and burns, and repairs same; insures the proper shipping and receiving of audio-visual materials.

Trains and may supervise employees in an audio-visual library; receives, cares for, and mails film; plans and designs permanent audio-visual installations.

Performs related work as required.

REQUIREMENTS OF WORK: Thorough experience as an audio-visual operator and repairman and graduation from a standard high school, preferably supplemented by some technical training; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Thorough knowledge of the operation and repair of all types of audio-visual equipment.
- (2) Considerable knowledge of the occupational hazards and safety precautions for electrical installations.
- (3) Considerable knowledge of the standard methods, practices, materials, tools and equipment of the audio-visual trade.
- (4) Knowledge of the methods of film library operation and film maintenance.
- (5) Ability to interpret and carry out oral and written instructions and to interpret and work from blueprints and sketches.
- (6) Ability to assign and supervise the work of helpers in a manner that is

AUDIO-VISUAL EQUIPMENT TECHNICIAN III (cont'd)

6702

conducive to full performance and high morale. (7) Ability to read and interpret schematic drawings of electronic equipment used. (8) Skill in the care of film and the repair and maintenance of audio-visual equipment.

9-1-63

III. DELISTED:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>
0215	Tabulating Equipment Operator	\$335-419	\$4020-5028	30
1400	Patient Relations Worker	245-305	2940-3660	23
2300	Medical Photography Assistant	235-292	2820-3504	22
2305	Medical Photographer	335-419	4020-5028	30
2310	Medical Photography Supervisor	514-650	6168-7800	39
2320	Medical Illustration Assistant	235-292	2820-3504	22
2323	Medical Illustrator	305-382	3660-4584	28
2325	Medical Illustration Supervisor	514-650	6168-7800	39
3345	Electronics Technologist	514-650	6168-7800	39
3347	Electronics Equipment Supervisor	565-710	6780-8520	41
3350	Scientific Instrument Maker	460-592	5520-7104	37
3355	Instrument Shop Foreman	539-680	6468-8160	40
3400	Multilith Operator	305-382	3660-4584	28
3420	Print Shop Supervisor	419-514	5028-6168	35
6702	Assistant Audiovisual Technician	235-292	2820-3504	22
6703	Audiovisual Technician	350-439	4200-5268	31



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

SYSTEM PERSONNEL OFFICE

December 17, 1962

MEMORANDUM

TO: Dr. J. C. Dolley 1

FROM: Jack Holland, System Personnel Adviser

SUBJECT: 1963-64 Pay Plan Recommendations for The University of Texas  
Dental Branch

The attached material was forwarded to this office by Mrs. Birath and Dr. Ransom. The original of the material is probably on the way to you, but in the interest of time I thought it perhaps best to go ahead with our report for you. We would recommend approval of the request. A summary of our analysis is as follows:

1. Senior Secretary - Present Range - \$335-419; Proposed Range - \$366-460. This should be keyed to Secretary III (0135) of the State Classification Plan. The State can recruit at \$311, \$325, or \$339 for this class. Occupational Wage Survey for Houston published in June, 1962 by the United States Department of Labor indicates the following: (a) Stenographers, Senior received Average Weekly Earnings (Standard) of \$89.50 which would convert to \$387.50 on the basis of 4-1/3 weeks per month. (b) Secretaries, received Average Weekly Earnings (Standard) of \$95.00 which would convert to \$411 on a 4-1/3 week per month basis. The latter is certainly much more comparable to the classification in question, but either of these should be adequate justification for the adjustment requested.
2. Accounting Clerk II - New Class, Proposed Range - \$305-\$382. If anything this range is too low--particularly the minimum rate since recruiting is cited as a problem. The State permits recruiting at \$291, \$304 and \$317 for the comparable class, Accounting Clerk II (1002). The Occupational Wage Survey of June, 1962 indicates that Clerks, Accounting, Class B -- beginning level -- receive Average Weekly Earnings (Standard) of \$74.00. Clerks, Accounting, Class A -- more nearly comparable to the classification in question -- receive Average Weekly

MEMORANDUM

Dr. J. C. Dolley

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December 17, 1962

Earnings (Standard) of \$96.50. On a 4-1/3 week per month basis these salaries would equate to \$320 and \$418. These figures would indicate that the range proposed is certainly no more than necessary.

3. Accountant I - Present Range - \$350-439; Proposed Range - \$366-460. The request for a one-step increase in both minimum and maximum for this range appears to be reasonable. A comparison of the Classified Personnel Pay Plans for the component institutions of The University of Texas System, 1962-63 indicated that the range provided by the Dental Branch for this classification was the lowest of those provided in five of the six institutions. It is also interesting to note that M. D. Anderson provided a range for this classification of \$419 to \$539, which probably means that the classes do not have comparable duties or responsibilities although they have the same title. The comparable class in the State Classification Plan, Accountant I (1161) permits recruiting at \$362, \$378 and \$395. The adjustment will bring the recruiting rate for the Dental Branch into a more favorable competitive position with that provided by the State.
4. Accountant II - Present Range - \$419-539; Proposed Range - \$460-592. The two-step adjustment in both minimum and maximum for this range seems to be appropriate. This adjustment will maintain a proper relationship between the ranges provided for Accountant I and Accountant II. Again, as with the previous class, Dental Branch reported the lowest of five ranges in the component institutions of The University of Texas System in 1962-63.

A general examination of the job descriptions from the Dental Branch and from M. D. Anderson indicates that the ranges provided for Accountant II in these two institutions certainly should not be so far apart. The adjustment proposed by the Dental Branch would bring the recruiting rates for the two institutions to within one step of each other and the maximums to the same level. The jobs are probably comparable in both institutions.

5. Stores Clerk II - Present Range - \$256-319; Proposed Range - \$279-350. The adjustment in this range appears to be proper. There is a generally comparable class in the State Classification Plan, Stock Clerk II (1902) for which recruiting is permitted at \$257, \$267 and \$279. One should be aware of the fact that in such an institution as the Dental Branch or some of our Main University departments such as Chemistry

or Physics the work required of employees in this class is of a higher nature than that of the ordinary stock clerk. The difference in the job lies in the fact that the handling of many chemicals and drugs and much glass material is involved, requiring much more care and knowledge than ordinarily required.

6. Dental Assistant II - New Class, Proposed Range - \$256-319. We have in this office very little information on which we might verify legitimacy of the range proposed for the Dental Assistant II. However, in light of the fact that the range presently provided for Dental Assistant is \$225-279, the range of \$256-319 for a Dental Assistant II would appear reasonable. It will maintain proper relationship between the two classes. There will actually be a three-step overlap in the ranges provided for the classes.
7. Animal Caretaker - Present Range - \$172-225; Proposed Range - \$172-245. This lengthening of the range should be acceptable. The present range provided at the Dental Branch is six steps. It is interesting to note that at both the Main University and the Medical Branch eleven-step ranges are provided and at the Southwestern Medical School a nine-step range is provided. The new range will provide for individuals to be paid at hourly rates ranging from \$1.00 to \$1.40. It is probably important to keep the \$1.00 beginning step, but also important to allow for a little more expansion in the range.
8. Anatomical Embalmer - Present Range - \$267-366; Proposed Range - \$305-382. The range for this class has not been adjusted since 1959. In the 1962-63 Pay Plans, Southwestern Medical School provides a range of \$319-400 and Medical Branch provides a range of \$335-419 for the comparable class. If the jobs are comparable, the adjustment requested should be acceptable.
9. Laboratory Technician I - Present Range - \$305-382; Proposed Range - \$335-419. The request for the adjustment in this range does not seem unreasonable. A study of the recruiting rates for Laboratory Technician I (4206) in the State Classification Plan shows that \$311, \$325 and \$339 are permitted. The adjustment in range will bring the Dental Branch into more favorable competitive position.

10. Medical Illustrator - Present Range - \$400-514; Proposed Range - \$419-539. We have very little information in this office by which we could verify a salary proposal for this classification; but it is interesting to note that the class description for the Medical Branch and for the Dental Branch are practically identical. And yet, the range provided at the Medical Branch for 1962-63 is from \$305 to \$382 per month while that at the Dental Branch is from \$400 to \$514 per month. In addition to this, the Dental Branch is now asking for a one-step increase in both minimum and maximum. We certainly could not justify an adjustment on the basis of any information which we now have, but I do not think we should disapprove the request.
11. Maintenance Engineer - Present Range - \$482-620; Proposed Range - \$539-680. This is a two-step increase in both minimum and maximum for the class. The range for this classification has not been adjusted since 1959. The only other component institution which has the class title of Maintenance Engineer is the Main University which provides a range from \$700-870 per month. An examination of the two job descriptions indicates that work, at least as described in the specifications, is very similar. This would indicate that the job descriptions are inaccurate. On the basis of the fact that we were forced to raise the ranges for all of our engineer classes in 1962-63, I believe that the request made by the Dental Branch would now be appropriate.
12. Director, Physical Plant - Present Range - \$620-770; Proposed Range - \$680-835. The range for this class has not been adjusted since 1957. This would be in line with the previous adjustment.
13. Plant Operator - Present Range - \$319-400; Proposed Range - \$350-439. This is a two-step increase in both minimum and maximum. On the basis of the information which we have in this office it is impossible to determine the validity of such a request. However, the range was adjusted in 1960 and the adjustment now requested is probably the maximum which should be approved for quite some time.
14. Maintenance Man - Present Range - \$319-400; Proposed Range - \$350-439. Once again this is a two-step increase in both minimum and maximum for the range. It is interesting to note in this case that all of the component institutions in the system have the class Maintenance Man and

MEMORANDUM

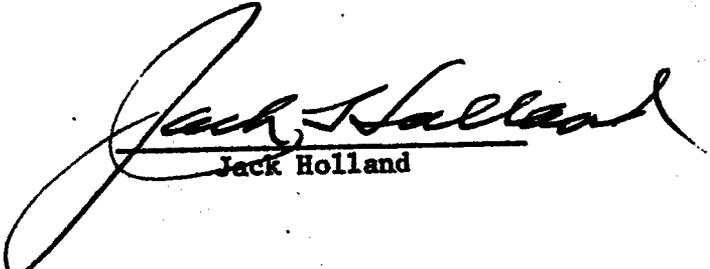
Dr. J. C. Dolley

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December 17, 1962

the Dental Branch has the second highest range for the class. Comparing the job descriptions for the Dental Branch and for the Main University, it is my opinion that the job at the Main University is of a higher level than that at the Dental Branch; yet we have the reverse situation with salary ranges. Once again, it would be hard to justify the adjustment on the basis of the information which we have in the office, but I do not believe we should disapprove the request.

15. Building Supervisor - Present Range - \$335-419; Proposed Range - \$366-460. This is a two-step increase in both minimum and maximum for the class. This range was adjusted last in 1959 and the present request is probably not unreasonable in line with what has been recommended for Director, Physical Plant and Maintenance Engineer.

  
Jack Holland

jf

Attachment

REC'D UPO NOV 9 1962



THE UNIVERSITY OF TEXAS

AUSTIN 12, TEXAS

November 8, 1962

COPY

SYSTEM OFFICES  
CHANCELLOR

Dr. John V. Olson, Dean  
The University of Texas  
Dental Branch  
Post Office Box 20068  
Houston 25, Texas

Dear Dr. Olson:

This acknowledges your recommendations concerning the Dental Branch classified personnel program. I am referring the material to Dr. Dolley and Mr. Cox for review and referral to the Board of Regents in time for it to become effective September 1, 1963.

If there are any questions or suggestions for changes, we will get in touch with you later.

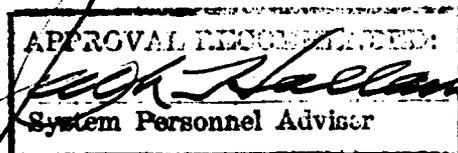
Sincerely yours,

Original signed by  
H. H. RANSOM

Harry Ransom  
Chancellor

HR:tm

cc: Dr. Dolley  
Mr. Cox  
→ Mr. Holland



THE UNIVERSITY OF TEXAS  
DENTAL BRANCH

RECOMMENDED ADJUSTMENTS FOR  
POSITIONS IN THE CLASSIFIED SERVICE  
EFFECTIVE SEPTEMBER 1, 1963

THE UNIVERSITY OF TEXAS  
DENTAL BRANCH

ADJUSTMENTS RECOMMENDED FOR  
POSITIONS IN THE CLASSIFIED SERVICE  
EFFECTIVE SEPTEMBER 1, 1963

CLASS NUMBER	ATTACHMENT ITEM NUMBER	TITLE	PRESENT RANGE		RECOMMENDED RANGE		IDENTIFIABLE STATE CLASSIFICATION RANGE	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL	CLASS NUMBER	MONTHLY RATE
0021	1	Senior Secretary	\$335-419	4020-5028	\$366-460	4392-5520	0135	\$312-367*
0101	2	Accounting Clerk II	---		305-382	3660-4584	1002	291-343
0105	3	Accountant I	350-439	4200-5268	366-460	4392-5520	1161	361-427
0106	4	Accountant II	419-539	5028-6468	460-592	5520-7104	1162	395-467
0401	5	Stores Clerk II	256-319	3072-3828	279-350	3348-4200		Not comparable
1102	6	Dental Assistant II	---		256-319	3072-3828		None
2000	7	Animal Caretaker	172-225	2064-2700	172-245	2064-2940		None
2030	8	Anatomical Embalmer	267-366	3204-4392	305-382	3660-4584		None
2040	9	Laboratory Technician I	305-382	3660-4584	335-419	4020-5028	4206	312-367
2323	10	Medical Illustrator	400-514	4800-6168	419-539	5028-6468		None
3025	11	Maintenance Engineer	482-620	5784-7440	539-680	6468-8160		None
3035	12	Director, Physical Plant	620-770	7440-9240	680-835	8160-10020		None
3105	13	Plant Operator	319-400	3828-4800	350-439	4200-5268		None
3200	14	Maintenance Man	319-400	3828-4800	350-439	4200-5268		None
4232	15	Building Supervisor	335-419	4020-5028	366-460	4392-5520		None

\*Secretary

THE UNIVERSITY OF TEXAS  
DENTAL BRANCH

EXPLANATION PERTINENT TO ADJUSTMENTS  
RECOMMENDED FOR POSITIONS IN  
THE CLASSIFIED SERVICE  
EFFECTIVE SEPTEMBER 1, 1963

0021 Senior Secretary Item 1

Employed in this position are key personnel with responsibility for administrative functions of departments. Actually, we have a very limited number and their services are of great value because they have had broad experience and supervise others with an extensive knowledge of the policies of our organization. Whenever a vacancy occurs in this class of position, the internal relationships between students, faculty and classified personnel are seriously affected. Recruitment of this class is almost impossible because there are none available with the knowledge of the intricacies that are the substance of the operation of a dental school with problems of an Outpatient Division, Research and Teaching. This experience is gained only through years of service to our institution.

0101 Accounting Clerk II Item 2

The need for a second level of this classification is due to the expansion of activity within our institution. Actually, we should have had at least two grades of Accounting Clerks before now, but we can no longer delay this addition to our Classification Plan. It is a position highly competitive when recruiting. To maintain qualified personnel, the recommended addition is necessary.

0105 Accountant I Item 3

A one-step adjustment is recommended in view of the results of our experience in recruitment. We have always experienced difficulty in recruitment of qualified personnel in this classification, however, the problem has increased in intensity. It is a highly competitive position, therefore, in order to maintain qualified personnel, the recommended increase is necessary.

0106 Accountant II Item 4

Employees in this position are key personnel with responsibility for interpreting administrative policies. Actually, we have a very limited number and their services are of inestimable value to our school because they have had broad experience and supervise others with an extensive knowledge of the regulations that govern the operation of a State institution. It is a highly competitive position, therefore, in order to maintain qualified, experienced personnel, the increase is necessary.

0401 Stores Clerk II Item 5

The recommended two-step increase in the minimum of this range is necessitated by the need for experienced and qualified personnel. We have a very limited number in this classification. They must be capable of assuming the role of a supervisor. In order to maintain qualified personnel, this change in the salary range is necessary.

1102 Dental Assistant II Item 6

The need for a second level of this classification is due to the expansion of activity in our institution. It is necessary to train inexperienced personnel to meet the demands of the first level. Once the personnel has acquired the proper training, then it becomes a highly competitive position. Employees in this group would be relied upon to assume greater responsibility than at the Dental Assistant I level, therefore, to maintain qualified, trained personnel, the recommended increase is necessary.

2000 Animal Caretaker Item 7

To retain the services of trained personnel, the maximum in this range must be increased. The personnel must work over the week-ends and in split shifts. The position is not necessarily one that attracts personnel, also training within our institution is necessary.

2030 Anatomical Embalmer Item 8

The recommended three-step increase in the minimum of this range is necessitated by the need for experienced and qualified personnel. At present, there is only one in this classification and he qualifies for retirement within the year. To replace him, it will be necessary to offer more compensation.

2040 Laboratory Technician I Item 9

A two-step adjustment is recommended in view of the results of our experience in recruitment. This is the most critical recruiting area. The salary must be adjusted to become competitive and to maintain qualified personnel. Whenever a vacancy occurs in this class of position, recruitment is almost impossible because there are none available who will accept the remuneration that we can offer. Within the hospitals in the Center, there is a constant demand for this class of position and the salaries are in excess of our offer. To attract and maintain qualified personnel, the recommended increase is necessary.

2323 Medical Illustrator Item 10

A one-step increase in this position is recommended in view of the difficulty in recruiting qualified personnel. This is a specialized field that requires personnel that can portray ideas artistically in the various forms of illustrations that are used in the research and teaching programs. It is important, once we acquire the services of qualified personnel, to retain their services, therefore, the change in the salary range is necessary.

3025 Maintenance Engineer Item 11

Here a two-step increase in this position is recommended to retain the services of experienced, qualified personnel. The personnel is not only a graduate engineer, but has had special training to qualify for a maintenance prevention program of dental equipment, the need of which can not be over-emphasized in a dental school. It is necessary to maintain dental equipment in as nearly perfect condition as possible because it is in constant use. Personnel with this kind of background is almost impossible to find, therefore to retain their services, the change in the salary range is necessary.

3035 Director, Physical Plant Item 12

This is a key position that requires personnel with responsibility for administration of the plant, also installation and maintenance of the equipment. Again, personnel with the qualifications that are essential for the proper performance of this position are most difficult to recruit, therefore, to maintain qualified personnel, the recommended increase is necessary.

3105 Plant Operator Item 13

The two-step adjustment is recommended in view of our experience in recruitment. We have found that our prevailing rate will not attract qualified personnel. The salary must be adjusted to maintain experienced, qualified personnel.

3200 Maintenance Man Item 14

Again, the two-step adjustment is recommended because of our experience in recruitment. We are unable to replace personnel, who leave, at the salary we are in a position to offer, therefore, in order to procure and retain qualified personnel, the change in the salary range is necessary.

4232      Building Supervisor      Item 15

Again, for the same reason as explained above the two-step adjustment is recommended. Our present salary range does not attract qualified personnel, therefore the change in the salary range is necessary.

THE UNIVERSITY OF TEXAS  
DENTAL BRANCH

Table No. II  
Page 1

Effective  
September 1, 1963

SALARY RANGES FOR POSITIONS  
IN THE CLASSIFIED SERVICE

EXPLANATION: Below are listed the salary ranges for classes of positions in the Classified Service of the Dental Branch of the University. This tabulation presents the recommended assignments of proposed classes of work to appropriate ranges of compensation as presented in Table I. The first column indicates the index number of the class; the second column, the class title; the third column, the monthly salary range for the class, i.e., the minimum and maximum rates to be paid to incumbents of positions of the class; the fourth column, the annual salary range for the class; the fifth column, the salary step number which refers to the basic salary schedule. The "intermediate steps" are those rates which fall between the indicated minimum and maximum rates and can be found in Table I. There are five exceptions, which are indicated with an asterisk.

The salary ranges are intended to provide an equitable level of compensation for each class of employment. Ranges are determined through study and analysis of the following factors: Prevailing rates of pay for comparable employment by private and other public employers, present economic conditions, present labor market conditions, past pay policies of the Dental Branch of the University, and the relationship of the different classes of employment as determined through evaluation of duties and responsibilities of each position.

<u>CLASS</u>		<u>RANGE</u>		<u>Step</u> <u>Number</u>
		<u>Monthly</u>	<u>Annual</u>	
OXXX	CLERICAL, FISCAL AND ADMINISTRATIVE SERVICE			
0000	Clerical Assistant	\$181-235	\$2172-2820	17
0001	Clerk	225-279	2700-3348	21
0002	Senior Clerk	279-382	3348-4584	26*
0010	Clerk-Typist	245-305	2940-3660	23
0020	Secretary	292-366	3504-4392	27
0021	Senior Secretary	366-460	4392-5520	32
0022	Administrative Secretary	382-482	4584-5784	33
0030	Administrative Assistant	439-565	5268-6780	36
0100	Accounting Clerk I	279-350	3348-4200	26
0101	Accounting Clerk II	305-382	3660-4584	28
0105	Accountant I	366-460	4392-5520	32
0106	Accountant II	460-592	5520-7104	37
0125	Cashier	267-335	3204-4020	25
0300	Switchboard Operator	245-305	2940-3660	23
0400	Stores Clerk I	225-279	2700-3348	21
0401	Stores Clerk II	279-350	3348-4200	26
0410	Storekeeper	279-350	3348-4200	26
0415	Assistant Purchasing Agent	382-482	4584-5784	33
0700	Personnel Assistant	400-514	4800-6168	34

\*Indicates six intermediate steps, instead of four.

<u>CLASS</u>		<u>RANGE</u>		<u>Step Number</u>
		<u>Monthly</u>	<u>Annual</u>	
LXXX	MEDICAL AND DENTAL SERVICE			
1100	Apprentice Dental Assistant	\$100-150	\$1200-1800	
1101	Dental Assistant I	225-279	2700-3348	21
1102	Dental Assistant II	256-319	3072-3828	24
1103	Dental Technician I	235-292	2820-3504	22
1104	Dental Technician II	292-366	3504-4392	27
1105	Dental Technician III	350-439	4200-5268	31
1106	Dental Technician IV	439-565	5268-6780	36
1211	Dental Nurse	350-439	4200-5268	31
1212	Dental Nursing Supervisor	439-565	5268-6780	36
1400	X-Ray Technician	319-400	3828-4800	29
1401	Senior X-Ray Technician	419-539	5028-6468	35
2XXX	RESEARCH AND SCIENTIFIC SERVICE			
2000	Animal Caretaker	172-245	2064-2940	16*
2010	Laboratory Helper	172-245	2064-2940	16*
2030	Anatomical Embalmer	305-382	3660-4584	28
2039	Laboratory Assistant	245-305	2940-3660	23
2040	Laboratory Technician I	335-419	4020-5028	30
2041	Laboratory Technician II	366-460	4392-5520	32
2042	Laboratory Technician Supervisor	439-565	5268-6780	36
2050	Dispensary Supervisor	319-439	3828-5268	29*
2200	Research Technician	366-460	4392-5520	32
2201	Research Assistant	419-539	5028-6468	35
2202	Research Associate	439-565	5268-6780	36
2300	Assistant Medical Photographer	335-419	4020-5028	30
2305	Medical Photographer	419-539	5028-6468	35
2323	Medical Illustrator	419-539	5028-6468	35
2325	Medical Illustration Supervisor	514-650	6168-7800	39
2335	Chief Audio Visual Librarian	400-514	4800-6168	34
3XXX	ENGINEERING, TRADES, AND LABOR SERVICE			
3025	Maintenance Engineer	539-680	6468-8160	40
3035	Director, Physical Plant	680-835	8160-10020	45
3105	Plant Operator	350-439	4200-5268	31
3200	Maintenance Man	350-439	4200-5268	31
3220	Electrician	400-514	4800-6168	34
3240	Plumber	400-514	4800-6168	34
3345	Assistant Dental Equipment Mechanic	319-400	3828-4800	29
3346	Dental Equipment Mechanic	439-565	5268-6780	36
3371	Laboratory Machinist	319-400	3828-4800	29
3400	Printing Plant Operator	382-539	4584-6468	33*
3500	Laborer	172-225	2064-2700	16
3210	Carpenter	350-439	4200-5268	31

\*Indicates six intermediate steps, instead of four.

<u>CLASS</u>		<u>RANGE</u>		<u>Step Number</u>
		<u>Monthly</u>	<u>Annual</u>	
3XXX	ENGINEERING, TRADES, AND LABOR SERVICE (CONTINUED)			
3501	Utility Worker	\$225-279	\$2700-3348	21
3510	Truck Driver	215-267	2580-3204	20
4XXX	CUSTODIAL SERVICE			
4200	Custodial Worker	\$172-225	\$2064-2700	16
4201	Custodian Watchman	215-267	2580-3204	20
4232	Building Supervisor	366-460	4392-5520	32
4300	Watchman	235-292	2820-3504	22
6XXX	EDUCATIONAL AND INFORMATION SERVICE			
6600	Radio, Television and Electronic Control Technician	350-439	4200-5268	31
6601	Television Audio Visual Specialist	350-439	4200-5268	31
6602	Radio and Television Technical Supervisor	460-592	5520-7104	37



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

SYSTEM PERSONNEL OFFICE

January 17, 1963

MEMORANDUM

TO: Dr. J. C. Dolley

FROM: Jack Holland, System Personnel Adviser

SUBJECT: Pay Plan Recommendations for M. D. Anderson Hospital and Tumor Institute

The attached report proposing changes in the compensation plan for the classified service at the M. D. Anderson Hospital and Tumor Institute was forwarded to this office by Mr. Graves Landrum. We have found the report difficult to read since it was not presented in the usual approved form, but believe that we can give you our recommendation. I have talked with Mr. Yoder who has promised to send us the missing job descriptions and additional justification to support his request for an unusual increase in the salary range for Associate Editor. We have not yet received this material so in the interest of time will give you our recommendations.

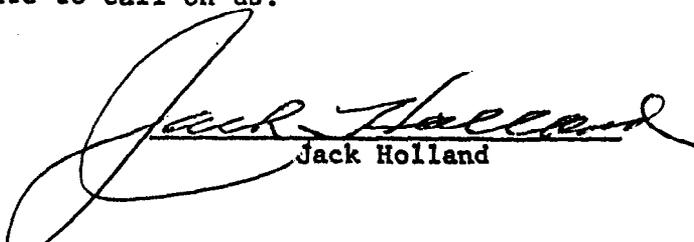
Although some of the requests from M. D. Anderson may seem a little high in relation to the requests from other components, we believe that they are justified when consideration is given to the rates of pay in the Houston-Galveston area. We would therefore recommend approval of the proposed changes except for the change recommended for Associate Editor, which is shown on page 2 and explained in support reference 9. It is our thought that an eleven-step increase in both minimum and maximum has not been justified in the material now being submitted. The request is far out of line in relation to comparable positions at the Main University. It is our recommendation that this request be reduced and that the salary range for the position be approved as shown below:

*Approval  
recom-  
mended  
JCH*

0061 Associate Editor \$539-680 Annual Range \$6468-8160.

The job description of this position as submitted is comparable to the position of Editor III on the Main campus, and the salary range being recommended for this position effective September 1, 1963, is \$514-620. We regret the delay in the processing of this material. Should we get additional information from the personnel officer at M. D. Anderson, we will forward it to you. Should you have questions concerning our recommendation, please do not hesitate to call on us.

jf

  
Jack Holland

PROPOSED CHANGES IN COMPENSATION PLAN  
FOR THE CLASSIFIED SERVICE  
THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE  
HOUSTON, TEXAS

September 1, 1963

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL		PLAN POSITION NO.	
0009	1	Clerk-Typist I	\$	NONE	\$245-305	\$2940-3660	Delete Clerk-Typist and Senior	101	<i>225 - 265</i>
0010	1	Clerk-Typist II		NONE	267-335	3204-4020	Clerk-Typist, add	103	<i>240 - 284</i>
0011	1	Clerk-Typist III		NONE	279-350	3348-4200	Clerk-Typist I, II, III	106	<i>256.50 - 300.50</i>
0010	1	Clerk-Typist	245-305	2940-3660		NONE			
0011	1	Senior Clerk-Typist	279-350	3348-4200		NONE			
0012	2	Medical Typist	279-350	3348-4200	305-382	3660-4584	Range Adjustment	NONE	
0013	2	Medical Secretary	305-382	3660-4584	319-400	3828-4800	Range Adjustment	NONE	
0021	3	Secretary I		NONE	335-419	4020-5028	Add Secretary I,II, III	131	<i>256.50 - 300.50</i>
0022	3	Secretary II		NONE	382-482	4584-5784		133	<i>273 - 321</i>
0023	3	Secretary III		NONE	419-539	5028-6468		135	<i>310.50 - 366.50</i>
0021	3	Secretary	319-400	3828-4800		NONE	Delete		
0022	3	Senior Secretary	366-460	4392-5520		NONE	Delete		
0023	4	Executive Assistant	460-565	5520-6780		NONE	Revise class number, standardize number of intermediate steps	NONE	
0024	4	Executive Assistant		NONE	460-592	5520-7104			
0040	5	Assistant Personnel Manager		NONE	460-592	5520-7104	New Class	1749	<i>513.50 - 605.83</i>
0050	6	Administrative Assistant	350-439	4200-5268	439-565	5268-6780	Range Adjustment New Position Description	1501-1502	<i>331.33 - 391.33</i> <i>378.25 - 446.33</i>

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION PLAN POSITION NO.	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL			
0051	7	Hospital Administrative Assistant	\$460-565	\$5520-6780	\$460-592	\$5520-7104	Standardize number of intermediate steps	NONE	
0052	8	Assistant Administrator	514-650	6168-7800	NONE		Delete		
0060	9	Assistant Editor	366-460	4392-5520	400-514	4800-6168	Range Adjustment	NONE	
0061	9	Associate Editor	400-514	4800-6168	<del>539-680</del> 539-680	<del>4800-6168</del> 4800-6168	New Position Description	NONE	
0100	10	Accounting Clerk I	245-305	2940-3660	279-350	3348-4200	Range Adjustment	1001-1002	256.50 - 300.50 291.00 - 343.00
0101	10	Accounting Clerk II	305-382	3660-4584	335-419	4020-5028	Range Adjustment	1003	331.33 - 391.33
0105	10	Accountant I	419-539	5028-6468	439-565	5268-6780	Range Adjustment	1161-1162-1163	361.91 - 427.25 395.25 - 466.33
0106	10	Accountant II	482-592	5784-7104	514-650	6168-7800	Range Adjustment		1161-1162-1163
0109	10	Assistant Auditor	482-592	5784-7104	539-680	6468-8160	Range Adjustment	1091-1092-1093	378.25 - 446.33 422.00 - 498.00
0110	10	Auditor	514-650	6168-7800	565-710	6780-8520	Range Adjustment		1091-1092-1093
0200	11	Statistical Clerk	245-305	2940-3660	279-350	3348-4200	Range Adjustment	1801-1802-1803	256.50 - 300.50 291.00 - 343.00
0201	11	Statistician	350-439	4200-5268	400-514	4800-6168	Range Adjustment		1801-1802-1803
0205	11	Assistant Epidemiologist	400-514	4800-6168	460-592	5520-7104	Range Adjustment	1811-1812	346.33 - 408.66 395.25 - 466.33
								1813	481.00 - 567.66

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION PLAN POSITION NO.	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL			
C 0300	12	Switchboard Operator	\$225-279	\$2700-3348	\$256-319	\$3072-3828	Range Adjustment	5	240 - 284
C 0301	12	Chief Switchboard Operator	279-350	3348-4200	292-366	3504-4392	Range Adjustment	8	256.50 - 300.50
D 0310	13	Key Punch Operator	245-305	2940-3660	NONE		Delete	201-203	240 - 284 273 - 321
A 0310	13	Key Punch Operator I	NONE		267-335	3204-4020	Add "I"	201	240 - 284
A 0311	13	Key Punch Operator II	NONE		292-366	3504-4392	Add "II"	203	273 - 321
C 0320	13	Tabulating Equipment Operator	292-366	3504-4392	350-439	4200-5268	Range Adjustment	221-223	310.50 - 366.50 346.33 - 408.66
C 0325	13	Machine Accountant	400-514	4800-6168	419-539	5028-6468	Range Adjustment	NONE	
D 0329	13	Computer Programmer	539-680	6468-8160	NONE		Delete	241-242-243	481.00 - 567.66 513.50 - 605.83 559.66 - 660.33
A 0328	13	Computer Programmer I	NONE		482-620	5784-7440	Add "I"	24242424243	
A 0329	13	Computer Programmer II	NONE		539-680	6468-8160	Add "II"	241-242-243	
A 0330	13	Computer Programmer III	NONE		592-740	7104-8880	Add "III"	241-242-243	
C 0332	14	Print Shop Supervisor	366-460	4392-5520	400-514	4800-6168	Range Adjustment	0316	
C 1001	15	Orderly	172-235	2064-2820	181-235	2172-2820	Standardize number of intermediate steps	NONE	
A 1019	16	Assistant Head Nurse	NONE		382-482	4584-5784	New Class	NONE	
C 1101	17	Pharmacist	539-680	6468-8160	592-740	7104-8880	Range Adjustment	4496	481 - 567.66

All change

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL		PLAN POSITION NO.	
1103	17	Assistant Chief Pharmacist	\$565-710	\$6780-8520	\$620-770	\$7440-9240	Range Adjustment	NONE	
1204	18	Assistant Chief X-Ray Technician	366-460	4392-5520	382-482	4584-5784	Range Adjustment	4293	378.25 - 446.33
1205	18	Chief X-Ray Technician	419-539	5028-6468	460-592	5520-7104	Range Adjustment	NONE	
1210	18	X-Ray Therapy Technician	350-439	4200-5268	382-482	4584-5784	Range Adjustment	NONE	
1211	18	Senior X-Ray Therapy Technician	382-482	4584-5784	400-514	4800-6168	Range Adjustment	NONE	
1215	18	Chief X-Ray Therapy Technician	539-710	6468-8520	565-710	6780-8520	Range Adjustment	NONE	
1216	18	Mold Room Dosimetry Technician	366-460	4392-5520	400-514	4800-6168	Range Adjustment	NONE	
1217	18	Senior Dosimetrist	460-565	5520-6780	539-680	6468-8160	Range Adjustment	NONE	
1220	18	Radium Curator	382-482	4584-5784	419-539	5028-6468	Range Adjustment	NONE	
1300	19	Case Aide	245-305	2940-3660	305-382	3660-4584	Range Adjustment	5021	361.91 - 427.25
1303	19	Senior Case Aide	319-366	3828-4392	335-419	4020-5028	Range Adjustment	5022	378.25 - 446.33
1305	19	Social Worker	460-514	5520-6168	482-620	5784-7440	Range Adjustment	5023	395.25 - 446.33
1307	19	Senior Social Worker	482-539	5784-6468	514-650	6168-7800	Range Adjustment	5025	450.50 - 531.83
1310	19	Case Supervisor	514-650	6168-7800	539-680	6468-8160	Range Adjustment	5027	481.00 - 567.66

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION PLAN POSITION NO.	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL			
A 1312	19	Assistant Director Medical Social Service	\$ NONE	\$	\$592-740	\$7104-8880	New Class	4085	422 - 498
e 2000	20	Animal Caretaker	172-235	2064-2820	200-256	2400-3072	Range Adjustment	NONE	
v 2020	21	Diener	190-256	2280-3072	200-256	2400-3072	Standardize number of intermediate steps	NONE	
2115	22	Chief Medical Technologist	482-592	5784-7104	482-620	5784-7440	Range Adjustment	NONE	
2200	23	Research Technician I	292-382	3504-4584	292-366	3504-4392	Standardize number of intermediate steps	4221-4227	378.25 - 446.33 " "
2201	23	Research Technician II	400-482	4800-5784	400-514	4800-6168		4239-4249	378.25 - 446.33 " "
2204	23	Research Scientist- Engineer	NONE		565-710	6780-8520	New Class	4223-4229-4235- 4247-4251	} 559.66 - 660.3
C 2205	24	Electronic Technician	400-514	4800-6168	439-565	5268-6780	Range Adjustment	NONE	
C 2215	25	Junior Physicist	460- <del>666</del> <sup>565</sup>	5520-6780	539-680	6468-8160	Range Adjustment	NONE	
A 2220	26	Research Dietitian	NONE		400-514	4800-6168	New Class	NONE	
C 2320	27	Artist	279-350	3348-4200	350-439	4200-5268	Range Adjustment	NONE	
C 2322	27	Senior Artist	460-565	5520-6780	460-592	5520-7104	Standardize number of intermediate steps	NONE	
C 2346	27	Motion Picture Cameraman	460-565	5520-6780	460-592	5520-7104	Standardize number of intermediate steps	NONE	
D 2347	27	Communications Equip- ment Technician	319-400	3828-4800	NONE		Delete		

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL		PLAN	POSITION NO.
A 2347	27	Communications Equipment Technician I	NONE		\$319-400	\$3828-4800	Add "I"	NONE	
P 2348	27	Communications Equipment Technician II	NONE		366-460	4392-5520	Add "II"	NONE	
L 2349	27	Electronic Engineer	460-710	5520-8520	NONE		Delete		
2349	27	Electronic Engineer I	NONE		460-592	5520-7104	Standardize number of intermediate steps and add "I"	NONE	
A 2350	27	Electronic Engineer II	NONE		565-710	6780-8520	New Class	NONE	
C 2360	27	Supervisor, Visual Aids Production Laboratory	514-650	6168-7800	565-710	6780-8520	Change class number and adjust range	NONE	
C 3000	28	Draftsman I	319-400	3828-4800	350-439	4200-5268	Adjust range and add "I"	2000	331.33 - 391.33
3010	29	Engineer-Designer	592-770	7104-9240	620-770	7440-9240	Standardize number of intermediate steps	NONE	
C 3101	30	Stationary Fireman	335-382	4020-4584	335-419	4020-5028	Standardize number of intermediate steps	9061-9062	256.50 - 300.50 346.33 - 408.66
C 3110	31	Equipment Maintenance Chief	514-650	6168-7800	482-620	5784-7440	New Position Description	NONE	
C 3111	31	Building Maintenance Chief	460-592	5520-7104	482-620	5784-7440	Range Adjustment	9029	450.50 - 531.83

	CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION PLAN POSITION NO.	
				MONTHLY	ANNUAL	MONTHLY	ANNUAL			
D	3115	31	Master Mechanic	\$460-592	\$5520-7104	\$ NONE		Delete		
A	3120	31	Mechanical Engineer	NONE		650-800	7800-9600	New Class	9039	481.00 - 567.66
C	3200	32	Laborer	172-235	2064-2820	181-235	2172-2820	Range Adjustment	9003	167.75 - 197.75
↓	3205	32	Driver	200-256	2400-3072	225-279	2700-3348	Range Adjustment	9401	210.00 - 250.00
	3207	32	Mechanic Helper	215-267	2580-3204	225-279	2700-3348	Range Adjustment	9001	225.00 - 265.00
	3210	33	Carpenter	350-439	4200-5268	366-460	4392-5520	Range Adjustment	9015	291.00 - 343.00
	3215	33	Electrician	366-460	4392-5520	382-482	4584-5784	Range Adjustment	9026	331.33 - 391.33
	3220	33	Painter	350-439	4200-5268	366-460	4392-5520	Range Adjustment	9010	291.00 - 343.00
	3221	33	Maintenance Man	335-419	4020-5028	366-460	4392-5520	Range Adjustment	NONE	
	3225	33	Plumber	366-460	4392-5520	382-482	4584-5784	Range Adjustment	9021	291.00 - 343.00
	3227	33	Refrigeration Mechanic	382-482	4584-5784	400-514	4800-6168	Range Adjustment	9047	378.25 - 446.33
D	3230	34	Precision Machinist	382-482	4584-5784	NONE		Revise Class Number	9511	361.91 - 427.25
D	3232	34	Machinist	335-419	4020-5028	NONE		Revise Class Number	NONE	
D	3230	34	Machinist	NONE		350-439	4200-5268	Revise Class Number and Adjust Range	NONE	
H	3232	34	Precision Machinist	NONE		382-482	4584-5784	Revise Class Number	NONE	
H	3233	34	Scientific Instrument Maker	NONE		419-539	5028-6468	New Class	NONE	

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION PLAN POSITION NO.	
			MONTHLY	ANNUAL	MONTHLY	ANNUAL			
D 4000	35	Laundry Worker	\$135-225	\$1620-2700	\$ NONE		Delete		
F 4000	35	Laundry Worker I		NONE	135-172	1620-2064	Add "I"	8250	167.75 - 197.75
F 4001	35	Laundry Worker II		NONE	181-235	2172-2820	Add "II"	8250	167.75 - 197.75
4008	35	Laundry Worker Supervisor	215-267	2580-3204		NONE	Delete "Worker"		NONE
4008	35	Laundry Supervisor		NONE	215-267	2580-3204	Title Change		NONE
C 4010	35	Laundry Manager	439-565	5268-6780	620-770	7440-9240	Range Adjustment		<del>8112-8748</del> <sup>8260 + Maintenance</sup> (approx. \$300.00 per mo.)
D 4100	36	Kitchen Helper	135-225	1620-2700		NONE	Delete	8101	167.75 - 197.75
A 4100	36	Kitchen Helper I		NONE	135-172	1620-2064	Standardize number of steps and add "I"	8101	167.75 - 197.75
A 4101	36	Kitchen Helper II		NONE	181-235	2172-2820	Standardize number of steps and add "II"	8102	180.00 - 212.66
C 4104	36	Cook II	225-279	2700-3348	245-305	2940-3660	Range Adjustment	8116	210.00 - 250.00
D 4107	36	Chief Cook	382-482	4584-5784		NONE	Revise class number and Position Description		NONE
D 4108	36	Assistant Chief Cook	350-439	4200-5268		NONE		8150	378.25 - 446.33
A 4107	36	Assistant Chief Cook		NONE	366-460	4392-5520	Range Adjustment	8150	378.25 - 446.33
A 4108	36	Chief Cook		NONE	419-539	5028-6468	Range Adjustment	8151	422.00 - 498.00
C 4109	36	Waitress	181-245	2172-2940	190-245	2280-2940	Standardize number of intermediate steps		NONE

CLASS NUMBER	SUPPORT REFERENCE	TITLE	CURRENT RANGE		PROPOSED RANGE		PROPOSED CHANGE	COMPARABLE STATE CLASSIFICATION PLAN POSITION NO.
			MONTHLY	ANNUAL	MONTHLY	ANNUAL		
D 4111	36	Coffee Shop Manager	\$245-305	2940-3660	NONE		Delete	NONE
D 4201	37	Porter	172-235	<del>2172</del> <sup>2064</sup> -2820	NONE		Delete	NONE
A 4201	37	Porter, I		NONE	181-235	2172-2820	Standardize number of intermediate steps and add "I"	8001 <i>167.75 - 197.75</i>
A 4202	37	Porter II		NONE	215-267	2580-3204	New Class	NONE
E 4205	37	Elevator Operator	142-181	1704-2172	149-190	1788-2280	Range Adjustment	8035 <i>180.00 - 212.66</i>
4216	37	Matron	172-235	2064-2820	181-235	2172-2820	Standardize number of intermediate steps	NONE
C 4225	37	Executive Housekeeper	460-592	5520-7104	514-650	6168-7800	Range Adjustment	NONE

The recommended changes which follow are based upon several independent but related salary studies some being completed within the last 60 days. Since frequent reference will be made to these studies, the individual studies are listed here with the identification that will be used throughout these recommendations:

Report #1 - The Hospital Personnel Association of the Houston Area study of salaries paid in hospitals, related institutions, and industry in four geographical areas which include Houston, Texas, and the Southwest (Oklahoma, Louisiana, Arkansas, and New Mexico), and selected areas nationally.

Report #2 - An independent study conducted by The University of Texas, Medical Branch, which complemented but did not overlap the findings in Report #1.

Report #3 - An independent study conducted by The University of Texas, M. D. Anderson Hospital and Tumor Institute, for a limited number of key positions throughout Houston and the Texas Medical Center for which information is limited since the salaries paid persons in these positions are considered in the confidential, classified, or restricted category.

Report #4 - The 13th Annual Area-Wide Survey (Houston Area) of Wage-Salary Rates, for typical occupations in operating, maintenance, and clerical categories, covering small, medium, and large organizations as of November, 1961, conducted by the Industrial Relations Department of an independent staff association which has asked that its identity be withheld.

Report #5 - Occupational Wage Survey, Houston, Texas, June, 1962, prepared by the Bureau of Labor Statistics, United States Department of Labor.

Report #6 - Typical Wage Rates in the Houston Area, January, 1962, prepared by the Research Department, Houston Chamber of Commerce.

Report #7 - An independent Wage Survey, completed in June, 1962, by the Personnel Department of the Veterans Administration Hospital in Houston for a limited number of positions in the food preparation area.

Report #8 - An independent salary survey, completed by the Methodist Hospital, Houston, Texas, September 15, 1962, showing ranges only for a limited number of typical positions for hospitals located in the Texas Medical Center.

Hereafter when referring to these data, the source of information will be identified only as Report #1, Report #2, etc.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
1	FROM: 0010	Clerk-Typist	\$245-305	\$2940-3660	23	101	Clerk-Typist I	\$225-265	2
	0011	Senior Clerk-Typist	279-350	3348-4200	26	103	Clerk-Typist II	240-284	3
	TO: 0009	Clerk-Typist I	245-305	2940-3660	23	106	Clerk-Typist III	256-300	4
	0010	Clerk-Typist II	267-335	3204-4020	25				
	0011	Clerk-Typist III	279-350	3324-4200	26				

The proposed revision involves no salary adjustment, only a change in class numbers and title and adds one title, Clerk-Typist III. This follows an approved pattern in the State Classification Plan and provides for an entry position Clerk-Typist I, a position requiring some experience - Clerk-Typist II, and finally a position requiring considerable experience - Clerk-Typist III. The latter position is identical to the Senior Clerk-Typist which it replaces.

2	FROM: 0012	Medical Typist	279-350	3348-4200	26	NONE
	0013	Medical Secretary	305-382	3660-4584	28	NONE
	TO: 0012	Medical Typist	305-382	3660-4584	28	
	0013	Medical Secretary	319-400	3828-4800	29	

These two positions have consistently been the most difficult in the entire clerical class of positions in which to establish stability. This is explained by such factors as a growing demand in an expanding medical community for employees with a knowledge of medical

terminology, also, by the unusual hours of work frequently expected of employees in this class which are not normally associated with clerical positions, and finally, the repetitious nature of the work requiring unusual personal characteristics. Report #1 shows it is difficult to secure realistic information on these positions as signified by the extreme variations in ranges \$200-371 for a Medical Typist and \$275-450 for a Medical Secretary. The intermediate quartiles for each of these two positions in Report #1 was \$265-325 and \$319-365, with mean salaries of \$290 and \$346. In Report #8 starting salaries were reported as \$300, \$300, \$300, and \$350.

As is the case, very frequently, the institutions with which we are in direct competition may quote a starting salary equal to or even less than our starting salary which would seem to make our proposed ranges unrealistic. What is not shown and what becomes extremely significant, after three to six months, is the liberal promotion policy which these other institutions observe in comparison with our policy.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
3	FROM: 0021	Secretary	\$319-400	\$3828-4800	29	131	Secretary I	\$256-300	4
	0022	Senior Secretary	366-460	4392-5520	32	133	Secretary II	273-321	5
	TO: 0021	Secretary I	335-419	4020-5028	30	135	Secretary III	310-366	7
	0022	Secretary II	382-482	4584-5784	33				
	0023	Secretary III	419-539	5028-6468	35				

In Report #4, the interquartile range for a Junior Secretary was reported as \$349-451. In Report #5, the interquartile range for 1,971 Secretary positions was reported as \$356-455. Report #1 for Houston industry with which we are most directly in competition in-

licated the interquartile range for 903 persons in the Senior Secretary class of position was \$345-416. The establishment of a Secretary I, II, and III class of positions follows a pattern set by the State Classification Plan.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
4	FROM: 0023	Executive Assistant	\$460-565	\$5520-6780	37		NONE		
	TO: 0024	Executive Assistant	460-592	5520-7104	37				
5	TO: 0040	Assistant Personnel Manager	460-592	5520-7104	37	1749	Assistant Personnel Director	513-605	16

This proposal reflects a change in class number only brought about by the addition of a new position, Secretary III, class number 0023. The salary range remains unchanged except that the number of intermediate steps is corrected to conform with the four-intermediate step policy. The need for this correction is a result of the legislative action in 1959, limiting adjustments in salaries to those between \$200-500 per month.

This is a new position to be added to the Compensation Plan. Its adoption will strengthen the department and tend to insure continuity of the personnel program at a professional level. The title and assigned duties are comparable to those of other units of the university system. Report #2 made a study of 13 institutions and found the minimum and maximum ranges being \$400 and \$932 respectively

with a mean salary of \$616. The middle quartile range was found to be \$442-776. Position description is attached.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
6	<u>FROM:</u> 0050	Administrative Assistant	\$350-439	\$4200-5268	31	1501	Administrative Technician I	\$331-391	8
	<u>TO:</u> 0050	Administrative Assistant	439-565	5268-6780	36	1502	Administrative Technician II	378-446	11

Definitive information on this class of position is difficult to secure in any salary survey because of the wide variation in duties and level of responsibilities assigned to it by the different types of organizations. Salaries for comparable positions in the university system vary from \$382-419. In Report #1, the position of Chief Clerk, which in some respects most closely resembles our Administrative Assistant position, the median salary for 39 positions was found to be \$538 with an intermediate quartile range of \$475-590. This adjustment and revised position description reflect the correct supervisory and administrative responsibilities assigned to the position.

7	<u>FROM:</u> 0051	Hospital Administrative Assistant	460-565	5520-6780	37	NONE
	<u>TO:</u> 0051	Hospital Administrative Assistant	460-592	5520-7104	37	

This proposal will serve to standardize the number of intermediate steps within this range to four. As previously indicated the reduced number of steps resulted from legislative action in 1959, which increased the monthly salaries between \$200-500 per month.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
8	FROM: 0052	Assistant Administrator	\$514-650	\$6168-7800	39			\$	

Delete this position from the Compensation Plan.

EDITORIAL GROUP

9	FROM: 0060	Assistant Editor	366-460	4392-5520	32		NONE		
	0061	Associate Editor	400-514	4800-6168	34		NONE		
	TO: 0060	Assistant Editor	400-514	4800-6168	34				
	0061	Associate Editor	680- <del>850</del> <sup>835</sup>	8160- <del>10,200</del> <sup>10,020</sup>	45				

This proposed change will revise the Position Description for the Associate Editor class of position in order to correctly show duties performed, supervision provided and knowledge, skills and abilities required.

ACCOUNTING GROUP

10	FROM: 0100	Accounting Clerk I	245-305	2940-3660	23	1001	Accounting Clerk I	256-300	4
	0101	Accounting Clerk II	305-382	3660-4584	28	1002	Accounting Clerk II	291-343	6
	0105	Accountant I	419-539	5028-6468	35	1003	Accounting Clerk III	331-391	8
	0106	Accountant II	482-592	5784-7104	38	1161	Accountant I	362-427	10
	0109	Assistant Auditor	482-592	5784-7104	38	1162	Accountant II	395-466	12
	0110	Additor	514-650	6168-7800	39	1163	Accountant III	481-568	15

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
10	TO: 0100	Accounting Clerk I	\$279-350	\$3348-4200	26	1091	Auditor I	\$378-466	11
	0101	Accounting Clerk II	335-419	4020-5028	30	1092	Auditor II	422-498	13
	0105	Accountant I	439-565	5268-6780	36	1093	Auditor III	513-605	16
	0106	Accountant II	514-650	6168-7800	39				
	0109	Assistant Auditor	539-680	6468-8160	40				
	0110	Auditor	565-710	6780-8520	41				

Changes recommended here will bring the salaries of these positions more nearly in line with those being paid similar positions in the Houston Area. It points to a continuing problem with which we in the Houston Area are faced and that is a rapid upward spiralling of salaries, generally resulting from the arrival of NASA and its related industries. In Report #1, the mean salary for 88 Accounting Clerks was found to be \$404 and an interquartile range of \$350-465. In Report #4, the mean salary for 1,027 positions was found to be \$456 and the interquartile range \$349-473. Report #5 for 444 workers in the position of Accounting Clerk, Class A, reported a mean salary of \$447 in the Houston Area and an intermediate quartile range of \$339-494.

For 178 positions of Accountant in Report #1, the mean salary was found to be \$539 with an intermediate range of \$480-577. Report #4 gave \$482 as the mean salary for 389 employees and an interquartile range of \$437-529. Report #5 did not include the Accountant position.

From this information it is apparent that the recommended adjustments are reasonable and conservative in relation to comparable salaries being paid in industry.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
			<u>STATISTICAL GROUP</u>						
11	FROM: 0200	Statistical Clerk	\$245-305	\$2940-3660	23	1801	Statistical Clerk I	\$256-300	4
	0201	Statistician	350-439	4200-5268	31	1802	Statistical Clerk II	291-343	6
	0205	Assistant Epidemiologist	400-514	4800-6168	34	1803	Statistical Clerk III	331-391	8
	TO: 0200	Statistical Clerk	279-350	3348-4200	26	1811	Statistician I	346-409	9
	0201	Statistician	400-514	4800-6168	34	1812	Statistician II	395-466	12
	0205	Assistant Epidemiologist	460-592	5520-7104	37	1813	Statistician III	481-568	15

The similarity between the position of Statistical Clerk and Accounting Clerk I is well illustrated by the identical salary range in effect for each. Responsibilities in the Statistical Clerk position and those in a Senior Clerk position are comparable. Since salary information on this type of position is meager, that which is available and comparable must be used as a basis for a recommendation. In Report #1, it was found that the mean salary for 290 Senior Clerk positions was \$408 with an interquartile range of \$300-472.

In an industrial situation, a position such as Assistant Epidemiologist is often identified as middle-management position. Incumbents perform in a highly technical area unique to a cancer research hospital such as this and at a level of responsibility which relieves the department head of details and day-to-day trivia. The incumbents represent a considerable investment in institutional on-the-job training and if a replacement were to become necessary, a qualified person would be exceedingly difficult to secure with the result that the operation of a vital department would be significantly jeopardized. An employee in this class of position is expected to act on all matters, in the absence of the department head, in a manner conducive to the efficient operation of the department. This adjustment will place the position in a pay-range comparable to that requiring an advanced college degree or where experience may be substituted in lieu of it. This adjustment will retain the departmental relation between this and other positions over which supervision is given.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
			<u>SWITCHBOARD OPERATOR</u>						
12	FROM: 0300	Switchboard Operator	\$225-279	\$2700-3348	21	5	Switchboard Operator	\$256-319	3
	0301	Chief Switchboard Operator	279-350	3348-4200	26	8	Switchboard Operator Supervisor	331-391	4
	TO: 0300	Switchboard Operator	256-319	3072-3828	24				
	0301	Chief Switchboard	292-366	3504-4392	27				

The 43 positions of Switchboard Operator in industry according to Report #1, received an average salary of \$345 with 50 percent falling within a range of \$308-390. In Report #4, the average salary paid 175 persons was found to be \$365 with 50 percent falling within a range of \$308-425. The 324 workers in Report #5 received an average of \$305 with 50 percent falling within a range of \$249-352.

The six positions of Chief Switchboard Operator, according to Report #1, in Houston industry received an average salary of \$456, with 50 percent falling within a range of \$412-575. No information on this position was secured in Reports #4 and #5.

13	FROM: 0310	Key Punch Operator	245-305	2940-3660	23	201	Key Punch Operator I	240-284	3
	0320	Tabulating Equipment Operator	292-366	3504-4392	27	203	Key Punch Operator II	273-321	5
	0325	Machine Accountant	400-514	4800-6168	34	221	Tabulating Equipment Operator I	310-366	7
	0329	Computer Programmer	539-680	6468-8160	40	223	Tabulating Equipment Operator II	346-408	9
	TO: 0310	Key Punch Operator I	267-335	3204-4020	25	225	Tabulating Equipment Supervisor I	378-466	11

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
13	0311	Key Punch Operator II	\$292-366	\$3504-4392	27	226	Tabulating Equipment Supervisor II	\$450-532	14
	0320	Tabulating Equipment Operator	350-439	4200-5268	31	241	Computer Programmer I	481-567	15
	0325	Machine Accountant	419-539	5028-6468	35	242	Computer Programmer II	513-606	16
	0328	Computer Programmer I	482-620	5784-7440	38				
	0329	Computer Programmer II	539-680	6468-8160	40				
	0330	Computer Programmer III	592-740	7104-8880	42				

In Report #1, the average salary paid the Key Punch Operator in 177 positions in Houston industry was \$349 with a middle quartile range of \$294-404. In Report #4, the average for 312 positions was \$365 with 50 percent falling within the range of \$314-387. Report #5 showed 345 workers in this class receiving an average salary of \$365 with the middle range of \$318-407.

For the Tabulating Equipment Operator, it was found in Report #1 that 95 persons received an average of \$407 with half receiving between \$374-438. In Report #4, 142 persons received an average monthly salary of \$423 with 50 percent of this group falling within a range of \$349-474. In Report #5, 119 persons in this category were paid an average of \$503 with 50 percent falling within the middle quartile range of \$430-563.

No information was secured on the position of Machine Accountant. However, the recommended salary retains the departmental relationship between this and subordinate positions supervised by employees in the Machine Accountant class of position.

Information on salaries paid the Computer Programmer class of position is quite fluid because of the constantly increasing demand for persons with this type of training and experience. However, a comparison between the proposed salaries and those currently in effect in the State Classification Plan point up the similarity in ranges. Further justification is found in a current study identified as Report #1 which it was found that 40 positions were paid an average salary of \$633 with the minimum-maximum range of \$418-800 and a middle quartile range of \$571-700.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER

FROM:

14	0332	Print Shop Supervisor	\$366-460	\$4392-5520	32	0316	Reproducing Equipment Supervisor	\$395-466	12
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TO:

	U332	Print Shop Supervisor	400-514	4800-6168	34				
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In Report #2, among nine positions studied, the average salary paid was found to be \$517 with an interquartile range of \$427-507.

ORDERLY

15	<u>FROM:</u> I001	Orderly	172-235	2064-2820	16	NONE
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TO:

	I001	Orderly	181-235	2172-2820	17	
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This range adjustment will bring the number of intermediate steps to four. This is one of several positions in which the total number of steps changed when the legislature granted a salary adjustment to persons whose salary was within the range of \$200-500 per month.

ASSISTANT HEAD NURSE

16	<u>TO:</u> I019	Assistant Head Nurse	382-482	4584-5784	33	NONE
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This action will add a position to the Nursing Group class to provide an intermediate level of supervision between the Staff Nurse and the Head Nurse. It will afford the opportunity of evaluating potential supervisory material in an actual work situation thus insuring a continuity in professional supervisory nursing personnel. The salary recommended falls between the approved starting salaries for the Staff Nurse and the Head Nurse classes of positions. See attached position description.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
<u>PHARMACY GROUP</u>									
17	FROM: 1101	Pharmacist	\$539-680	\$6468-8160	40	4496	Laboratory Pharmacist	\$481-568	15
	1103	Assistant Chief Pharmacist	565-710	6780-8520	41				
	TO: 1101	Pharmacist	592-740	7104-8880	42				
	1103	Assistant Chief Pharmacist	620-770	7440-9240	43				

This position is an excellent one to emphasize the problem which this institution faces on one hand, in attempting to maintain salaries realistic and competitive with those being paid in similar institutions. In Report #1 just completed, the average salary for 20 Staff Pharmacist positions was \$597 with a middle range of \$539-650 and a minimum-maximum range of \$539-650. In arriving at the interquartile range a somewhat unusual situation was noted in that the minimum for the range was found to be \$539 identical with the minimum salary reported.

In Report #3 completed as of November 20, 1962, the following information was secured: (1) one hospital had just established their range for Staff Pharmacist at \$600-675; (2) the starting salary at another institution effective October 14, 1962, was \$556; (3) another reported a minimum starting salary of \$625; (4) another reported a range of \$550-650 with the actual minimum starting salary at \$600. The average starting salary for these five institutions is \$591. The proposed increase for the Assistant Chief Pharmacist retains the one step differential between it and the position of Staff Pharmacist.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER

RADIOLOGY - DIAGNOSTIC GROUP

18	FROM: 1204	Assistant Chief X-Ray Technician	\$366-460	\$4392-5520	32	4293	X-Ray Technician III	\$378-446	11
	1205	Chief X-Ray Technician	419-539	5028-6468	35				
	TO: 1204	Assistant Chief X-Ray Technician	382-482	4584-5784	33				
	1205	Chief X-Ray Technician	460-592	5520-7104	37				

In Report #1, six positions of Chief X-Ray Technicians in Houston Hospitals were paid an average of \$532 with a minimum-maximum range of \$482-710 with the middle quartile range found to be \$495-525. In Report #2, there were 29 positions with the average of these found to be \$572. In this same report the minimum-maximum range was found to be \$335-821 with a middle quartile range of \$445-650.

RADIOLOGY-THERAPEUTIC GROUP

	FROM:								
18	1210	X-Ray Therapy Technician	350-439	4200-5268	31		NONE		
	1211	Senior X-Ray Therapy Technician	382-482	4584-5784	33				
	1215	Chief X-Ray Therapy Technician	539-710	6468-8520	40				
	1216	Mold Room-Dosimetry Technician	366-460	4392-5520	32				
	1217	Senior Dosimetrist	460-565	5520-6780	37				

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
18	1220	Radium Curator	\$382-482	\$4584-5784	33		NONE		
	TO: 1210	X-Ray Therapy Technician	382-482	4584-5784	32				
	1211	Senior X-Ray Therapy Technician	400-514	4800-6168	34				
	1215	Chief X-Ray Therapy Technician	565-710	6780-8520	41				
	1216	Mold Room-Dosimetrist	400-514	4800-6168	34				
	1217	Senior Dosimetrist	539-680	6468-8160	40				
	1220	Radium Curator	419-539	5028-6468	35				

This group of positions is unique in the hospital field and is found only in a tumor research institution such as this. Information on salaries for these positions is essentially non-existent so that it must be related to positions within the institution.

First, the X-Ray Therapy Technician must be a registered nurse with considerable experience. On-the-job training is required for each therapy technician. This range adjustment re-establishes the differentiation in salary between this and the registered nurse group of positions. The Mold Room-Dosimetrist Technician, Senior Dosimetrist, and Radium Curator are best comparable to the Research Technician group of positions. Experienced personnel are unavailable on an outside recruitment basis so that each appointee must be given highly technical and thorough training in the use of radiation equipment.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS				
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER	
			<u>SOCIAL SERVICE GROUP</u>							
19	FROM: 1300	Case Aide	\$245-305	\$2940-3660	23	5021	Child Welfare Worker I	\$362-427	10	
	1303	Senior Case Aide	319-366	3828-4392	29	5022	Child Welfare Worker II	378-446	11	
	1305	Social Worker	460-514	5520-6168	37	5023	Child Welfare Worker III	395-466	12	
	1307	Senior Social Worker	482-539	5784-6468	38	5025	Child Welfare Supervisor I	450-532	14	
	1310	Case Supervisor	514-650	6168-7800	39	5027	Child Welfare Supervisor II	481-568	15	
	TO: 1300	Case Aide	305-382	3660-4584	28	4085	Medical Social Worker	422-498	13	
	1303	Senior Case Aide	335-419	4020-5028	30					
	1305	Social Worker	482-620	5784-7440	38					
	1307	Senior Social Worker	514-650	6168-7800	39					
	1310	Case Supervisor	539-680	6468-8160	40					
	1312	Assistant Director Medical Social Service	592-740	7104-8880	42					

In Report #1 for Houston Hospitals it was found that 26 medical social worker positions averaged \$502 with a minimum-maximum range of \$425-650. Fifty percent of these positions fell within the range of \$470-525. In four positions of Case Supervisor, the average salary was found to be \$565-620 with an interquartile range of \$592-600.

In Report #2, the average salary for 22 Case Supervisors was found to be \$636 with a minimum-maximum range of \$473-789 and 50 percent of the salaries falling within a range of \$583-684. For 29 positions of Social Case Aide the average salary was found to be \$393 with \$300-558 reported as minimum-maximum range and \$340-417 as the range between which 50 percent of the salaries fell. There was no information secured on the salary paid the position of Assistant Director, Medical Social Service in either Report #1 or #2. However, Report #2 made a study of the salaries being paid the position of Director, Medical Social Service and found that in 30 positions the average salary was \$777 with a minimum-maximum range of \$571-1133 and 50 percent of these salaries falling within a range of \$650-840 which makes the recommended range for the Assistant Director, Medical Social Service a realistic one. This is a new position for which a position description is attached.

REFERENCE

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS		
						CLASS NUMBER	TITLE	RANGE MONTHLY NUMBER
<u>ANIMAL CARETAKER</u>								
20	FROM: 2000	Animal Caretaker	\$172-235	\$2064-2820	16		NONE	
	TO: 2000	Animal Caretaker	200-256	2400-3072	19			

In Report #2, 237 positions received an average salary of \$287 with a minimum-maximum range of \$150-440 and 50 percent of the positions falling within a range of \$200-362.

<u>DIENER</u>								
21	FROM: 2020	Diener	190-256	2280-3072	18		NONE	
	TO: 2020	Diener	200-256	2400-3072	19			

This change will bring the number of intermediate steps to four. This compares with the minimum salary of \$201 reported in Report #2 in which the maximum salary for this position was found to be \$569.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
22			<u>CHIEF MEDICAL TECHNOLOGIST</u>						
22	FROM: 2115	Chief Medical Technologist	\$482-592	\$5784-7104	38		NONE		
	TO: 2115	Chief Medical Technologist	482-620	5784-7440	38				

This change will bring the number of intermediate steps to four, the standard used throughout the pay plan. The variation resulted from a legislative action in 1959, which granted increases to persons within the \$200-500 per month range and thus changing the number of intermediate steps in classes within which either salary fell.

RESEARCH TECHNICIAN GROUP

For the Research Technician II the following appear comparable:

23	FROM: 2200	Research Technician I	292-382	3504-4584	27	4221	Bacteriologist I	378-446	11
	2201	Research Technician II	400-482	4800-5784	34	4227	Entomologist I	378-446	11
	TO: 2200	Research Technician I	292-366	3504-4392	27	4239	Parasitologist I	378-446	11
	2201	Research Technician II	400-514	4800-6168	34	4249	Virologist I	378-446	11

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER

For Research Scientist-Engineer the following appear to be comparable:

23	2204	Research Scientist-Engineer	\$565-710	\$6780-8520	41	4223	Bacteriologist III	\$560-660	17
						4229	Etomologist III	560-660	17
						4235	Immunologist III	560-660	17
						4247	Serologist III	560-660	17
						4251	Virologist III	560-660	17

The recommended changes in Research Technician I, II reflect only a change in the number of intermediate steps within the range for each class to provide for a four-step intermediate range.

The Research Scientist-Engineer is a new class of position to be added to the Pay Plan to provide a position in the classified service for those persons who may lack the necessary educational requirements to qualify for a staff appointment, but who, because of their thorough experience gained at this institution, perform at a level beyond the Research Assistant level. This class of position for which a new position description is attached is intended to provide continuous employment for employees in this category.

A look at salaries paid comparable positions in Houston industry substantiate the recommended salary range. In Report #1, it was found that in 18 positions industry paid persons in this class an average of \$843 with a minimum-maximum range of \$800-1007 and 50 percent of these salaries falling within a range of \$800-840.

#### ELECTRONIC TECHNICIAN

24	FROM: 2205	Electronic Technician	400-514	4800-6168	34	NONE
	TO: 2205	Electronic Technician	439-565	5268-6780	36	

Among 40 positions reported in Report #2, the average salary was found to be \$535 with a minimum-maximum range of \$350-761 and 50 percent falling within a range of \$470-604.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS		
						CLASS NUMBER	TITLE	RANGE MONTHLY NUMBER
<u>JUNIOR PHYSICIST</u>								
25	FROM: <u>2215</u>	Junior Physicist	\$460- <del>680</del> <sup>565</sup>	\$5520-6780	37		NONE	
	TO: <u>2215</u>	Junior Physicist	539-680	6468-8160	40			

This position falls in a class similar to that of Research Scientist-Engineer. Incumbents in this position perform at a level beyond those in the Research Assistant class either because of experience or advanced education. Only those applicants who demonstrate reasonable potentialities of advancing toward the doctorate level are initially considered for this position. This potentiality is evaluated in the light of experience gained at this hospital.

RESEARCH DIETITIAN

26	TO: <u>2220</u>	Research Dietitian	400-514	4800-6168	34		NONE	
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This is a new position to be added to the Pay Plan because of the requirements in the Metabolic Studies Kitchen. In Report #2, the average salary was found to be \$514 with \$419-718 the minimum-maximum range and 50 percent of the positions falling within a \$460-541 range. The new position description is attached.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS		
						CLASS NUMBER	TITLE	MONTHLY
<u>MEDICAL COMMUNICATIONS GROUP</u>								
	<u>FROM:</u>							
27	2320	Artist	\$279-350	\$3348-4200	26		NONE	
	2322	Senior Artist	460-565	5520-6780	37			
	2346	Motion Picture Cameraman	460-565	5520-6780	37			
	2347	Communications Equipment Technician	319-400	3828-4800	29			
	2349	Electronic Engineer	460-710	5520-8520	37			
	2350	Supervisor, Visual Aids Laboratory	514-650	6168-7800	39			
	<u>TO:</u>							
	2320	Artist	350-439	4200-5268	31			
	2322	Senior Artist	460-592	5520-7104	37			
	2346	Motion Picture Cameraman	460-592	5520-7104	37			
	2347	Communciations Equipment Technician I	319-400	3828-4800	29			
	2348	Communications Equipment Technician II	366-460	4392-5520	32			
	2349	Electronic Engineer I	460-592	5520-7104	37			

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
27	2350	Electronic Engineer II	\$565-710	\$6780-8520	41		NONE		
	2360	Supervisor, Visual Aids Production Laboratory	565-710	6780-8520	41				

In the Artist position, three retail establishments reported starting salaries of \$316, \$344, and a range of \$322-387 per month for persons without experience. For an employee with experience the rates were reported as \$367, \$537, and a range of \$430-537. One institution in the Medical Center reported actual salaries paid as \$350, \$400, and \$500 per month. A former employee of the M. D. Anderson Hospital who resigned to accept employment in another institution within the Medical Center currently receives \$415 per month. In a current study of salaries paid comparable positions in the Houston Area the minimum salary for nine positions was reported as \$350 per month, maximum as \$482 with the average of \$414. The average rate paid a Junior Draftsman, for which each of the Artists could qualify, according to the latest Occupational Wage Survey for the Houston Area completed by the Bureau of Labor Statistics is \$359 per month.

The proposed changes in the Senior Artist and Motion Picture Cameraman reflect only a standardization of the number of the intermediate steps to four. As previously explained the need arose because of the salary adjustment in the salaries between \$200-500 per month.

The present Communications Equipment Technician title is deleted and in its place will be substituted Communications Equipment Technician I and II. This will provide an entry job as well as a position in which previous qualifying experience is required and recognized. In the study made in Report #2, the average salary in five positions of Assistant Audio-Visual Technicians, comparable to our Communications Equipment Technician II, was \$453 with \$383-576 the minimum-maximum range and half of the positions falling within a range of \$383-463.

By establishing an Electronic Engineer I and II within the range now approved for the Electronic Engineer position, the policy of four intermediate steps is again recognized.

The class number of the Supervisor, Visual Aids Production Laboratory was revised to provide for future expansion. In Report #2, 21 positions of Medical Photography Supervisor were reviewed and in this group \$660 was found to be the average salary with 50 percent falling between \$575 and \$737. The low-high range for these 21 positions was \$450-838.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
28	FROM: 3000	Draftsman	\$319-400	\$3828-4800	29	2000	Draftsman I	\$331-391	8
	TO: 3000	Draftsman	350-439	4200-5268	31				

As stated in the justification for the Artist position, the Draftsman and Artist requirements are comparable. In the Junior Draftsman position, a study of 313 positions in Report #5 reflected an average salary of \$384, and 50% of the positions reported falling within the range of \$335-419.

ENGINEER - DESIGNER

29	FROM: 3010	Engineer - Designer	592-770	7104-9240	42	NONE			
	TO: 3010	Engineer - Designer	620-770	7440-9240	43				

This change reflects only an adjustment in the number of intermediate steps from three to four, with the current upward trend in Engineer salaries, no reduction in the range would be realistic nor could it be justified.

STATIONARY FIREMAN

30	FROM: 3101	Stationary Fireman	335-382	4020-4584	30	9061	Boiler Plant Operator I	257-301	4
	TO: 3101	Stationary Fireman	335-419	4020-5028	30	9062	Boiler Plant Operator II	346-409	9

The proposed action serves to bring the number of intermediate steps in this range to four.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
31	FROM: 3110	Equipment Maintenance Chief	\$514-650	\$6168-7800	39	9029	Superintendent of Electrical Maintenance	\$451-532	14
	3111	Building Maintenance Chief	460-592	5520-7104	37	9039	Chief Air Conditioning and Boiler Operator	481-568	15
	3115	Master Mechanic	460-592	5520-7104	37				
	TO: 3110	Equipment Maintenance Chief	482-620	5784-7440	38				
	3111	Building Maintenance Chief	482-620	5784-7440	38				
	3115	Master Mechanic	Delete						
	3120	Mechanical Engineer	650-800	7800-9600					

These proposals revise the position description, copy attached, of the Equipment Maintenance Chief with a corresponding revision in the range; the deletion of the position of Master Mechanic by replacing it with the revised position description for Equipment Maintenance Chief. There is also added a supervisory position of Mechanical Engineer for which a new position description is attached. The two positions of Equipment Maintenance Chief and Building Maintenance Chief are comparable in assigned duties, responsibilities, and experience requirements in the field of specialization. Therefore, the similarity in the two ranges. In Report #2, seven positions of Electrical Superintendent were surveyed with the following results: the average salary was \$653, the low-high salary range was \$466-956 with 50% of the salaries falling within \$505-823.

For the Mechanical Engineer position, having no supervisory responsibilities, the average salary for 10 positions was found to be \$771 with a minimum-maximum range of \$565-998 and an inter-quartile range of \$634-789.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
<u>LABOR GROUP</u>									
32	FROM: 3200	Laborer	\$172-235	\$2064-2820	16	9003	Laborer	\$168-198	A
	3205	Driver	200-256	2400-3072	19	9401	Truck Driver I	210-250	1
	3207	Mechanic Helper	215-267	2580-3204	20	9001	Helper, Maintenance and Construction	225-265	2
	TO: 3200	Laborer	181-235	2172-2820	17				
	3205	Driver	225-279	2700-3348	21				
	3207	Mechanic Helper	225-279	2700-3348	21				

Among hospitals in the Houston area, Report #1 indicated that the average salary paid 52 labor positions was \$221 with a minimum-maximum range of \$160-384 and a middle quartile range of \$181-235.

For 39 Driver positions in this same report, \$349 was found to be the average salary paid with a low-high range of \$200-515 and an intermediate quartile range of \$245-400.

No information on the Mechanic Helper class of position, however reference to class #9001 in the State Pay Plan makes this recommendation a realistic one.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
<u>TRADES GROUP</u>									
33	FROM: 3210	Carpenter	\$350-439	\$4200-5268	31	9015	Maintenance Carpenter	\$291-343	6
	3215	Electrician	366-460	4392-5520	32	9026	Maintenance Elec- trician	331-391	8
	3220	Painter	350-439	4200-5268	31	9010	Maintenance Painter	291-343	6
	3221	Maintenance Man	335-419	4020-5028	30	9021	Maintenance Plumber	291-343	6
	3225	Plumber	366-460	4392-5520	32	9047	Air Conditioning Mech- anic I	378-446	11
	3227	Refrigeration Mechanic	382-482	4584-5784	33	9048	Air Conditioning Mech- anic II	395-466	12
	TO: 3210	Carpenter	366-460	4392-5520	32	9049	Air Conditioning Mech- anic III	450-532	14
	3215	Electrician	382-482	4584-5784	33				
	3220	Painter	366-460	4392-5520	32				
	3221	Maintenance Man	366-460	4392-5520	32				
	3225	Plumber	392-482	4584-5784	33				
	3227	Refrigeration Mechanic	400-514	4800-6168	34				

In Report #5 the following salaries were reported:

POSITION	NUMBER OF POSITIONS	AVERAGE SALARY	MIDDLE RANGE
Maintenance Carpenter	358	\$551	\$555-595
Maintenance Electrician	587	558	539-596
Maintenance Painter	409	529	515-595
Maintenance Pipefitter	783	579	562-596

These salaries are substantially the same as those found in Report #4 which follows:

POSITION	NUMBER OF POSITIONS	MEAN	MINIMUM	MAXIMUM	1st QUARTILE	3rd QUARTILE
Maintenance Carpenter	28	561	475	702	522	585
Maintenance Painter	30	548	484	687	484	584
Maintenance Plumber	19	564	454	600	529	584
Maintenance Electrician	115	592	432	756	585	653

While the salaries paid in industry may not be attainable at any time in the foreseeable future, every effort, consistent with sound budgetary practices, must be exerted to prevent the gap between the two from enlarging. Accordingly, the salary adjustments are proposed.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
34	FROM: 3230	Precision Machinist	\$382-482	\$4584-5784	33	9511	Machinist	\$362-427	10
	3232	Machinist	335-419	4020-5028	30				
	TO: 3230	Machinist	366-460	4392-5520	32				
	3232	Precision Machinist	382-482	4584-5784	33				
	3233	Scientific Instrument Maker	419-539	5028-6468	35				

REPORT #1

POSITION	NUMBER OF POSITIONS	AVERAGE	MINIMUM	MAXIMUM	1st QUARTILE	3rd QUARTILE
Laboratory Mechanic	23	\$457	\$350	\$698	\$400	\$620

REPORT #4

Machinist	1126	551	-	-	521	583
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REPORT #5

Maintenance Machinist	477	560	<u>MIDDLE RANGE</u> 553-595	
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In the position of Scientific Instrument Maker, position description attached, an employee to qualify must be a journeyman machinist with considerable experience. It is a highly skilled work and a technical position for which, according to the department head, the qualifications are very much in demand by the National Aeronautics and Space Administration at a salary considerably in excess of that presently being provided. That persons with this training are in great demand, in the Houston area, is best illustrated by the numerous help wanted advertisements which frequently appear in local newspapers. Loss of our present incumbent and his 13 years of experience would be -36-

a serious setback to many phases of our research program.

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
<u>LAUNDRY GROUP</u>									
35	<u>FROM:</u> 4000	Laundry Worker	\$135-225	\$1620-2700	11	8250	Laundry Worker	\$168-198	4
	4008	Laundry Worker Supervisor	215-267	2580-3204	20	8255	Laundry Foreman	240-284	3
	4010	Laundry Manager	439-565	5268-6780	36	8280	Superintendent of Laundries	451-532	14
	<u>TO:</u> 4000	Laundry Worker I	135-172	1620-2064	11				
	4001	Laundry Worker II	181-235	2172-2820	17				
	4008	Laundry Supervisor	215-267	2580-3204	20				
	4010	Laundry Manager	650-800	7800-9600	41				

Revising the Laundry Worker title by adding I and II and reducing the number of steps will conform with the general pattern of providing four intermediate steps for each class of position.

Dropping the "Worker" to provide the title "Laundry Supervisor" is a more descriptive title for the position.

Five major institutions in the Texas Medical Center were contacted with reference to the salary being paid their position of Laundry Manager. It should be pointed out that this position is considered an administrative one in most hospitals in the area and the salary for it as being of a confidential nature. However, one institution reported a range of \$7200 to \$8100 per annum, and two others initially employed a Laundry Manager at \$8500. A local government hospital paid \$8340.

In order to further substantiate the original recommendations for a range adjustment four local hospitals were again contacted within

the past 30 days. These reported that the actual salary paid the present incumbent in each case was (1) \$8748, (2) \$7200 to a contractor, (3) \$8142, and (4) \$7920. While the Superintendent of Laundries position in the State Classification Plan at a salary range of \$451-532 appears similar, the salary is misleading when considered in the light of the Appropriations Bill which also provides for maintenance which can be conservatively estimated at \$300 per month. These facts permit no realistic alternative other than the recommendation made.

FOOD PREPARATION GROUP

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
36	FROM: 4100	Kitchen Helper	\$135-225	\$1620-2700	11	8101	Food Preparation and Service Worker I	\$168-198	A
	4104	Cook II	225-279	2700-3348	21	8102	Food Preparation and Service Worker II	180-213	B
	4107	Chief Cook	382-482	4584-5784	33	8103	Food Preparation and Service Worker III	192-236	C
	4108	Assistant Chief Cook	350-439	4200-5268	31	8115	Cook I	192-226	C
	4109	Waitress	181-245	2172-2940	17	8116	Cook II	210-250	1
	4111	Coffee Shop Manager	245-305	2940-3660	23	8150	Food Service Manager I	378-446	11
	TO: 4100	Kitchen Helper I	135-172	1620-2064	11	8151	Food Service Manager II	422-498	13
	4101	Kitchen Helper II	181-235	2172-2820	17				
	4104	Cook II	245-305	2940-3660	23				
	4107	Assistant Chief Cook	366-460	4392-5520	32				
	4108	Chief Cook	419-539	5028-6468	35				

SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS		
						CLASS NUMBER	TITLE	MONTHLY
36 (Con't)	TO: 4109	Waitress	\$190-245	\$2280-2940	18			
	4111	Coffee Shop Manager	Delete					

By adding I and II to the Kitchen Helper position and reducing the number of intermediate steps to four the ranges will then conform to the pattern of other ranges within the Pay Plan.

In Report #7 the following information relating to the Cook positions was reported: In nine positions the average salary was found to be \$349 within a minimum-maximum range of \$245-482. In Report #1 considering the salaries paid in industry the following data were reported for the Cook:

NUMBER OF POSITIONS	AVERAGE	MINIMUM	MAXIMUM	1st QUARTILE	3rd QUARTILE
11	\$335	\$216	\$416	\$225	\$406

By inverting the positions of Chief Cook and Assistant Chief Cook, the same relation will exist between these two positions as others in the Pay Plan where the subordinate position precedes that of its next ranking one. Few institutions have this type of position, but a comparison of these with similar positions in the State Plan indicate that the recommended ranges are realistic and sound. One Hospital reported a similar position at \$760.

In Report #6 a range of \$509-716 with an average salary of \$626 for Chef position (comparable to our Chief Cook Position) was reported.

BUILDING SERVICES GROUP

37	FROM: 4201	Porter	\$172-235	\$2172-2820	16	8001	Janitor	\$168-198	A
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SUPPORT REFERENCE	CLASS NUMBER	TITLE	MONTHLY	ANNUAL	RANGE NUMBER	COMPARABLE STATE CLASSIFICATION PLAN POSITIONS			
						CLASS NUMBER	TITLE	MONTHLY	RANGE NUMBER
	<u>FROM:</u>								
37 (Con't)	4205	Elevator Operator	\$142-181	\$1704-2172	12	8002	Janitor II	\$180-213	B
	4216	Matron	172-235	2064-2820	16	8005	Building Maid I	168-198	A
	4225	Executive Housekeeper	460-592	5520-7104	37	8006	Building Maid II	180-213	B
	<u>TO:</u>								
	4201	Porter I	181-235	2172-2820	17	8035	Elevator Operator	180-213	B
	4202	Porter II	215-267	2580-3204	19				
	4205	Elevator Operator	149-190	1788-2280	13				
	4210	Matron	181-235	2172-2820	17				
	4225	Executive Hosuekeeper	514-650	6168-7800	39				

By adding I and II to the Porter class of position it will provide for limited supervisory responsibilities assigned to the Porter II class of position, for which a position description is attached.

Houston Industry according to Report #I pays the following salaries in 114 Janitor positions:

AVERAGE	MINIMUM	MAXIMUM	INTERMEDIATE RANGE
\$325	\$192	\$515	\$207-415

In this same report 19 Elevator Operator positions were paid:

366	216	415	302-415
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Salary information in the Executive Housekeeper class of position is difficult to secure because most hospitals consider the salaries paid these persons as confidential since they are in the department head category. However, in Report #3 it was found that among five institutions reporting, the average salary paid was \$591. This was based on actual monthly salaries of \$600, \$556, \$625, and \$575.

## ASSISTANT PERSONNEL MANAGER

NATURE AND EXAMPLES OF WORK: This is professional and administrative work involving the responsibility, under the Personnel Manager, for the administration of sound personnel practices as they apply to the hospital.

Work involves the performance of varied duties in executing the technical phases of the hospital personnel program under the direction of the Personnel Manager. Responsibilities include participation in the recruitment, selection, training, classification, and salary administration programs of the hospital. A major responsibility relates to the development and maintenance of eligible lists of personnel seeking employment with the hospital and for interviewing and referring job applicants. The Assistant Personnel Manager also acts as office manager for the Personnel Office and relieves the Personnel Manager of much administrative detail, occasionally, without bringing it to his attention. Work requires a good knowledge of the practices, procedures, and policies of the hospital, as well as a sound grounding in the technical fundamentals of public personnel administration. This employee is expected to develop and refine the procedures required to carry routine work through to completion; more difficult problems or questions concerning policy, interpretation, or precedent are referred to the Personnel Manager for review, advice, or decision, or may be decided upon in conference with him. Instructions received are in the form of suggestions or general outlines of ends in view, with any additional instructions worked out in conference. Direct supervision may be exercised over specific tasks performed by individual members of the office and general supervision is exercised over all office personnel.

Illustrative Examples: Maintains liaison with employment agencies, colleges, and other possible recruitment sources regarding the filling of vacancies; works with hospital departments in ascertaining needs for new employees including maintenance of vacancy registers; gives secretarial tests to applicants where indicated; conducts interviews and refers prospective employees to departments.

Operates the employee counseling program; counsels, gives advice to, and attempts to resolve difficulties brought to his attention by employees of the hospital; conducts exit interviews; discusses matters of employee relations with the Personnel Manager and assists in the revision of the personnel program better to meet the changing needs of the hospital.

Assists in the technical study and analysis of jobs; writes job specifications; conducts desk and field audits, and recommends reclassification of existing positions and proper classifications for new ones; explains and discusses the classification and pay plan; confers with department heads and others on personnel procedures, policies, and actions to be followed; performs related research work when necessary.

Acts as office supervisor, exercising supervision over the clerical activities of the Personnel Office.

## ASSISTANT PERSONNEL MANAGER (Con't)

Performs related work as required.

REQUIREMENTS OF WORK: Experience in personnel organization and administration, including some experience in recruitment and employee counseling; and graduation from a four year college or university with specialization in public or personnel administration; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the principals, methods, techniques, and working problems of personnel administration. (2) Considerable knowledge of modern office practices and procedures. (3) Knowledge of institutional organization. (4) Ability to use alertness and good judgment in applying knowledge of regulations and policies in a variety of cases, and resourcefulness in meeting new problems. (5) Ability to handle administrative and technical details independently and to organize and coordinate work effectively. (6) Ability to plan, organize, and supervise the work of others in a manner conducive to full performance and high morale. (7) Marked ability to establish and maintain effective working relationships with other workers, departmental and administrative personnel, and with the public.

## ADMINISTRATIVE ASSISTANT (Con't)

May act as the supervisor of a small unit of the hospital operation with total responsibility for a proper functioning of that unit.

Performs related duties as assigned.

REQUIREMENTS OF WORK: Considerable responsible office experience, preferably including some such experience in the employment of the hospital and preferably supplemented by graduation from a four-year college or university; or a similar combination of experience and training which provides knowledges, abilities and skills as follows:

- (1) Thorough knowledge of modern office practices and procedures.
- (2) Considerable knowledge of hospital operating procedures, organization and personnel.
- (3) Knowledge of the principles and practices of bookkeeping and accounting.
- (4) Knowledge of standard procedures and practices in budget preparation and control, in purchasing and in personnel management.
- (5) Marked ability in establishing and maintaining effective working relationships with other personnel, with professional and administrative personnel, and with the public.
- (6) Ability to take dictation of ordinary difficulty at a satisfactory rate of speed and to transcribe such dictation quickly and accurately.
- (7) Ability to organize and coordinate work effectively.
- (8) Ability to use alertness and good judgment in applying knowledge of regulations and policies in a variety of cases.
- (9) Ability to plan, organize and supervise the work of subordinate workers in varied clerical and typing and stenographic functions.

## ADMINISTRATIVE ASSISTANT

NATURE AND EXAMPLES OF WORK: This is responsible and difficult work involving clerical and quasi-administrative services in the administrative office of a major department.

Work involves considerable initiative and responsibility in handling the varied and extensive office details of a major unit of the hospital as the assistant to a major supervisory officer. Successful performance of the duties requires not only an intimate knowledge of a wide range of hospital regulations, policies and practices and procedures, transcending the scope of a single, major functional division or group of divisions of the hospital, but also initiative and sound judgment in initiating work and arranging for, coordinating and overseeing numerous office details. These employees normally assign, supervise and review the work of a group of clerical employees. Normal administrative routines are handled independently unless in the judgment of the employee they require clearance with the administrative officer. This means that the work of employees of this class is not customarily subjected to even routine and periodic spotchecks, but is rather evaluated in terms of overall effectiveness in performance of duties and in relieving the supervisory officer of the great mass of detail which passes through the office.

Illustrative Examples: Arranges appointments for a superior; gathers material on assigned subjects for use by the superior in the preparation of reports, speeches, or articles and, in this connection may perform library research of a difficult nature; signs routine forms and correspondence for the superior; answers the telephone and interviews office callers.

Conducts correspondence and negotiations according to general instructions of a superior on the more routine phases of the administrative work of the office; prepares budget estimates and may prepare statements of personnel and equipment needs from material presented by section heads.

Drafts annual reports of the activities of the department or division from reports submitted by heads of units; edits special reports prepared by others; reads and routes incoming correspondence; reads outgoing correspondence and refers to a superior those which involve important or unusual questions of policy interpretations; examines the minutes of meetings of boards and committees and refers to a superior matters on which administrative action is required; follows up on assignments made to employees of the divisions and advises superior of the various actions taken; and performs related work as required.

May be temporarily responsible for the operation of a major unit within the hospital during the absence of the supervisory officer, acting for him and later reviewing with him such significant decisions as may, in the judgment of the employee, require final clearance of the supervisor.

## ASSOCIATE EDITOR (Cont'd)

and medical subject matter. (6) Thorough knowledge of medical and scientific terminology to enable the incumbent to scan and abstract related professional journals. (7) Ability to write clear, concise and professionally acceptable medical research news reports of scientific discoveries and such related articles of interest to medical and basic science personnel. (8) Ability to maintain good rapport with institutional staff personnel in order to secure their cooperation in reporting unusual or outstanding departmental activities; ability to act for the Editor, in his absence, making such decisions in areas which have been delegated to him, referring those for final approval to the Editor which have not been delegated to him. (9) Ability to supervise the work of subordinates in a manner conducive to full performance and high morals.

## ASSOCIATE EDITOR

NATURE AND EXAMPLES OF WORK: This is a sub-professional position unique to a research and teaching institution such as M. D. Anderson Hospital. It is responsible supervisory, informational and public relations work in preparing and releasing material for distribution. Duties are performed under the general supervision of the Editor who reviews work for accuracy and compliance with hospital policy.

The employee prepares and releases news releases, special articles, annual publications and information booklets concerned with hospital activities. Special requests for information concerning the hospital and its activities are handled independently with those of a more complex nature being referred to the Editor.

Assists in maintaining optimum relations between the public, the press and the hospital.

Day to day activities are carried on with a minimum of supervision.

Illustrative Examples: Assists in the preparation and production of publications such as the Bertner Award Folder, Quarterly Newsletter, Research Report, General Information Folder and Yearbook of Cancer.

Assists in the preparation of departmental booklets such as Dietetic's Manual for Food Service, Radiation Safeguards for Physics Department; assists representatives of press, radio and periodicals in gathering information for special articles; arranges for interviews and photographs; answers numerous telephone requests for public and press; replies to requests for information particularly high school students interested in writing themes; assists in selection of photographs for various publications; responsible for preparation of special reports such as the Annual Report to the President and the Report on Educational Activities. Exercises supervision over all departmental personnel.

Performs other editorial duties as assigned.

REQUIREMENTS OF WORK: Extensive experience in preparing news releases and in press or public relations work; and graduation from a four year college or university with a major course in journalism; or a similar combination of experience and training which provides knowledges, abilities and skills as follows:

- (1) Thorough knowledge of the principles and practices of journalism and public relations.
- (2) Thorough knowledge of proper punctuation, grammar and spelling.
- (3) Ability to prepare and edit interesting and informative news releases and special articles.
- (4) Ability to maintain good relationships with representatives of the public and the press and with administrative officials of the hospital.
- (5) Ability to edit and possibly re-write professional manuscripts of a highly technical nature dealing with scientific

## ASSISTANT HEAD NURSE (Con't)

(1) Considerable knowledge of professional nursing theory and practice with particular reference to the field of specialization of the station of assignment. (2) Knowledge of the techniques of supervision especially as they apply in the field of professional nursing, and some knowledge of the supervisory problems involved in ward administration. (3) Some knowledge of modern teaching methods as applied to informal instruction with particular reference to the nursing techniques used in the field of specialization. (4) Ability to secure registration by the Texas State Board of Nurses Examiners at time of appointment. (5) Ability to supervise the application of nursing techniques to routine and complex patient care situations in the hospital. (6) Ability to understand, follow, and transmit oral and written instructions of a technical and professional nature in exact detail. (7) Ability to assign, direct, review, and evaluate the work of subordinate employees in a manner conducive to full performance and high morale and to establish and maintain satisfactory working relationships with physicians, supervisors, and other employees. (8) Ability to deal with patients and their families sympathetically and tactfully while, at the same time, carrying out the treatments prescribed for them. (9) Ability to schedule own work and that of others, to requisition supplies, and to maintain various kinds of records. (10) Skill in the application of nursing techniques related to the field of specialization and skill in demonstrating them to subsidiary and professional personnel.

## ASSISTANT HEAD NURSE

NATURE AND EXAMPLES OF WORK: This is supervisory nursing service work involving responsibility for nursing and subsidiary services of a station of the hospital.

An Assistant Head Nurse is responsible, in the absence of a Head Nurse, for an assigned station; and assigns, directs, supervises, and assists general staff nurses of the station in patient care. She also directs the work of a subsidiary staff of the station in addition to performing related supervisory and clerical nursing duties. While responsibility exists for the complete 24 hour period, this is primarily related to supply and varied reporting procedures. The central nursing office provides supervision of stations during evening and night shifts. Duties require considerable independent judgment and initiative based on previous experience and training in the field of nursing specialization. All work is subject to the direction and supervision of nursing superiors, of the medical staff of the department of specialization, and is performed in accordance with established regulations and policies. Work is reviewed by superiors who read and analyze reports and observe the nursing service given.

Illustrative Examples: Assumes responsibility, in the absence of a Head Nurse, for all aspects of the nursing service of her station such as medical, surgical, or metabolic ward; or for the Supervisor of a clinic such as the follow-up clinic or the new admission clinic; assigns, directs, supervises, and assists general staff nurses and the subsidiary staff assigned in caring for and treating patients of the unit and in assisting the medical staff as required. Assists in receiving and orienting all personnel assigned to the unit for general duty or experience in clinical work situations; gives informal instructions regarding suitable methods and techniques in the field of specialization; evaluates and rates performance of subordinates and discusses evaluations with employees and superiors.

Assists nursing office staff in the preparation, revision, and adjustment of time schedules for the personnel of the station in the best interests of station coverage.

Assists in the performance of supervisory and clerical tasks such as reviewing and preparing charts and reports, requisitioning supplies and equipment, and in analyzing nursing services and preparing recommendations for its improvement.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in hospital nursing, including some experience in nursing service specialty to which assigned; and graduation from a standard high school and from an approved school of nursing, preferably supplemented by graduate training in the field of specialization; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

## RESEARCH SCIENTIST-ENGINEER

NATURE AND EXAMPLES OF WORK: This is highly responsible research work in the field of specialization of a given area of science or engineering for which the incumbent is particularly qualified by lengthy and specialized training and experience.

The difference between positions of this class and those of Research Technician II and Research Assistant is largely in the experience of the incumbent. These employees perform complex and specialized research in fields in which they are especially qualified as the result of extensive previous experience and in which they have been responsible for making a major contribution to the body of knowledge. Employees frequently collaborate with a superior, with persons in positions of the same class, or with junior associates. Work is generally performed with approval of a superior with respect to the control and results of experiments, but opportunity generally exists for conducting independent and original experimentation.

Illustrative Examples: Performs responsible experimental or research work in fields of physics, biology, medicine, radiology, pathology, biochemistry, or other fields in which major research is undertaken; may supervise and instruct junior associates and technicians in work; prepares and assists in preparation of scientific papers; performs advanced experimental and research tasks for which he is especially qualified by extensive experience in the particular field of science or engineering.

REQUIREMENTS OF WORK: Extensive experience in scientific research in the particular branch of science involved and, for projects in applied science, through practical experience in the field; and graduation from a four-year college or university with major work in that branch of science which is basic qualification for work to be performed; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

- (1) Thorough knowledge of the branch of the science in which the work is to be performed.
- (2) Thorough knowledge of the over-all science of which the particular branch is a part and of related sciences insofar as they apply or bear on experimental and research techniques applicable to the branch of science involved.
- (3) Thorough understanding of the practical and potential values of research and experimentation in the field involved.
- (4) High degree of skill in designing and setting up the equipment, apparatus, and facilities required to perform a specific experiment.
- (5) Marked ability to discover and initiate new fields for investigation or new approaches to old problems.
- (6) Marked ability to analyze and evaluate existing techniques and procedures as they relate to particular experiments to be performed and ability in devising new techniques, equipment and procedures as needed.
- (7) Ability to write, or supervise the writing of scientific articles, papers, pamphlets, or books on the result of the experiments or research projects, including the supervision of personnel who prepare diagrams, mechanical drawings, pictures or photographs of various steps or specimens involved in the over-all project.

## RESEARCH DIETITIAN (Con't)

Maintains complete daily record of each diet including exact amounts of food and water ingested.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in therapeutic dietetics; and graduation from a four year college or university with major course work in dietetics and nutrition, supplemented by the completion of an internship in therapeutic dietetics in an approved institution; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Thorough knowledge of modern principles and practices of therapeutic dietetics. (2) Considerable knowledge of food chemistry. (3) Considerable knowledge of food service management, methods, and techniques. (4) Ability to do precise work in translating diets into actual nutritional components. (5) Ability to work closely with patients, interpreting dietary requirements and understanding and resolving their dietary problems. (6) Ability to plan and schedule food preparation for many months in advance and to conduct serving operations in an orderly and efficient manner. (7) Ability to plan and supervise the work of others in a manner conducive to full performance and high morale. (8) Ability to keep statistical records and to prepare and submit reports.

## RESEARCH DIETITIAN

NATURE AND EXAMPLES OF WORK: This is advanced sub-professional work in therapeutic dietetics in a metabolic studies kitchen.

Work involves management of food preparation and service activities for patients on experimental studies in the hospital. Patients assigned to this service are participating in long term metabolic experimentation for which their dietary service is an essential and complex consideration. The Research Dietitian, under medical supervision, is responsible for the scientific calculation of nutritional elements for each patient, for the careful recording in fractions of grams of food intake, and for the maintenance and nutritional analysis of records relating to the program. Supervision is exercised over professional subordinates and general helpers. All work is performed under the general supervision of the chief of the department of medicine and the immediate supervision of a Research Associate, who establishes menu frameworks, reviews techniques, and approves administrative transactions.

Illustrative Examples: Discusses dietary needs of patients under study with supervisor; receives general dietary prescription, and calculates and prepares menus and food lists for review; works, generally, with tolerance of one tenth of a gram in calculation.

Prepares or supervises the preparation of meals; weighs all food and drinks and compares with menu calculations, adjusting as indicated to meet exact weight and volume as well as nutritional prescriptions.

Supervises and participates in serving food to patients; works with patients in interpreting program and assisting them in special techniques whereby a literal 100 percent of food and drink offered is ingested; weighs and records any uneaten food.

Encourages tranquility in patients and reports to medical superior any extreme behaviors or attitudes likely to influence their metabolic balance.

Intermittently prepares samples of diets for laboratory analysis for review of nutritional and weight determinations.

Trains subordinate professional and non-professional assistants in the techniques and attitudes required; supervises and schedules tasks assigned.

Requisitions food and supplies as needed; insures, for instance, that quantities of any given item are sufficient that a patient will be served from the same carcass, bottle, or package for the duration of his diet; sends samples of all foods received to the laboratory for nutritional and weight analysis.

## EQUIPMENT MAINTENANCE CHIEF

NATURE AND EXAMPLES OF WORK: This is responsible supervisory and skilled work in directing the operation of the heating, air conditioning, plumbing, chilled water, compressed air, oxygen, vacuum, sewage disposal, distilled water and all other utility services. In addition, the work includes the maintenance of all mechanical equipment in the building. All work is performed under the general supervision of the Mechanical Engineer.

The mechanics under his immediate supervision install, repair, maintain and service refrigerators, refrigerating equipment, air conditioning equipment and other building equipment. He is responsible for the day-to-day operation of the plant equipment.

Illustrative Examples: Plans, lays out, assigns and supervises the work of plumbers, refrigeration mechanics, air conditioning mechanics, instrument repairmen, maintenance men, and helpers. Supervises and may participate in the repair of large mechanical equipment including assistance to the Stationary Engineer Foreman when needed.

He reports to the Mechanical Engineer on repairs and services accomplished. Maintains records of labor and material costs and inventories; requisitions materials; estimates time, labor and material; assists the Mechanical Engineer in planning modifications and new installations and in preparation of specifications.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience as an operating engineer in a large building or plant with steam, heating and air conditioning equipment. Experience at journeyman level in maintenance and repair of heavy building equipment; graduation from a standard high school or vocational school; or a similar combination of experience and training which provides knowledges, ability and skills as follows:

- (1) Thorough knowledge of air conditioning and refrigeration, high pressure steam producing and distributing plant principles, practices, tools and equipment.
- (2) A thorough knowledge of steam fitting work plumbing, air conditioning, refrigeration repair and maintenance.
- (3) Ability to plan, lay out, and supervise the work of subordinates.
- (4) Ability to estimate materials, labor and time costs for repairs.
- (5) Ability to act quickly and calmly in emergencies.
- (6) Skill in diagnosing and locating defects in and directing necessary repairs to plant equipment.

## MECHANICAL ENGINEER

NATURE AND EXAMPLES OF WORK: This is responsible supervisory and engineering work involving the general and technical supervision of the plant operation and maintenance. In addition, the work includes design studies of all facilities with regard to rehabilitation, conservation of utilities and remodeling or additions.

The work involves responsibility for the operation of the power plant, air conditioning, electrical system and the maintenance shops. This employee inspects all of the mechanical appurtenances and gives the responsible persons technical aid and advice. The planning and coordinating or rehabilitation and construction projects is included in this position. The work is reviewed by the Supervisor, Physical Plant and technical advice is given as needed or requested.

Illustrative Examples: Plans, lays out and supervises the operations of the Equipment Maintenance Chief, Building Maintenance Chief and Stationary Engineer Foreman.

Estimates and coordinates repairs on heavy equipment such as boilers, water chillers, air handling units, and may participate in these repairs.

Maintains records of labor and material cost on projects; requisitions materials; surveys, analyzes and writes specifications on major equipment needs or sub-contract work.

Performs related work as assigned.

REQUIREMENTS OF WORK: Considerable experience in the operation and maintenance of large building steam plants and air conditioning plants; graduation from a four year college with a major in mechanical engineering or a similar combination of experience and training which provides knowledges, abilities and skills as follows:

- (1) Thorough knowledge of air conditioning and refrigeration, high pressure steam producing and distributing plant principles, practices, tools and equipment, including considerable knowledge of the properties of fuel, air, steam, water, refrigerants.
- (2) Thorough knowledge of fuel analysis, water analysis, steam fitting work, and general mechanical repair.
- (3) Considerable knowledge of effective supervisory methods and techniques.
- (4) Ability to plan, lay out, and supervise the work of subordinates in plant operation in a manner conducive to full performance and high morale.
- (5) Ability to estimate materials, labor, and time costs for repairs and proposed construction projects.
- (6) Ability to act quickly and calmly in emergencies.
- (7) Skill in diagnosing and locating defects in and directing necessary repairs to plant equipment.

## SCIENTIFIC INSTRUMENT MAKER (Con't)

(1) Considerable knowledge of the practices, methods, materials, tools, and equipment of the machinist and sheet metal trades. (2) Knowledge of the occupational hazards and safety precautions of the work. (3) Knowledge of a variety of construction and maintenance trades. (4) Knowledge of the special problems and requirements of laboratory machining or scientific instrument making. (5) Ability to work from blueprints, sketches, oral or written directions, or from broken or worn parts. (6) Ability to make and work from very high precision measurement. (7) Ability to develop and maintain good inter-departmental relations with the ability to direct and supervise the work of other employees, and provide an atmosphere of good working conditions to a maximum completion of work assignments. (8) Skill in the use of the tools and equipment of the machinist and related trades. (9) Skill in the fabrication of metal parts to precise tolerances.

## SCIENTIFIC INSTRUMENT MAKER

**NATURE AND EXAMPLES OF WORK:** This is supervisory work of highly skilled and specialized nature in the construction, modification, and repair of medical and other scientific equipment and apparatus.

A Scientific Instrument Maker must understand the function and operation of highly complicated mechanical, optical, and electrical equipment, and have the ability to construct and repair such equipment as well as help in its design, development, and use. Work demands high competence in the machinist's and related metal working trades. Assignments contain much of a nonrecurring nature and are received in the form of sketches or oral instructions from a superior, sometimes accompanied by broken parts. Duties are characterized by the necessity for utilization of considerable independent judgment and initiative in the fabrication and coordination of parts for which no model exists. All work is performed under the supervision of the Design Engineer who gives technical direction to the work of the shop.

Illustrative Examples: Operates such machine shop equipment as lathes, milling machines, shapers, planers, drill presses, or turret lathes, and performs bench work in the manufacture and modification of precision parts and equipment; operates small woodworking and sheet metal machines; manufactures and repairs precision and specially designed laboratory apparatus and machine parts from rough sketches, broken parts, or oral instructions; makes tools when required for specific jobs.

Directs, supervises and assigns the work of Machinists and Precision Machinists, reviewing and counselling with them as to the most advantageous manner in which to carry out a given assignment.

Utilizing sketches and oral instructions; fabricates specialized machines and apparatus for various laboratory and medical purposes.

Removes, repairs or rebuilds, and replaces parts of clinical, experimental, and research equipment and apparatus; uses various types of material including steel, iron, brass, copper, bronze, aluminum, stainless steel, wood and plastics.

Performs skilled and semi-skilled work in the construction and repair of varied apparatus and equipment parts involving carpentry, electricity, sheet metal work, welding, brazing, and hard and soft soldering; repairs and sharpens tools, dies, bits, milling cutters, and drills.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience as a journeyman machinist doing high precision work, and experience in optical or scientific instrument manufacture; and graduation from a standard high school or vocational school; or a similar combination of experience and training and provides knowledge, abilities, and skills as follow:

## CHIEF COOK (Con't)

REQUIREMENTS OF WORK: Considerable experience in large scale institutional or commercial cooking, including extensive supervisory experience; and graduation from a standard high school or vocational school, preferably supplemented by vocational training courses in food preparation and services; or a similar combination of experience and training which provides knowledges, abilities and skills as follows:

(1) Thorough knowledge of the materials, methods and equipment used in preparing food on a large scale. (2) Considerable knowledge of health hazards in food preparation and service and of necessary precautionary measures. (3) Considerable knowledge of a large variety of recipes and therapeutic modifications of these. (4) Knowledge of food values, menu planning, and uses for left-over food. (5) Knowledge of effective supervisory methods and techniques. (6) Ability to work from written menus and standard recipes, and to adapt them as required by reason of the fluctuating availability of food-stuffs and variations in the number of persons to be fed. (7) Ability to plan, lay out, and assign work to a staff of skilled and unskilled kitchen employees in a manner conducive to full performance and high morale. (8) Ability to take inventories and keep records of food-stuffs used and of time worked by subordinate employees. (9) Ability to give significant assistance to the Director of Dietetic Services and her Assistant in planning menus, determining quantities of food-stuffs required in preparing meals, adapting recipes for quantity production, and establishing specifications for food products. (10) Ability to work long hours while standing. (11) Ability to develop and maintain effective working relationships within the department and with employees of other departments. (12) Ability to work and co-operate with all dietitians to provide food service that is nutritionally balanced and appealing to taste and appearance.

## CHIEF COOK

NATURE AND EXAMPLES OF WORK: This is skilled supervisory work involving responsibility for food preparation and service for hospital patients, cafeteria patrons, staff dinners and special meal functions.

Work involves the supervision of food preparation and service in the hospital kitchen and the utilization, storage and processing of food supplies. One responsibility is selection, training and supervision of employees in the food preparation area. Another responsibility is for proper use and sanitation of equipment and work areas. All work is performed under the general supervision of the Director of Dietetic Services and her assistant.

Participates in planning sessions with Director of Dietetic Services and the other dietitians for methods and procedures for food production and is responsible for these procedures being carried out. Participates in work simplification studies, assists in the evaluation of findings and effects the improved methods as operating practice. Participates in cost surveys, recipe standardization, evaluation of new food products, and meat processing yields, to increase the efficiency and economy of operation.

Responsible for daily routine sanitary maintenance of equipment and sanitation of the production area. Responsible for the safety and security program in food production areas.

Co-ordinates the operations of the food production unit. Determines from inventories, usage patterns and menus, quantities of subsistence needed daily and advises the Assistant Chief Dietitian of these needs. Plans with the dietitians effective usage of material and personnel, makes recommendations as to new equipment needed and maintains records to supply information needed, such as quantity of food or supplies issued daily, to complete reports and cost records.

Co-ordinates with the Cafeteria Dietitian for special menu preparation and service of banquets, buffets, luncheons and other special meal functions she must serve.

Responsible for taking inventories, proper storage, utilization and rotation of food to prevent food waste or spoilage, devises means of using left-over foods, participates in menu planning sessions, establishes standard portion controls, assists and directs dietitians in general supervision of all kitchen personnel in maintaining sanitation and in food preparation and service.

Assists with training the Dietetic Internes to teach them of load scheduling, preparation methods, portion control, merchandising foods, etc.

Performs related work as required.

## PORTER II

NATURE AND EXAMPLES OF WORK: This is routine manual work involving cleaning and housekeeping duties in the hospital with limited supervision over the work performed by a small group of Porters I or Maids. Instructions are received orally or in written form. The work is periodically inspected by a supervisor for conformance to standard practice and procedure.

Work performed is under the general supervision of a Housekeeper.

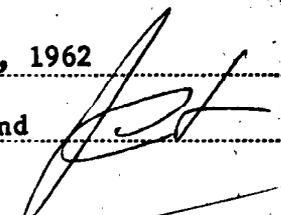
Illustrative Examples: Responsible for a small group of custodial workers, assume cleaning duties. May assist in instruction of a new Maid or Porter I in the performance of assigned duties under the general supervision of the Housekeeper.

Reports any needed building and equipment repairs to supervisor.

Sweeps, mops, scrubs, oils, waxes and Polishes floors. Vacuums and cleans rugs. Washes and cleans walls and windows. Moves furniture, carries out and disposes of trash. Performs related duties as assigned.

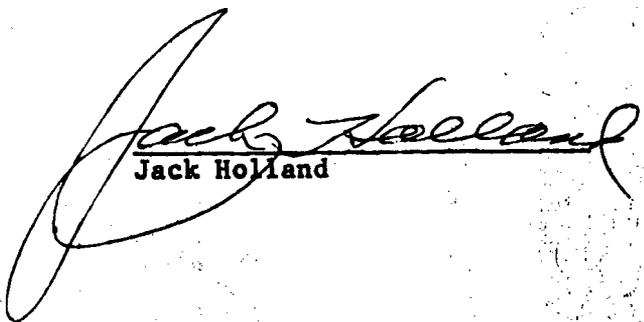
REQUIREMENTS OF WORK: (1) Ability to work with fellow employees and maintain good liaison with them. (2) Ability to sense and report to supervisor areas where closer supervision is required. (3) Ability to perform a wide variety of manual tasks in the care and cleaning of building and equipment. (4) Knowledge is required of the tools and equipment used. (5) Ability to follow oral and written instructions. (6) Ability to work for long periods of time while standing. (7) Ability to satisfactorily meet physical requirements of the position. (8) Previous experience as a Porter I or building attendant, preferably that gained at the M. D. Anderson Hospital.

THE UNIVERSITY OF TEXAS  
UNIVERSITY PERSONNEL OFFICE

To Dr. J. C. Dolley Date January 18, 1962  
Main Building 101 From Jack Holland 

The attached material is from the Personnel Officer at the M. D. Anderson Hospital, in which he gives additional justification of his request for the salary range of Associate Editor.

I had originally questioned him concerning the salary proposed for the Laundry Manager, but in consideration that, in addition to the salary in the State Classification Plan the State's Superintendent of Laundries also is provided with maintenance, I decided not to object to his request.

  
Jack Holland

H/b  
Attach.

THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL

TEXAS MEDICAL  
CENTER  
HOUSTON 25

January 17, 1963

Mr. Jack Holland  
System Personnel Adviser  
The University of Texas  
Austin 12, Texas

Dear Jack:

I am attaching copies of the following position descriptions which should be incorporated as a part of our recommended Pay Plan changes for 1963-64:

Clerk-Typist Group  
Secretary Group  
Key Punch Operator Group  
Computer Programmer Group  
Laundry Worker Group  
Communications Equipment Technician Group  
Kitchen Helper Group  
Electronic Engineer Group  
Assistant Director, Medical Social Service

I will appreciate it if you will furnish these position descriptions to the proper persons. There, also, follows additional comments and justifications for the proposed changes in the positions of Associate Editor and Laundry Manager.

The Associate Editor position reflects a new position with a corresponding revision and upgrading in assigned duties and responsibilities as well as an upgrading in the qualifications for the position. While the title of Associate Editor remains unchanged the position itself has been significantly upgraded.

January 17, 1963

In an industrial situation an incumbent occupying this level of position would normally be considered to occupy a middle-management position. In this institution an incumbent in this position performs in a highly technical work situation which is unique to a cancer research hospital such as this. He must be capable of performing at a level of responsibility which relieves the department head of daily trivia. The incumbent to qualify for the position represents an extensive investment in training and development with the corollary result that the loss of an employee in this class would work a significant hardship in the overall operation of the department and since this is a staff department these undesirable effects would be felt throughout the entire institution.

The position is a sub-professional one unique to a research and teaching institution such as the M. D. Anderson Hospital. Unique because the successful incumbent must possess among others the following qualifications: ability to develop and maintain good public relations with various news media; ability to edit and possibly rewrite manuscripts of a highly technical nature dealing with medical and scientific terminology which enables him to scan and abstract professional journals; ability to write clear, concise and professionally acceptable journals; ability to write clear, concise and professionally acceptable medical research news reports, scientific discoveries and such articles which might be of interest to medical and basic science personnel; ability to maintain good rapport with institutional staff personnel in order to secure their cooperation in reporting unusual or outstanding departmental activities; and finally the ability to act for the Editor-in-Chief and in his absence make such decisions in areas which have been delegated to him and referring these actions for final approval in areas which have not been so delegated to him.

Salary information for this type of position is extremely limited. One source of information indicated that a position with this level of responsibility should carry an annual salary of \$8400 while another stated that the annual range should be from \$10,000 to \$12,000. In the opinion of a qualified Position Analyst in a federal institution the position should be established at Grade 13 with a starting salary of \$11,150.

As suggested by you the maximum of the recommended range has been corrected to reflect a monthly salary \$835 instead of \$850 as shown in our proposal. In checking back, we find that this \$850 figure for range number 50 has apparently been in effect here for sometime. For the sake of uniformity with other Pay Plans in the System, this range will be corrected in the 1963-64 Pay Plan, although this \$835 figure does not necessarily follow the 5 percent step increase which we have always tried to observe.

You also suggested that we might wish to reconsider the proposed salary range for Laundry Manager. In your review of the recommended changes submitted by our Director, Dr. R. Lee Clark, on November 6, 1962, you referred to

January 17, 1963

the position of Superintendent of Laundries which is included in the State Classification Plan with a salary range of \$451-531 per month. Not reflected in this salary but a significant consideration is the statement appearing on Page 79 of the Supplement of the Senate Journal of the 57th Legislature, "For the efficient operation of the Department of Corrections, to minimize the hazards of escape and to be available at all times for an emergency the following named employees shall be required to live in houses provided by the Department of Corrections and may receive utilities and prison-produced food." The position of Superintendent of Laundries is one of the named positions. In Houston the cost of these items based on a conservative estimate would be at least \$300 per month. This added to the \$451-531 range appears to make a more realistic comparison between the two ranges.

A very timely study of Laundry Manager salaries conducted by our mutual friend, Mr. W. C. Lancaster, System Personnel Officer, Texas Agricultural and Mechanical College is attached. Note especially the total salaries for Laundry Manager and Assistant Laundry Manager in Respondents 1, 2, 5, 6, and 7. Managerial supervision at these five institutions annually costs \$8928, \$9300, \$11,416, \$11,004, and \$13,456. Compare these figures with our recommended starting salary of \$7800 and the validity of our recommendations becomes even more apparent.

I hope that this information will assist you in your presentation of our proposals to Dr. Dolley. Certainly if there is any additional information which we can furnish, please let me know.

In our opinion the recommended changes are all necessary, entirely justifiable and, in our opinion, valid. Our only concern is whether we have gone far enough to provide for the changes which we usually experience between the time when the recommendations are submitted and become effective. For example, our salary range for Pharmacists may require some emergency revisions if the present upward trend continues here in the Houston Area.

I am looking forward to hearing from you again, and a personal visit when you find it possible.

Sincerely yours,

Paul W. Yoder  
Personnel Manager

PWY/dj  
Attachments

**SURVEY OF SALARIES IN INSTITUTIONAL AND COMMERCIAL LAUNDRIES**

December, 1962

Respondent Code	Pounds Per Year	Number of Employees	Laundry Manager Range	Assistant Laundry Manager Range	Laundry Superintendent
(1) M.B.	3,840,000	56	\$6168 (\$5268-6780)	(\$3660-4584)	-
(2)	Unknown *	39	(\$5100-7800)	(\$4200-6000)	-
(3)	Unknown	24	(\$7800-9600)	-	-
(4)	2,300,000	36	(\$5700-9000)	-	-
(5)	4,500,000	136	(\$7536-9624)	(\$4860-6204)	-
(6)	4,746,992 *	58	(\$6564-8004)	(\$4440-5400)	-
(7)	2,500,762	41	(\$7308-7673)	(\$6148-6455)	-
(8)	300,000 +	21	\$5250	-	-
(9)	678,552	30	\$6600	-	-
(10)	4,000,000	50	(\$7800-9480)	-	-
(11)	8,341,633 *	157	\$11,700	-	(\$5380-8460)
(12)	7,462,000 *	-	Unknown	-	\$7800 (3)
(13)	4,500,000 Pieces	70 (Avg)	(\$5760-7680)	-	-

\* Also does dry cleaning

Enclosure

## CLERK TYPIST I

NATURE AND EXAMPLES OF WORK: This is clerical work of limited complexity with skilled typewriting as an essential duty.

The work of the Clerk Typist is distinguished from that of the Clerk by the fact that work situations require skilled and accurate typing at a satisfactory rate of speed. The duties other than typewriting are of the same level and are very similar. Some incumbents may spend a relatively small portion of their working time with typing duties; others, depending upon assignment and departmental work load, may spend a proportionally greater amount of time with such tasks. In all cases, facility and speed in the use of a typewriter are required. Detailed instructions are given at the beginning of employment and accompany each subsequent new assignment.

Illustrative Examples: Types letters, memoranda, reports, statements, and other material from copy and rough draft.

Following established procedures, fills in on a typewriter various data on vouchers, purchase orders, requisitions, applications, and other forms, such data being taken from media on which the necessary information is clearly indicated or is obvious; may type duplimats and cut mimeograph stencils. May make appointments, may route visitors and clients, may secure and give out information not requiring detailed interpretation of rules, regulations, or departmental policies.

Operates other standard office machines and appliances not requiring previous special training or experience.

Performs related work as required.

REQUIREMENTS OF WORK: Limited experience, since this is an entry position, in general office and clerical work including typewriting; and graduation from a standard high school, including or supplemented by courses in business practice and typewriting; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Some knowledge of business English, spelling, and arithmetic.
- (2) Knowledge of modern office practices and procedures including filing, sorting, checking, and posting.
- (3) Ability to establish and maintain effective working relationships with other employees and the public.
- (5) Skill in the operation of a standard typewriter.

September, 1963

## CLERK TYPIST II

NATURE AND EXAMPLES OF WORK: This is varied clerical work of limited complexity but requiring some exercise of independent judgment and with skilled typewriting as an essential duty.

The work of the Clerk Typist II is distinguished from that of the Clerk by the fact that work situations require skilled and accurate typing at a satisfactory rate of speed. Work of the Clerk Typist II differs from the Clerk Typist I by the amount of experience required. Some incumbents may spend a relatively small portion of their working time with typing duties; others, depending upon assignment and departmental work load, may spend a proportionally greater amount of time with such tasks. In all cases, facility and speed in the use of a typewriter are required. Detailed instructions are given at the beginning of employment and accompany each subsequent new assignment; However, after employees become more familiar with the routines of their assigned unit, they work with considerable independence within a limited range of work situations.

Illustrative Examples: Types letters, memoranda, reports, statements, and other material from copy, rough draft, or dictating machine cylinders including medical notes, records, abstracts, and similar scientific material.

Following established procedures, fills in on a typewriter various data on vouchers, purchase orders, requisitions, applications, and other forms, such data being taken from media on which the necessary information is clearly indicated or is obvious; types duplimats and cuts mimeograph stencils.

Makes appointments, routes visitors and clients, secures and gives out information not requiring detailed interpretation of rules, regulations, or departmental policies.

Performs a variety of standard secretarial duties in work areas or situations which do not require the taking and transcription of oral dictation.

Operates other standard office machines and appliances not requiring previous special training or experience.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in general office and clerical work including typewriting; and graduation from a standard high school, including or supplemented by courses in business practice and typewriting; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

**CLERK TYPIST II (cont'd)**

(1) Knowledge of business English, spelling, and arithmetic. (2) Knowledge of modern office practices and procedures including filing, sorting, checking, and posting. (3) Ability to learn clerical tasks readily, to adhere to prescribed routines, and to develop skill in the use of common office appliances. (4) Ability to establish and maintain effective working relationships with other employees and the public. (5) Skill in the operation of a standard typewriter.

September, 1963

## CLERK TYPIST III

**NATURE AND EXAMPLES OF WORK:** This is varied and difficult clerical work of a responsible nature with skilled typewriting as an essential task.

The work of a Clerk Typist III differs from that of a Clerk Typist II in that a Clerk Typist III is required to make decisions on her own initiative which require the exercise of more independent judgment and that she performs clerical work of greater complexity with less supervision. An incumbent may meet the public under circumstances which require a considerable knowledge of departmental activities, policies, and administrative precedents. A Clerk Typist III may occasionally supervise a small clerical staff.

**Illustrative Examples:** Acts as departmental secretary in a large department where work situations do not require the taking and transcription of oral dictation.

Does a variety of typewriting work under limited supervision and in work situations wherein review opportunities are limited so that superiors must depend upon incumbents for considerable judgment and making minor decisions; from rough drafts, dictating equipment, or instructions, types forms, accounting and financial statements, and letters; may type medical records, reports, abstracts, and other material; composes and types correspondence requiring considerable knowledge of departmental operations and regulations and which may not be reviewed by a superior.

Maintains and participates in the revision of filing, cross reference, and document and medical classification systems.

Prepares, by typewriter or vari-typewriter, various manuscripts for publication; justifies margins; and does a wide variety of typewriting for duplicating needs of all hospital departments.

May supervise clerical employees engaged in posting, filing, sorting, and typing; sees that procedures are followed; maintains production, and checks the more difficult work.

Performs related work as required.

**REQUIREMENTS OF WORK:** Experience in general office and clerical work including typewriting, and preferably including some experience in the M. D. Anderson Hospital; and graduation from a standard high school, including or supplemented by courses in business practice and typewriting, and preferably supplemented by some college work in business administration; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

- (1) Considerable knowledge of modern office practices and procedures

## CLERK TYPIST III (cont'd)

including filing, indexing, and cross reference methods. (2) Knowledge of hospital business procedures and practices. (3) Some knowledge of elementary accounting. (4) Ability to organize, assign, and supervise the work of a small clerical staff in a manner conducive to full performance and high morale. (5) Ability to establish and maintain effective working relationships with other employees and the public. (6) Skill in the operation of a standard typewriter.

September, 1963

## SECRETARY I

NATURE AND EXAMPLES OF WORK: This is clerical work of limited complexity with the taking and transcription of oral dictation as an essential duty.

The work of a Secretary is distinguished from that of a Clerk-Typist I by the fact that work situations require the skilled taking and transcription of oral dictation. In work situations other than stenography, the level of work is the same and tasks performed are very similar. Some employees of this class may spend a relatively small portion of time with shorthand duties; others, dependent upon the requirements of superiors, may spend a considerable amount of time in those tasks.

Illustrative Examples: Takes and transcribes oral dictation consisting of letters, statements, memoranda, reports, abstracts, and other materials sometimes of a medical or related scientific nature; composes and types simple form letters or letters of a standardized nature; sorts and distributes incoming mail, and folds, seals, and addresses outgoing mail; files various materials alphabetically, numerically, or according to a predetermined classification; types duplimats and cuts mimeograph stenoids.

Post routine information on standard forms either by hand or by typewriter, and performs routine tasks in keeping financial records and accounts.

Answers telephone and acts as office receptionist; routes calls and visitors; makes appointments; gives routine information to the public not involving detailed interpretation of departmental policies.

Occasionally operates various standard office machines and appliances not requiring previous experience or special training.

Performs related work as required.

REQUIREMENTS OF WORK: Limited experience since this is an entry position, in general clerical work including the taking and transcription of oral dictation; and graduation from a standard high school, including or supplemented by courses in shorthand, typing, and business practice; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

(1) Knowledge of business English, spelling, and arithmetic. (2) Knowledge of modern office practices and procedures including filing, sorting, checking, and posting. (3) Ability to learn clerical tasks readily, to adhere to prescribed routines, and to develop skill in the operation of common office appliances. (4) Ability to establish and maintain effective working relationships with other employees and the public. (5) Skill in the taking and transcription of oral dictation.

September, 1963

## SECRETARY II

NATURE AND EXAMPLES OF WORK: This is varied clerical work of limited complexity but requiring exercise of independent judgment and with the taking and transcription of oral dictation as an essential duty.

The work of a Secretary II is distinguished from that of a Secretary by the fact that work situations require previous clerical experience. In work situations other than stenography, the level of work is the same and tasks performed are very similar to the Clerk-Typist II. Some employees of this class may spend a relatively small portion of time with shorthand duties; others, dependent upon the requirements of superiors, may spend a considerable amount of time in those tasks. In all positions, however, after employees become more familiar with the routine of their assigned unit, they work with considerable independence within a limited range of work situations.

Illustrative Examples: Takes and transcribes oral dictation consisting of letters, statements, memoranda, reports, medical case histories, abstracts, and other materials frequently of a medical or related scientific nature; composes and types simple form letters or letters of a standardized nature; sorts and distributes incoming mail, and folds, seals, and addresses outgoing mail; files various materials alphabetically, numerically, or according to a predetermined classification; types duplimats and cuts mimeograph stencils.

Post routine information on standard forms either by hand or by typewriter, and performs routine tasks in keeping financial records and accounts.

Answers telephone and acts as office receptionist; routes calls and visitors; makes appointments; gives routine information to the public not involving detailed interpretation of departmental policies.

Occasionally operates various standard office machines and appliances not requiring previous experience or special training.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in general clerical work including the taking and transcription of oral dictation; and graduation from a standard high school, including or supplemented by courses in shorthand, typing, and business practice; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of business English, spelling, and arithmetic. (2) Knowledge of modern office practices and procedures including filing, sorting, checking, and posting. (3) Ability to learn clerical tasks readily, to adhere to prescribed routines, and to develop skill in the operation of common office appliances. (4) Ability to establish and maintain effective working relationships with other employees and the public. (5) Skill in the taking and transcription of oral dictation.

September, 1963

## SECRETARY III

NATURE AND EXAMPLE OF WORK: This is highly responsible clerical work involving secretarial and quasi-administrative services in a large and complex office with the taking and transcription of oral dictation as an essential duty.

The work of a Secretary III involves considerable initiative and responsibility in handling the varied and extensive office detail of a major unit of the M. D. Anderson Hospital as the secretarial assistant to a principal official. Successful performance of the duties requires not only an intimate knowledge of a wide range of hospital regulations, policies, practices, and procedures, transcending the scope of a single major functional division, but also initiative and sound judgment in initiating work and arranging for, coordinating, and overseeing numerous office details. An incumbent may exercise direct or indirect supervision and assign and review the work of other clerical personnel. Normal administrative routines are handled with considerable independence unless, in the judgment of the employee, they require clearance with the superior. This means that the work of a Secretary III is not customarily subjected to more than routine and periodic spot checks but is rather evaluated in terms of over-all effectiveness in the execution of assigned functions.

Illustrative Examples: Arranges appointments for a superior; gathers material on assigned subjects for use in the preparation of reports, speeches, or articles.

Takes and transcribes oral dictation consisting of letters, reports, articles, memoranda, and speeches; signs routine forms and correspondence for superior; answers telephone and interviews callers.

Prepares agenda for meetings of various committees; may act as secretary to these groups in their meetings, and takes, transcribes, and reports proceedings; examines minutes of meetings of boards and committees and refers to a superior matters in which administrative action is required.

May supervise the work of a group of clerical employees within a functional unit.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience performing responsible secretarial and clerical work, preferably including experience in the M. D. Anderson Hospital; and graduation from a standard high school, including or supplemented by courses in shorthand, typewriting, and business practice, and preferably supplemented by college work in business administration; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

SECRETARY III (cont'd)

(1) Thorough knowledge of modern office practices, procedures, and appliances. (2) Thorough knowledge of correct punctuation, spelling, and grammatical usage together with a good working vocabulary. (3) Considerable knowledge of the regulations, procedures, and services of the department and of the organization and personnel of the M. D. Anderson Hospital or ability readily to acquire such knowledge. (4) Knowledge of the principles and practices of elementary accounting, business administration, and office management. (5) Ability to utilize good judgment in making decisions in the light of established precedents and resourcefulness in meeting new problems. (6) Marked ability in establishing and maintaining effective working relationship with other workers, with departmental and administrative personnel, and with the public. (7) Ability to plan and schedule own work and that of others; and ability to supervise the work of subordinates in a manner conducive to full performance and high morale. (8) Skill in the taking and transcription of oral dictation.

September, 1963

## KEY PUNCH OPERATOR I

NATURE AND EXAMPLES OF WORK: This is routine and repetitive work involving the operation of alphabetic and numeric key punches preparing punched card records of varied transactions.

Work involves the preparation of punched card records from uncoded and precoded media by the use of numeric and alphabetic key punch machines to provide the basis for development of a wide variety of accounting, epidemiological, and other statistical records and reports. Employees may also be assigned to routine verification of punched cards by use of a hand or mechanical verifier or to simple coding or related clerical work. Work is regularly checked for accuracy and the principal emphasis of the evaluation of work performed is in terms of volume of production and accuracy in transferring information from typed, handwritten or printed documents to punched cards. Work methods and procedures are covered in specific detail by written and verbal instructions. Supervision received relates principally to deviations from the established routines governing the order of punching assignments and to maintenance of adequate output and accuracy.

Illustrative Examples: Punches epidemiological, accounting, and various statistical and related data onto tabulating cards with alphabetic or numeric key punch machines.

Operates a key punch verifier in checking the correctness of punched data; repunches incorrect cards; may use hand verifier.

Sorts and files cards.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in the operation of alphabetic and numeric key punches; and graduation from a standard high school, supplemented by a course in alphabetic and numeric key punch operation; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Some knowledge of the operation of numeric and alphabetic key punch machines and verifiers. (2) Some knowledge of office procedures, methods, and equipment. (3) Ability to perform simple clerical work, to make simple arithmetical calculations, and to memorize difficult codes. (4) Ability to understand and follow oral and written instructions. (5) Skill in the operation of alphabetic and numeric key punches.

September, 1963

## KEY PUNCH OPERATOR II

NATURE AND EXAMPLES OF WORK: This is somewhat complex work involving the operation of alphabetic and numeric key punches preparing punched card records of varied transactions. The position of Key Punch Operator II differs from the Key Punch Operator I primarily in the level of responsibilities assigned to it and the amount of previous experience required.

Work involves the preparation of punched card records from uncoded and precoded media by the use of numeric and alphabetic key punch machines to provide the basis for development of a wide variety of accounting, epidemiological, and other statistical records and reports. Employees are also assigned to routine verification of punched cards by use of a hand or mechanical verifier or to simple coding or related clerical work. Work is periodically checked for accuracy and the principal emphasis of the evaluation of work performed is in terms of volume of production and accuracy in transferring information from typed, handwritten or printed documents to punched cards. Work methods and procedures are covered in specific detail by written and verbal instructions. Supervision received relates principally to deviations from the established routines governing the order of punching assignments and to maintenance of adequate output and accuracy.

Illustrative Examples: Punches epidemiological, accounting, and various statistical and related data onto tabulating cards with alphabetic or numeric key punch machines.

Operates a key punch verifier in checking the correctness of punched data; repunches incorrect cards; may use hand verifier.

Sorts and files cards.

May operate tabulating equipment of a less complex nature such as sorter or collator. May type various reports for reproduction and assists in proof-reading.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in the operation of alphabetic and numeric key punches; and graduation from a standard high school, supplemented by a course in alphabetic and numeric key punch operation; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

(1) Knowledge of the operation of numeric and alphabetic key punch machines and verifiers. (2) Some knowledge of office procedures, methods, and equipment. (3) Ability to perform clerical work, to make arithmetical calculations, and to memorize difficult codes. (4) Ability to understand and follow oral and written instructions. (5) Skill in the operation of alphabetic and numeric key punches.

September, 1963

## COMPUTER PROGRAMMER I

NATURE AND EXAMPLES OF WORK: This is technical electronic computing work in the Data Computer Center Laboratory. Work involves assisting in analyzing problems in patient care activities, in administrative and fiscal areas, in basic and clinical research areas to determine whether or not it is mathematically practical as well as economical to use electronic computer methods. The Computer Programmer I works under the immediate supervision of the Computer Programmer III and with limited opportunity to exercise independent judgment and initiative.

Illustrative Examples: Assists in planning work of computer assistants, machine accountants, and keypunch operators. Receives training in the development of new methods and procedures. Assists in the design of flow charts for problems to be solved by the computer. Assists in developing a method for converting data into proper form for computer problems on the computer. Assists in simple program with instructions for solving complex problems on the computer. May wire necessary control panels for the computer and related equipment. Confers with supervisors for the purpose of determining areas in the hospital in which computer programs would be practical and economical. Learns to write a complete program of instructions for solving moderately difficult problems.

Performs related work as required.

REQUIREMENTS OF WORK: Graduation from a four year college or university with the major course of study in accounting business administration, mathematics, physics or other basic science with training in electronic computer work; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

ons(1) Knowledge of the methods and machines used in electronic computations. (2) Knowledge of hospital policies and procedures. (3) Knowledge of principles and practices of science or accounting methods. (4) Ability to develop and maintain good working relationships with supervisory officials and fellow employees.

September, 1963

## COMPUTER PROGRAMMER II

NATURE AND EXAMPLES OF WORK: This is responsible technical and electronic computing work in the Data Computer Center Laboratory.

Work involves limited supervision of computer assistants, so far as the incumbent's previous experience will permit. Analyzes problems in patient care activities, administrative and fiscal areas, and in the basic science and clinical research areas to determine whether or not it is mathematically practical as well as economical to use electronic computer methods. The Computer Programmer II works under the general supervision of the Computer Programmer III and frequently exercises independence in judgment and initiative.

Illustrative Examples: Plans, assigns, and reviews work of computer assistants, and keypunch operators.

Assists in training new employees and instructs experienced personnel in new methods and procedures. Designs flow charts for problems to be solved by the computer. Develops method for converting data into proper form for computer processing. Writes a complete program with instructions for solving complex problems on the computer. Wires necessary control panels for the computer and related equipment. Confers with supervisory officials for the purpose of determining areas in the hospital in which computer programs would be practical and economical. Evaluates programs developed by other computing groups to determine their suitability and adaptability for department needs. Verifies answers to certain problems prepared by Computer Programmer I to authenticate the data.

Performs related work as required.

REQUIREMENTS OF WORK: Graduation from a four year college or university with the major course of study in accounting, business administration, mathematics, physics or other basic science with training and experience in electronic computer work, supplemented by experience at the M. D. Anderson Hospital; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

(1) Knowledge of hospital policies and procedures. (2) Knowledge of the methods and machines used in electronic computation. (3) Knowledge of principles and practices of science or accounting methods. (4) Ability to develop and maintain good working relationships with supervisory officials and fellow employees.

September, 1963

## COMPUTER PROGRAMMER III

NATURE AND EXAMPLES OF WORK: This is responsible supervisory and electronic computing work in the Data Computer Center Laboratory.

Work involves supervision of computer assistants, machine accounting, and keypunch operators in analyzing problems in patient care activities, administrative and fiscal areas, and in the basic science and clinical research areas, to determine whether or not it is mathematically practical as well as economical to use electronic computer methods. The computer programmer works under the general supervision of the Director, Data Computer Center Laboratory and exercises considerable independent judgment and initiative.

Illustrative Examples: Plans, assigns, and supervises work of computer assistants, and keypunch operators, trains new employees and instructs experienced personnel in new methods and procedures, responsible for the design of flow charts for problems to be solved by the Computer Programmers. Responsible for preparation of complete program with instructions for solving complex problems on the computer. Wires necessary control panels for the computer and related equipment. Confers with department and section heads for the purpose of determining areas in the hospital in which computer programs would be practical and economical. Responsible for keeping informed in the latest developments in the field of electronic computers and applying suitable techniques to the operation of this laboratory.

Performs related work as required.

REQUIREMENTS OF WORK: Graduation from a four year college or university with the major course of study in accounting, business administration, mathematics, physics or other basic sciences supplemented by experience in electronic computer programming; or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

- (1) Thorough knowledge of the methods and machines used in electronic computations.
- (2) Considerable knowledge of hospital policies and procedures.
- (3) Knowledge of principles and practices of commercial and institutional accounting methods.
- (4) Ability to develop and maintain good working relationships with supervisory officials and fellow employees.
- (5) Ability to develop working schedules in order to maintain a continuous flow of work through the laboratory.
- (6) Ability to establish and maintain effective working relationships with superiors and associates and with others contacted in the course of work.

September, 1963

ASSISTANT DIRECTOR, MEDICAL SOCIAL SERVICE

NATURE AND EXAMPLES OF WORK: This is administrative and professional work involving direction of all medical social work services in the hospital and clinics under the Director of Medical Social Service.

The Assistant Director of Medical Social Service assists in the planning and direction of an effective over-all program for medical social service involving the development of uniform standards, policies, and procedures effectively to integrate medical social work with the total hospital program. An incumbent frequently consults with the department director, the medical staff, and heads of professional departments in planning services to hospital and clinic programs. The broad outlines of the program are planned in consultation with the department director who evaluates the effectiveness of the total program through periodic conferences and analysis of reports. Supervision may be exercised directly and through subordinates, over all personnel of the department.

Duties and Responsibilities: Assists department director in developing acceptable standards of professional practice within the department. Evaluates continuously the medical social work practice of the department. Assists department director in anticipating and identifying the special needs of cancer patients, further integrating the services of Medical Social Service to meet these needs. Keeps informed of current casework practice in medical social work and related fields, identifying trends which have bearing on the department's program for cancer patients.

Assists department director in maintaining a high standard of supervisory practices within the department. This includes the planning and leading of group discussions with supervisors, and senior social workers, supervising case aides, as well as the development of the student training program.

Assists department director in maintaining a staff development program which insures maximum skill of all personnel. Recommends to the department director on the basis of evaluation and program needs, the assignment, promotion, demotion, and release of professional staff. Is responsible for information and interpretation to the department director in matters relating to, or affecting the case work practice of the department.

Acts for the department director in her absence. Carries on related activities in connection with the administration of the total department program, as delegated by the department director.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in medical social case work, including supervisory and administrative experience; and completion

## ASSISTANT DIRECTOR, MEDICAL SOCIAL SERVICE (cont'd)

of approved graduate study in social work; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

(1) Considerable knowledge of the principles and techniques of medical social service and case work. (2) Considerable knowledge of the basic policies and practices prevailing in hospitals governing medical social service for clinic and hospital patients. (3) Considerable knowledge of medical terminology and of the effects of diseases and physical disabilities upon the patient and his family with respect to economic, environmental, and social factors. (4) Knowledge of modern office management principles, procedures, and equipment. (5) Ability to develop and execute a comprehensive and integrated over-all program for social service. (6) Ability to prepare complete and concise reports and analyses. (7) Ability to establish and maintain effective working relationships with subordinates, professional staffs, other officials, public and civic agencies, and with patients and their families.

September, 1963

## COMMUNICATIONS EQUIPMENT TECHNICIAN I

NATURE AND EXAMPLES OF WORK: This is semi-skilled work of a limited technical nature in the repair and maintenance of communications equipment throughout the hospital. Duties involve maintenance work in overhauling, repairing, and maintenance of the sound system. All work is performed under the immediate supervision of the Communications Equipment Technician II. This is on an entry level position.

Illustrative Examples: Assists in the maintenance of hospital patient radio system, intercommunication system, nurses call system, public address system, and radio and television receivers; assists in the maintenance of audio-visual equipment; assists in the installation of sound and television equipment; assists in the maintenance of sound, recording, and amplifying equipment.

Performs related duties as assigned.

REQUIREMENTS OF WORK: Some experience in the repair and maintenance of radio, television, and sound equipment; and graduation from a standard high school supplemented by the completion of an approved training course in radio, television, and sound equipment servicing; or a similar combination of experience and training, which provides knowledges, skills, and abilities as follows:

(1) Some knowledge of the tools, equipment, materials, and practices in sound. (2) Some knowledge of test equipment, such as tube testers and signal generators. (3) Ability to overhaul and repair various types of sound equipment. (4) Skill in the methods, practices, and tools used in the operation, maintenance, and repair of sound equipment.

September, 1963

## COMMUNICATIONS EQUIPMENT TECHNICIAN II

NATURE AND EXAMPLES OF WORK: This is skilled work of a limited technical nature in the repair and maintenance of communications equipment throughout the hospital. Duties involve maintenance work in overhauling, repairing, and maintenance of the sound systems. All work is performed under the immediate supervision of the Electronics Engineer, from whom specific assignments are received.

Illustrative Examples: Assists in the maintenance of hospital patient radio system, intercommunication system, nurses call system, public address system, and radio and television receivers; assists in the maintenance of audio-visual equipment; assists in the installation of sound and television equipment; assists in the maintenance of sound, recording, and amplifying equipment.

Performs related duties as assigned.

REQUIREMENTS OF WORK: Experience in the repair and maintenance of radio, television, and sound equipment; and graduation from a standard high school supplemented by the completion of an approved training course in radio, television, and sound equipment servicing; or a similar combination of experience and training, which provides knowledges, skills, and abilities as follow:

(1) Some knowledge of the tools, equipment, materials, and practices in sound. (2) Some knowledge of test equipment, such as tube testers and signal generators. (3) Ability to overhaul and repair various types of sound equipment. (4) Skill in the methods, practices, and tools used in the operation, maintenance, and repair of sound equipment.

September, 1963

## ELECTRONIC ENGINEER I

NATURE AND EXAMPLES OF WORK: This is skilled and technical work in the operation and maintenance of all electronic systems throughout the entire hospital. Work is performed under the immediate supervision of the Electronics Engineer II and may receive specific assignments from the Chief, Medical Communications.

Illustrative Examples: Assists in routine engineering on the television system in its day-to-day operation and installs or assists in the installation of sound and television equipment.

Assists in the maintenance of the sound recording, amplifying, radio, television, and intercommunications systems of the hospital under the immediate direction of the Electronic Engineer II.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in the maintenance, repair and operation of modern electronic communications equipment. Graduation from a standard high school and supplemented by the completion of approved courses of training in electronics, or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of the tools, equipment, materials, and practices of television system operation, maintenance, and repair. (2) Ability to operate, overhaul, and repair various types of sound equipment. (3) Ability to give technical assistance in the installation of television equipment and sound recording equipment and circuits. (4) Ability to keep records related to the work and to prepare and submit reports. (5) Skill in the techniques, methods, practices, and tools involved in the operation, maintenance, and repair of television systems and related communications equipment. (6) Ability to work unusual hours and be subject to recall as need arises. (7) Ability to maintain good working relations with associates within as well as outside the department.

September, 1963

## ELECTRONIC ENGINEER II

NATURE AND EXAMPLES OF WORK: This is highly skilled and technical work in the day-to-day operation and maintenance of all electronics systems throughout the entire hospital. Work is performed under the general direction of the Chief, Medical Communications Department. Assignments are given by work orders received from the supervisor who furnishes only general instructions in the method of completion.

Illustrative Examples: Performs complex engineering design and repair on the television system in its day-to-day operation and installs sound and television equipment as required.

Maintains all sound-recording, amplifying, radio, black and white and color, television, and intercommunications systems of the hospital under the general direction of the Chief, Medical Communications.

Performs related work as required.

REQUIREMENT OF WORK: Considerable and progressively responsible experience in the installation, maintenance, repair and operation of modern electronic communications equipment and graduation from a standard high school, supplemented by the completion of approved courses of training in electronics, or a similar combination of experience and training which provides knowledge, abilities, and skills as follow:

- (1) Considerable knowledge of the tools, equipment, materials, and practices of television system operation (both black and white, and color), maintenance, and repair.
- (2) Ability to operate, overhaul, and repair various types of sound equipment.
- (3) Ability to give major technical assistance in the installation of black and white and color television equipment and sound recording equipment and circuits.
- (4) Ability to keep records related to the work and to prepare and submit reports.
- (5) Skill in the techniques, methods, practices, and tools involved in the operation, maintenance, and repair of television systems and related communications equipment.
- (6) Ability to supervise and train subordinates in proper manner of performance.
- (7) Ability to maintain good working relations with employees within the Sound-Control Area as well as with associates throughout the hospital.

September, 1963

## LAUNDRY WORKER I

NATURE AND EXAMPLES OF WORK: This is routine, repetitive work involving the performance of manual tasks in finishing laundry in the hospital laundry.

Work involves the performance of assigned duties throughout the laundry and may require marking, extracting, finishing, or delivery tasks. A Laundry Worker I may be assigned duties other than those she normally performs in order to maintain the production of the laundry. The working environment of these positions is both hot and moist. Work is performed under the direction of the Laundry Manager who reviews work for efficiency and thoroughness by observing the results obtained and operation of equipment.

Illustrative Examples: Charges flat bed mangles with a variety of types of laundry articles such as sheets, towels, pillow cases, and other items which can be successfully ironed on a mangle and starts these items in the machine; receives articles from the mangle, and folds and stacks them in accordance with prescribed routines; may assist in changing the padding of asbestos and cloth which covers the rolls of the machine.

Operates steam pressing machines in finishing uniforms, aprons, jackets, caps, shirts, and other similar items; folds and stacks completed articles.

Finishes, by hand ironing, collars, cuffs, caps, and some complete garments; maintains laundry boards and changes padding and covers; folds and stacks completed items.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in a commercial or institutional laundry, preferably in positions involving the performance of a variety of laundry tasks; and completion of the eighth school grade; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Some knowledge of standard laundry procedures and equipment. (2) Ability to operate or readily learn to operate such equipment as mangles, hand irons, mechanical presses, and extractors with care, dexterity, and speed. (3) Ability to perform manual work in a hot, moist atmosphere for long periods of time.

September, 1963

## LAUNDRY WORKER II

NATURE AND EXAMPLES OF WORK: This is routine, repetitive work involving the performance of manual tasks in finishing laundry in the hospital laundry.

Work involves the performance of assigned duties throughout the laundry and may require receiving, checking, marking extracting, drying, or delivery tasks. A Laundry Worker II may be assigned duties other than those he normally performs in order to maintain the production of the laundry. The working environment of these positions is both hot and moist. Work is performed under the direction of the Laundry Manager who reviews work for efficiency and thoroughness by observing the results obtained and operation of equipment.

Illustrative Examples: Receives soiled laundry when it arrives; checks each item to determine that it is properly marked; marks those items in which the marking is illegible or which have not been marked; sorts all laundry items into groups by types of material. Assists in loading and unloading washers. Mops floors and cleans work area.

Loads and unloads laundry from extractors and dryers.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in a commercial or institutional laundry, preferably in positions involving the performance of a variety of laundry tasks; and completion of the eighth school grade; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Some knowledge of standard laundry procedures and equipment.
- (2) Ability to operate or readily learn to operate such equipment as mangles, hand irons, mechanical presses, and extractors with care, dexterity, and speed.
- (3) Ability to perform manual work in a hot, moist atmosphere for long periods of time.

September, 1963

## KITCHEN HELPER I

NATURE AND EXAMPLES OF WORK: This is routine manual work involving a variety of food service duties in dining rooms and kitchens of the hospital.

Work involves assistance to Cooks and Dietitians in such tasks as cleaning and paring vegetables, preparing simple salads, serving food from a cafeteria counter, and cleaning tables. Most duties require light physical labor. Employees have an important responsibility not only for neatness and cleanliness in preparing, handling, and serving food but also for courtesy and a pleasant demeanor in serving patients and other patrons of the hospital food service. Assignments from supervisors are continuous and specific in nature, and finished work is reviewed by inspection and observation of results obtained.

Illustrative Examples: Cleans and pares vegetables and fruits; prepares simple salads; makes sandwiches, toasts bread, dishes up fruits and desserts, and makes coffee.

Fills sugar bowls, salt and pepper shakers, and other similar containers; washes tables.

Serves food from a cafeteria counter.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in institutional or commercial food service and simple preparation; and completion of the eighth school grade; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Some knowledge of the methods and practices of food preparation and service.
- (2) Some knowledge of health hazards in food preparation and service and of necessary precautionary measures.
- (3) Some knowledge of the care and uses of food service equipment and kitchen utensils.
- (4) Ability to interpret and follow simple oral and written instructions.
- (5) Ability to work long hours while standing.
- (6) Ability to establish and maintain effective working relationships with other employees, with patients, and with the public.
- (7) Personal cleanliness and freedom from communicable disease.

September, 1963

## KITCHEN HELPER II

NATURE AND EXAMPLES OF WORK: This is routine manual work involving a variety of food service duties in dining rooms and kitchens of the hospital.

Work involves assistance to Cooks and Dietitians in such tasks as cleaning and paring vegetables, washing dishes, serving food from a cafeteria counter, bussing dirty dishes, and cleaning tables and sweeping floors. Most duties require light physical labor. Employees have an important responsibility not only for neatness and cleanliness in preparing, handling, and serving food but also for courtesy and a pleasant demeanor in serving patients and other patrons of the hospital food service. Assignments from supervisors are continuous and specific in nature, and finished work is reviewed by inspection and observation of results obtained.

Illustrative Examples: Cleans and pares vegetables and fruits; transfers food supplies between storage and work areas.

Cleans kitchen and dining areas; dusts tables; busses dirty dishes, washes tables, and sweeps floors; washes dishes, pots and pans, and cooking and food service equipment and utensils.

Serves food from a cafeteria counter; replenishes containers as needed.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in institutional or commercial food service and simple preparation; and completion of the eighth school grade; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Some knowledge of the methods and practices of food preparation and service. (2) Some knowledge of health hazards in food preparation and service and of necessary precautionary measures. (3) Some knowledge of the care and uses of food service equipment and kitchen utensils. (4) Ability to interpret and follow simple oral and written instructions. (5) Ability to work long hours while standing. (6) Ability to establish and maintain effective working relationships with other employees, with patients, and with the public. (7) Personal cleanliness and freedom from communicable disease.

September, 1963



THE UNIVERSITY OF TEXAS  
AUSTIN 12, TEXAS

SYSTEM PERSONNEL OFFICE

December 17, 1962

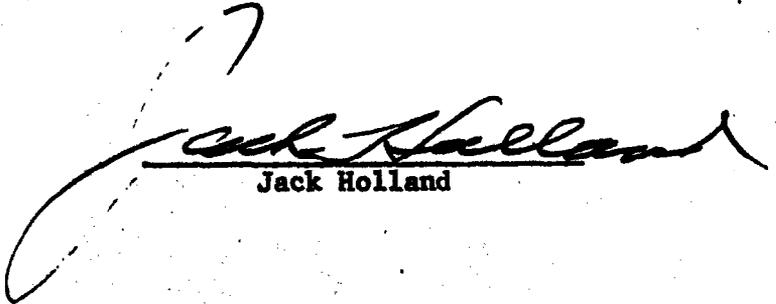
MEMORANDUM

TO: Dr. J. G. Dolley

FROM: Jack Holland, System Personnel Adviser

SUBJECT: 1963-64 Pay Plan Recommendations for The University of Texas Southwestern Medical School

Mrs. Woosley sent the proposed changes in the Classified Personnel Pay Plan for the Southwestern Medical School directly to this office. We have studied her recommendations and justifications and would recommend the approval of the changes requested.

  
Jack Holland

jf

Attachment

REC'D - UPO DEC 13 1962

THE UNIVERSITY OF TEXAS  
SOUTHWESTERN MEDICAL SCHOOL  
5323 HARRY HINES BLVD.  
DALLAS 35, TEXAS

OFFICE OF THE DEAN

December 12, 1962

Mr. Jack Holland  
System Personnel Adviser  
The University of Texas  
Austin 12, Texas

Dear Jack:

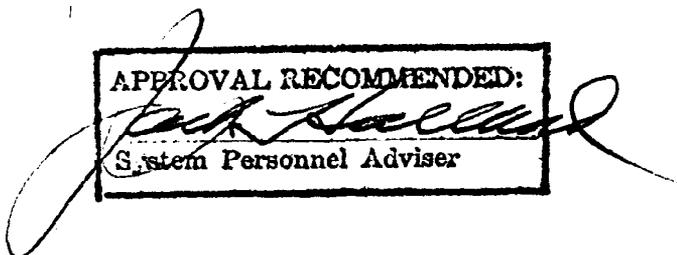
Enclosed herewith are our recommended changes in our Classified Personnel Pay Plan for September 1963 for your review and submission to the Executive Committee. I hope you will find it acceptable and in proper form. We have just received your memorandum with the copy of the changes being recommended at the Main University, but have not had an opportunity to examine it yet. I really appreciate receiving it and will be most interested in studying it.

I thoroughly enjoyed the meeting in El Paso. It seems each year the meetings get better and I, for one, get a great deal out of them and appreciate the opportunity to discuss our many problems together.

Louis joins me in wishing you, your wife, and all your staff there in the Personnel Office a Very Merry Christmas and Happy New Year.

Sincerely

  
Frances Woosley  
Personnel Director

  
APPROVAL RECOMMENDED:  
System Personnel Adviser

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL

PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1963-64

<u>DELETE</u>					
<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
1. 2020	Laboratory Technical Assistant	\$215-305	\$2580-3060	20	\$240-284
2. 2202	Research Associate	439-520	5268-7440	36	560-660
3. 4200	Custodial Worker	181-245	2172-2940	17	168-198
<u>ADD</u>					
4. 2020	Laboratory Technical Assistant I	225-262	2700-3504	21	240-284 (1)
5. 2021	Laboratory Technical Assistant II	276-335	3348-4020	26	273-321 (2)
6. 2202	Research Technician III	460-565	5520-6780	37	450-532 (3)
7. 2205	Research Associate	514-680	6168-8160	39	560-660 (4)
8. 4200	Custodial Worker I	181-245	2172-2940	17	168-198
9. 4201	Custodial Worker II	245-292	2940-3504	23	180-321 (5)

- (1) State Classification Plan - Laboratory Assistant I
- (2) State Classification Plan - Laboratory Assistant II
- (3) State Classification Plan - Bacteriologist II and/or Chemist II
- (4) State Classification Plan - Bacteriologist III and/or Chemist III
- (5) State Classification Plan - Janitor II and Building Custodian

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL  
 PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1963-64 - Continued

CHANGES:

<u>Code</u>	<u>Title</u>	<u>FROM:</u>			<u>TO:</u>			<u>State Classification</u> <u>Monthly Range</u>
		<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	
10. 0020	Secretary	\$256-319	\$3072-3820	24	\$267-335	\$3204-4020	25	\$273-321 (6)
11. 0021	Senior Secretary	305-400	3660-4800	28	319-400	3828-4800	29	310-367 (7)
12. 0022	Administrative Secretary	350-439	4200-5268	31	366-460	4392-5520	32	346-409 (8)
13. 0031	Assistant to the Registrar	350-439	4200-5268	31	366-460	4392-5520	32	No comparable position

- (6) State Classification Plan - Secretary II
- (7) State Classification Plan - Secretary III
- (8) State Classification Plan - Administrative Secretary

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL  
JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1963-64

ADDITIONS:

4. The Laboratory Technical Assistant I would replace the Laboratory Technical Assistant and we are revising the job description to eliminate the phrase "preferably supplemented by college level courses in the biological sciences", under REQUIREMENTS OF WORK, since it is unrealistic to expect this for this classification. This phrase will be added to the job description for the Laboratory Technical Assistant II.
5. The addition of the Laboratory Technical Assistant II would be extremely helpful in keeping the people who, by their many years of service in our medical research laboratories, have become very valuable to the research both in the skills they have acquired and their ability to help train new laboratory helpers. The maximum salary recommended for this new classification is only one step higher than the maximum salary for the Laboratory Technical Assistant at the Medical Branch in Galveston where they have only the one classification.
6. The addition of the Research Technician III is needed to help the research technicians with the educational background needed for the research and who, in addition have been trained by our very competent staff and faculty, and for whose services competition is very keen. We are losing many of these valuable trained people to the Dallas V.A. Hospital, which now has a plan to begin chemists (just out of College) at an annual salary of \$5,365, the second year they are increased to \$6,465, the third year to \$7,125; to Texas Instruments which allows their technical and research people to work a great deal of over-time, thus increasing their earnings; and to various other laboratories both in medicine and industry who can offer our trained people more than our present salary ranges allow. Parkland Hospital, with which we are closely associated, has recently increased the salary for the position which is comparable to our Research Technician II to begin at \$4,600 and in three months to be increased to \$5,100, so that if we cannot offer our Research Technicians II some advancement or promotion in the future, we cannot hope to keep them, and this constant turnover becomes very costly. The maximum salary recommended here is the same as that for Research Technician II at the Medical Branch in Galveston.
7. This is changing the code number for Research Associate and increasing the minimum salary three steps and the maximum salary two steps. This is a professional classification calling for a master's degree in one of the sciences, and it is extremely difficult to employ and to keep the quality people needed in this highly competitive research and scientific field. A comparable increase in the salary range for this classification was made at the Medical Branch in Galveston and M. D. Anderson Hospital in Houston in their Pay Plans for September 1962.

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL

JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1963-64 - Continued

ADDITIONS: - Continued

8. Here we are recommending two classifications; Custodial Worker I, with no change in the present salary & range, and Custodial Worker II; these two will replace the one of Custodial Worker. During the past year
9. the need has become increasingly greater to have a "lead man" with groups of Custodial Workers and this would be the Custodial Worker II. We would need a man in this classification who has had experience at the Medical School as a Custodial Worker and has proved himself to be trustworthy and reliable and has the ability to supervise and lead the other men in their duties. With the salary recommended here, we would be in a position to keep our best men and have a much more efficient operation in the janitorial service. The Dallas V.A. Hospital quotes an hourly wage of from \$1.65 to \$1.85 for porters, and the recent salary survey made by the Houston Area Hospital Personnel Association shows the first quartile to be \$171 and the third quartile to be \$363 for Janitor in their General Report.

CHANGES:

- 10.) We are recommending a one step increase in the three secretarial classifications since it is becoming
- 11.) increasingly difficult to employ competent secretaries at our present starting salaries due to the fact
- 12.) that we have not increased the salary ranges for these classifications since the Legislative increase in 1959 and salaries for this type position, especially with medical background, have been steadily rising in the Dallas area, along with the cost of living. The U.S. Department of Labor Occupational Wage Survey for the Dallas area in November 1961 reported the average salary for positions comparable to our Secretary to be \$305 per month; for our Senior Secretary, \$350 per month, and for our Administrative Secretary, \$378 per month. The annual survey made by the National Office Management Assn. in 1962 reported about the same figures. The salary range for Administrative Secretary at the Dallas V.A. Hospital is \$4565 to \$6005 per annum, and for Senior Secretary \$3820 to \$4880 per annum. The salary ranges recommended here are comparable to those paid at M. D. Anderson Hospital and the Dental Branch in Houston where competition is comparable to that in the Dallas area.
13. It is highly desirable to keep the salary range for Assistant to the Registrar comparable to that for Administrative Secretary since the same caliber person is required and the responsibilities of the two positions are very similar, so we are recommending an increase of one step in this salary range which is a step below that at Texas Western.

- Note 1. Effective date of all changes proposed herein will be September 1, 1963  
Note 2. Approximate cost of making the recommended changes would be \$4,000  
Note 3. Job specifications for the new proposed classifications are attached hereto.

LABORATORY TECHNICAL ASSISTANT I

**NATURE AND EXAMPLES OF WORK:** This is routine technical work involving the performance of a limited variety of duties under the close supervision and direction of a superior, but requiring some previous training in a scientific field.

Duties of these positions require the performance of repetitive tasks which require considerable accuracy and manual dexterity in the preparation and maintenance of laboratory specimens and materials for teaching, research, and clinical purposes. Incumbents receive specific instructions and close supervision in the performance of newly assigned tasks, but the degree of supervision lessens as the work becomes more familiar. All work is reviewed by conference, observation, and analysis of results obtained.

**ILLUSTRATIVE EXAMPLES:** Prepares and sterilizes media according to specified formulae.

Performs a variety of routine histological techniques; prepares tissue slides by dehydrating, embedding in paraffin, sectioning, mounting, and staining the tissue in accordance with prescribed methods; labels and files slides; occasionally works with frozen tissue sections.

Prepares a variety of chemical compounds and reagents requiring some understanding of and familiarity with technical chemical processes.

Performs the more routine tasks in a variety of laboratory experimental procedures such as recording data, positioning, weighing, and assisting in other procedures with experimental animals such as taking temperatures and pre-operative shaving.

May assist or act as nurse during operations on experimental animals.

Takes sugar tests and blood counts of laboratory animals; injects them and assists in devising diets for feeding, care and experimentation.

Cuts and shapes glass tubing, and performs a variety of custodial tasks about the laboratory.

Performs related work as required.

**REQUIREMENTS OF WORK:** Some experience in laboratory work; and graduation from a standard high school, or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

- (1) Some knowledge of the basic principles of chemistry, biology, and bacteriology as related to laboratory work.
- (2) Ability to perform assigned tasks according to exactly prescribed procedures, and to make accurate observations and records of test results.
- (3) Skill in laboratory manipulative techniques.
- (4) Normal color perception.

## LABORATORY TECHNICAL ASSISTANT II

NATURE AND EXAMPLES OF WORK: This is technical work involving the performance of a variety of duties under the close supervision and direction of a superior, but requiring previous training in a scientific field.

Duties of this position require the performance of tasks which require considerable accuracy and manual dexterity in the preparation and maintenance of laboratory specimens and materials for teaching, research, and clinical purposes. The Laboratory Technical Assistant II differs from the Laboratory Technical Assistant I in the number of years experience of the incumbent, his ability and willingness to accept more responsibilities, and his ability to assist to some degree in the training of new Laboratory Helpers.

ILLUSTRATIVE EXAMPLES: Prepares and sterilizes specialized bacteriological culture media which may require more refined techniques of filtration according to specialized formulae for use in teaching and research projects following a pre-arranged schedule with minimal supervision.

Performs a variety of routine histological techniques; prepares tissue slides by dehydrating, embedding in paraffin, sectioning, mounting, and staining the tissue in accordance with prescribed methods; labels and files slides; occasionally works with frozen tissue sections, and may assist in training new laboratory helpers in these tasks. Prepares a variety of chemical compounds and reagents requiring some understanding of and familiarity with technical chemical processes.

May assume responsibility for daily examination of experimentally infected animals and is capable of detecting and accurately recording symptoms associated with a variety of animal diseases. Obtains blood by cardiac puncture and performs autopsies on experimentally infected animals involving removal of specified tissues, using aseptic technique; prepares anaesthetic agents and induces anaesthesia to animals, prepares for intravenous injections as required.

May direct the work involved in the care and maintenance of normal and experimentally infected animals and assist in the training of new laboratory helpers in these duties.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in laboratory work, preferably at Southwestern Medical School or one of the component institutions; and graduation from a standard high school, preferably supplemented by college level courses in the biological sciences; or a similar combination of experience and training which provides knowledges, abilities, and skills as follows:

- (1) Knowledge of the basic principles of chemistry, biology and bacteriology as related to laboratory work.
- (2) Training in gross anatomy of experimental animals.
- (3) Dexterity in the use of aseptic techniques.
- (4) Ability and willingness to assume responsibility when assigned a specified project.
- (5) Ability to act quickly, calmly and intelligently in case of an accident or emergency.
- (6) Some knowledge of the compatibilities of chemical compounds, gases and other media and the safety measures to be employed in working with the various liquids.
- (7) Ability to assist in the training of new laboratory helpers.

9/1/63

## RESEARCH TECHNICIAN III

NATURE AND EXAMPLES OF WORK: This is responsible research work in medical and related areas involving planning, carrying out, and supervising assigned research projects in accordance with general plans approved by a scientific superior.

The work of this class, though similar to that for Research Technician II, requires a higher degree of skill in carrying out scientific and research projects. The Research Technician III differs from the Research Technician II in the number of years experience of the incumbent, his greater scientific knowledge of the area of research, his ability and willingness to accept more responsibilities, and his ability to supervise and train research laboratory personnel.

Illustrative Examples: Under the general supervision of a senior research staff member or faculty member, performs advanced experimental scientific and medical research work; suggests modifications or improvements in the experimental design of research projects and offers original ideas for follow-up studies; assists in the assembling and analyses of experimental data and preparation of scientific reports and publications. Trains and supervises research laboratory personnel in more than a single research project in accordance with plans predetermined by scientific superiors.

May assist in planning proposed research programs, and in the absence of the scientific superior be responsible for project performance and accountable for progress of effort.

Performs other research or experimental tasks in the field of specialization which reflect in terms of difficulty the level of experience and training required for the positions of this class.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in scientific research in the field of science involved, including experience in the conduct of complete research projects, preferably at Southwestern Medical School; and graduation from a four year college or university with major course work in that branch of science which is a basic qualification for the work to be performed; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Thorough knowledge of the branch of science in which the work is to be performed. (2) Considerable knowledge of the over-all science of which the particular branch is a part, and of related sciences insofar as they apply to or bear on the particular area of interest. (3) Considerable knowledge of scientific, experimental, and research techniques applicable to the branch of science involved. (4) Keen interest in the particular field of scientific research as evidenced by greater degrees of initiative and reliability. (5) Ability to evaluate and analyze existing techniques and procedures as they relate to particular experiments and ability to devise new methods, techniques, and equipment. (6) Ability to analyze and assemble experimental data and assist in the preparation of scientific reports and publications. (7) Ability to train and supervise research laboratory personnel.

9/1/63

## RESEARCH ASSOCIATE

NATURE AND EXAMPLES OF WORK: This is responsible medical and related research work involving planning, directing, and supervising limited research projects; or specific major portions of a larger project under limited supervision.

Work of this class involves responsibility for an experimental research program designed to augment a limited body of scientific knowledge. An incumbent defines the area of the problem assigned, usually by agreement with his superior or collaborators, and is responsible for organizing and carrying out all work in the project to completion and for preparing such scientific reports on the results of the work as are necessary or desirable. A frequent responsibility is for instruction in experimental and general laboratory techniques to medical students and residents. Some incumbents in this class may do specialized work requiring a good deal of technical skill, ability and precision in a specific area. The principal difference between the work of this class and that of the Research Technician classes is in the size, variety, or complexity of the type of work being performed, and in the experience of the incumbent. An employee of this class may collaborate with a superior, with other persons in positions in the same class, with faculty members, or with junior associates. All work is performed in accordance with the approval of a superior with respect to the over-all need for and results of such experiments. The work is subject at all times to review and analysis.

Illustrative Examples: Designs, develops, and repairs specialized experimental equipment; conducts and directs a wide variety of experimental surgical and medical experiments upon laboratory animals; plans experiments and makes deductions from data; advises and instructs junior associates, medical students, interns and residents in experimental and other laboratory techniques; supervises clerical, technical, and trades assistants; confers with industrial, governmental and other groups on results of experiments.

Performs other research or experimental tasks in the field of specialization which require considerable experience and training in the area.

Performs related work as required.

REQUIREMENTS OF WORK: Considerable experience in scientific research in the particular branch of science involved; and graduation from a four year college or university with major course work in that branch of science which is a basic qualification for the work to be performed, and supplemented by considerable graduate study, preferably leading to the Ph. D. in this science or related sciences; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Thorough knowledge of the branch of science in which the work is to be performed.
- (2) Thorough knowledge of scientific, experimental, and research techniques applicable to the branch of science involved.
- (3) Considerable knowledge of the over-all science of which the particular branch is a part, and of related sciences insofar as they apply to or bear on the particular area of interest.
- (4) Considerable knowledge of the practical and potential values of research and experimentation in the field involved.
- (5) Ability to determine the approach to the research problems which would give the most significant results, and to develop, lay out, and plan the actual experiments or work necessary to achieve this end.
- (6) Ability to train and instruct assistants, to demonstrate scientific methods and procedures, and to promote and engender a scientific attitude.
- (7) Ability to evaluate and analyze critically existing techniques and procedures as they relate to particular experiments to be performed, and ability to devise new methods, techniques and equipment as needed in experimentation.
- (8) Ability to write, or supervise the writing of scientific articles, papers, pamphlets, or books on the results of the experiment or research projects, including supervision of personnel who prepare diagrams, designs, mechanical drawings, pictures, or photographs.

## CUSTODIAL WORKER I

NATURE AND EXAMPLES OF WORK: This is routine manual work involving cleaning and housekeeping duties in Medical School buildings.

Work involves closely supervised cleaning and housekeeping duties including occasional heavy physical labor. Employees are subject to daily changes in assignments and work is reviewed by continuing observation of results obtained.

Illustrative Examples: Sweeps, mops, scrubs, oils, and polishes floors, vacuums and cleans rugs; changes and hangs curtains, dusts and washes furniture; helps move furniture, baggage and other heavy objects; sees to proper placement of furniture and equipment.

Carries out and disposes of garbage and trash; cleans lavatories. Performs related work as required.

REQUIREMENTS OF WORK: Ability to read and write; and

(1) Ability to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment, and some knowledge of the materials, methods, and equipment used in such work. (2) Ability to follow simple oral and written instructions. (3) Ability to work long hours while standing and to withstand the physical strain of cleaning work. (4) Good health, physical strength and agility sufficient to perform building cleaning work.

## CUSTODIAL WORKER II

NATURE AND EXAMPLES OF WORK: This is limited supervisory work involving cleaning and housekeeping duties in Medical School buildings.

Work involves close supervision of a small group of custodial workers in cleaning and housekeeping duties and keeping and issuing janitorial supplies and equipment. Employees in this class participate in the work for which they are responsible. General supervision is received, but employees must use their own judgment in cases of routine problems. Work is periodically inspected by a superior for conformance with established standards and procedures.

Illustrative Examples: Supervises a small group of employees performing cleaning and custodial work. Instructs these employees in cleaning and waxing floors; dusting and polishing furniture; cleaning restrooms, etc., and participates in this work.

Issues cleaning materials and supplies to subordinates and notifies supervisor when supplies need replenishing. Inspects the area periodically to see that the work is properly done; performs related supervisory and custodial work as required.

REQUIREMENTS OF WORK: Experience in janitorial work preferably at Southwestern Medical School; and graduation from a standard high school; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of methods, materials, and equipment used in cleaning office buildings. (2) Knowledge of the location and internal layout of Medical School buildings, or the ability to acquire such knowledge readily. (3) Ability to supervise a small group of custodial workers and to give necessary instructions in simple written or oral form. (4) Ability to follow oral and written instructions.

September 1963

Suggested salary range \$245 to 292 per month

**Academic and Developmental Affairs  
Committee**

## ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

Date: Friday, February 15, 1963

Time: 1:00 p. m.

Place: Regents' Room (Main Building 209)

Members: Regent McNeese, Chairman  
Regent Connally  
Regent Redditt  
Regent Hardie (retiring)

Page No.

1. Central Administration
  - a. Docket 15
  - b. Amendments to the Rules and Regulations of the Board of Regents
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    - (2) Fund-Raising Actions of Development Board 15
2. Main University
  - a. Report on Academic Standards and Transfer Regulations (Enrollment Policy) 17
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  - c. Use of Stiles Bequest 19
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  - e. 1962-63 Swimming Schedule 20
3. Item for the Record: Amendment to Article X, Charter of Texas Student Publications, Inc. 21

Aca. & Dev.

## SUMMARY INFORMATION FOR REGENTS

## OFFICIAL DOCUMENTS \*

If only the recommendations in this report are approved, there will be NO official documents to be executed and filed.

## PENDING ITEMS

If the recommendations in this report are approved, the following will remain as unfinished business of the Academic and Developmental Affairs Committee:

1. a. Amendment to the Rules and Regulations, changing name of Graduate Legislative Council.
- b. Amendment to the Rules and Regulations re fund-raising actions of Development Board.
- c. Enrollment Policy
2. The following items will normally recur on the agenda at intervals:
  - a. Docket
  - b. Small Class Reports, Spring Semester 1963
  - c. Lawsuit with Civil War Book Club (Dec. 1962 meeting)
  - d. Progress Reports on Engineering Development, Inc.
  - e. Outcome of Request to TCHE for Department of Sociology.

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\* Of course, there are numerous official documents to be filed which documents are reported in the docket. These include gift and grant letters, all U. S. Government contracts and/or grants, and miscellaneous agreements.

B. ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

1. CENTRAL ADMINISTRATION

- a. DOCKET. -- The Docket (Attachment No. 2) as submitted by Chancellor Ransom is in Volume I following Attachment No. 1. Immediately preceding Attachment No. 1 there is an outline of the Docket as prepared by Secretary Thedford.
- b. AMENDMENTS TO THE RULES AND REGULATIONS OF THE BOARD OF REGENTS

Recommendation of Graduate Legislative Council:

- (1) Part One, Chapter VI, Section 6 (Name Change of Graduate Legislative Council.)  
--At its meeting on November 12, 1962, the Graduate Legislative Council voted to recommend an amendment to the Rules and Regulations of the Board of Regents, Part One, Chapter VI, Section 6, as follows:

Wherever the title Graduate Legislative Council appears throughout Part One, Chapter VI, Section 6, change the title to read, Graduate Assembly.

Purpose:

The purpose of this change is to eliminate confusion between the Graduate Legislative Council and the Graduate Council.

Recommendation of Chancellor and Institutional Head:

This recommendation is concurred in by President Smiley and Chancellor Ransom.

Secretary's Note:

If the foregoing is voted favorably by the Board, it will be re-submitted for final approval at the next meeting, as will the following proposal. Such procedure is in compliance with Part Two, Chapter VII, Subsection 4.1, of the Rules and Regulations.

- (2) Part One, Chapter V, Section 2.55. -- Chancellor Ransom presents the following:

"Part One, Chapter V, Section 2.55 of the Regents' Rules and Regulations now reads:

Present Rule:

The Development Board shall be responsible for and conduct all fund-raising activities (as distinguished from membership enrollments) directed at ex-students at the University or for Ex-Students' Association purposes. It may delegate executive management of such activities to the Ex-Students' Association, under mutually agreeable guiding policies.

It is recommended that Chapter V, Section 2.55, be revised to read as follows:

Proposed Recommendation: Notwithstanding the provisions hereof conferring authority upon and placing responsibility in the Development Board for fund-development and fund-raising, it is understood that the Ex-Students' Association will engage in fund-raising for its own support through dues and payments for memberships, both annual and life, but that except for this and the Association's support of the Development Board's fund-raising efforts, the Association will not participate in organized fund-raising of any nature without first consulting with the Development Board and the Administration.

Background Information:

When the Ex-Students' Association undertook its fund-raising campaign for the Alumni House, there was some discussion of the role of the Association in relation to the Development Board and the Rules and Regulations of the Board of Regents. Subsequently, the Development Board submitted a proposed revision of the Regents' Rules to the President of the Ex-Students' Association and later to the Chancellor for recommendation to the Board of Regents.

Chancellor's Recommendation:

Chancellor Ransom recommends that the suggested revision be reported favorably to the Board of Regents at the February 15-16, 1963, meeting with the understanding that the final action on this revision would be taken at the next regular meeting of the Board of Regents following the February 15-16 meeting, since this item must have been reported to the Board of Regents thirty (30) days prior to the time final action is taken.

## 2. MAIN UNIVERSITY

- a. **REPORT ON ACADEMIC STANDARDS AND TRANSFER REGULATIONS (ENROLLMENT POLICY).** -- Central Administration presents the following report:

Conclusions  
of Administration:

At the meeting of the Board of Regents on November 10, 1962, three conclusions reached by the Administration pursuant to its study of Main University Enrollment Policy were presented: (1) criteria for admission of freshmen (i. e. , rank in class, test scores) should not be changed at present; (2) proper standards governing scholastic probation and enforced withdrawal should be adopted to eliminate early those students whose academic performance is unsatisfactory; (3) regulations governing transfer of students prior to attainment of junior level should be exacting and discourage such transfers.

Action of the  
Board:

The minutes of the December 1962 meeting reflect that at the meeting of November 10, 1962, the Board requested the Administration to prepare recommendations regarding enrollment in the Main University. Since the Administration's recommendations involve faculty legislation they were referred to President Smiley with the request that they be studied by the proper agencies and individuals, with subsequent recommendation of specific legislation to the Board of Regents.

Status:

On January 15, President Smiley reported to Chancellor Ransom that the Council of Deans, the Vice-President, and the President of Main University concurred with conclusion number one. Conclusions two and three were in process of implementation through faculty legislation. This process could not be concluded prior to the February meeting of the Board, but would be concluded in time for Board of Regents' action through normal procedure this Spring and, if approved, subsequent incorporation in the General Information bulletin for 1963-64, making such new regulations effective for that year.

Recommendation b.  
of Chancellor  
Ransom and  
Institutional Head:

**PROPOSAL RE CHARGE FOR LATE REGISTRATION.** -- Below is a recommendation of the Faculty Council of the Main University, concurred in by President Smiley and Chancellor Ransom:

Recommendation  
of Faculty Council:

The Faculty Council of the Main University has recommended the elimination of the existing penalty (in semester hours) for late registration in the undergraduate divisions and has further recommended a special handling charge of five dollars (\$5.00) for late registration by undergraduates.

It is further recommended that the information in the General Information bulletin appearing on Page 50 under the heading, "Penalty for Late Registration," be revised.

Change the present reading:

Present Reading:

"Any student registering in an undergraduate division who, in the fall or spring semester, with these permissions, registers after the appointed days for registration for more than six semester hours in that semester, will be charged with two semester hours of negative credit if he settles with the Bursar on the first or second day after the last day for registration, three semester hours if he settles on the third or fourth day, and four semester hours if on or after the fifth day. However, in no case will this penalty be permitted to reduce the student's potential credit for the semester below six semester hours. These negative hours shall be regarded as of C grade, shall be applied to the work of the current semester, and shall be deducted in all computations of qualitative or quantitative standing for any purpose, including graduation, transfer from one college or school to another, participation in any official extracurricular student activity, membership in any student social organization, etc."

to read:

Recommended Reading:

"Any student registering in an undergraduate division who, in the fall or spring semester, with these permissions, registers after the appointed days for registering in that semester, will be required to pay a special charge of five dollars (\$5.00) to defray the costs of the extra services required to effect his late registration."

This recommendation, in effect, removes an academic penalty and assesses a special handling charge for the services rendered.

Secretary's Comments:

It is interesting to note that in 1902 the same problem of late registration existed and that the Board disapproved action of the faculty to assess a three dollar (\$3.00) fee for late payment of registration and instead provided that a student entering after the lecture work of the University had begun should stand a satisfactory examination on the work already covered by the classes up to the date of his entrance therein. However, in 1905, the Board did authorize the faculty to impose a three dollar (\$3.00) fee on all students who registered late. It was in 1935 that President Benedict recommended that the Board approve the present "negative credit" penalty for late registration. This had previously passed the Administrative Council.

- c. **USE OF STILES BEQUEST.** -- Chancellor Ransom presents the following report related to the recommended use of the Stiles Bequest:

"The Board of Regents, in their meeting of September 30, 1961, accepted the gift under the will of Mr. H. A. Stiles. President Smiley recommends, with the concurrence of Chancellor Ransom, that the income from this gift be used in the general interest of the Department of English, Main University.

"It is recommended that President Smiley formulate specific plans, to be approved by Chancellor Ransom, for the use of the endowment income for the general interest of the Department of English in keeping with the suggestions contained in the will of Mr. H. A. Stiles. "

Background  
Information  
By Secretary:

Because acceptances of bequests under wills go to the Land and Investment Committee, this matter was originally assigned to that committee. It was accepted, upon recommendation of the Land and Investment Committee, at the 1961 September meeting "with the understanding that preferential treatment as to use of funds will not be given to any department in the University. "

I understand there was some feeling that under the will provision--"for other purposes which in the judgment of the Trustee may best assist The University of Texas in discharging its trust, etc."--all or part of the bequest might well be retained for developmental or other purposes either currently or after the Etter Estate Funds must be spent.

- d. **REQUEST FOR APPROVAL OF DEGREE OF DOCTOR OF MUSICAL ARTS.** -- Central Administration presents the following:

Proposal:

"At a previous meeting of the Board of Regents, authorization was given to request the approval of the Texas Commission on Higher Education of a degree of Doctor of Musical Arts.

"A request was submitted to the Commission but was withdrawn by the administration after receiving information that the Commission staff would not recommend approval of the proposed degree.

"President Smiley recommends, and Chancellor Ransom concurs in the recommendation, that this degree program be re-submitted to the Texas Commission on Higher Education for approval at their April meeting or a subsequent meeting. "

Minute  
Reference:

The former request to the TCHE referred to was approved by the Board in December of 1958 upon recommendation of the Graduate Legislative Council.

- e. 1962- 63 SWIMMING SCHEDULE. --President Smiley and Chancellor Ransom concur in the recommendation of the Athletic Council that the 1962-63 Swimming Schedule as set out in the minutes of the Athletic Council mailed to you on January 10 be approved. It was indicated in Athletic Council Letter 22 that this schedule would probably be presented at a future meeting for your approval and unless requested would not be repeated in the Material Supporting the Agenda.

3. ITEM FOR THE RECORD: AMENDMENT TO ARTICLE X,  
CHARTER OF TEXAS STUDENT PUBLICATIONS, INC.

Below is an excerpt from the November-December 1962 Minutes:

Excerpt from  
Dec. minutes:

Texas Student Publications, Inc., Main University:  
Amendment to Charter. -- The report by Secretary Thedford regarding the submission of amendments to the Charter of Texas Student Publications, Inc., to the Secretary of State and her request as how to proceed were considered. It is recommended by the Committee that Article X of the Charter of Texas Student Publications, Inc., be amended to ensure that all amendments are approved by the Board of Regents and that they are transmitted through the Secretary of the Board. Previous amendments adopted in 1962 and this amendment will be distributed at the January 1963 meeting in the form for presentation to the Secretary of State.

Form for sub-  
mission to Secre-  
tary of State:

On the following pages is the form prepared by Attorney Waldrep for presentation to the Secretary of State through the Secretary of the Board of Regents. Unless there is objection, there will appear in the next set of minutes an Item for the Record which will read as follows:

Suggested minute  
item:

ITEM FOR THE RECORD. -- At the November-December 1962 Meeting, the Board adopted an amendment to the Charter of Texas Student Publications, Inc., to ensure that all amendments to the Charter are approved by the Board and are transmitted through the Secretary of the Board to the Secretary of State. Accordingly, it is herewith reported that the following amendment is being transmitted to the Secretary of State:

Article X of the Charter of Texas Student Publications, Inc., is hereby amended so as to read:

Article X

Amendments to Charter

Proposed amendments to the Charter of Texas Student Publications, Inc., may be made as follows: by student election on receiving a majority of the ballots cast on such amendment, or by the Board of Regents of The University of Texas.\*

Any and all Amendments to the Charter of Texas Student Publications, Inc., shall be approved by the Board of Regents of The University of Texas and shall be submitted to the Secretary of State in compliance with law through the Secretary of the Board of Regents of The University of Texas.

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\*This is already in the Charter.

ARTICLES OF AMENDMENT  
to the  
ARTICLES OF INCORPORATION  
of  
TEXAS STUDENT PUBLICATIONS, INC.

THE STATE OF TEXAS }  
COUNTY OF TRAVIS } KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, Texas Student Publications, Inc., is a Texas corporation with its principal place of business on the Campus of The University of Texas in Travis County, Texas, whose activities are subordinated and subject to the Rules and Regulations of the Board of Regents of The University of Texas; and

WHEREAS, the Board of Regents on April 28, 1962 and approved and authorized changes in the Charter of the Texas Student Publications, Inc., relative to the membership in the Board of Directors and the method of selection and removal of the Editor of The Daily Texan, and for approval of amendments to Charter:

NOW, THEREFORE, pursuant to the provisions of Article 4.03 of the Texas Nonprofit Corporation Act the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

1. The name of the corporation is TEXAS STUDENT PUBLICATIONS, INC.

2. The following amendments to the Articles of Incorporation were adopted by the corporation on March 26, 1962 and January 30, 1963, 196   .

Article V of the Articles of Incorporation is hereby amended so as to read as follows:

Article V

Directors

The management of affairs of this corporation shall be vested in a Board of Directors constituted as follows: The President of the Students' Association; four students elected by and from the Student Assembly to serve for a term of two years each (initially two shall be elected for a term of one year and two for a term of two years); four faculty members to be appointed by the President of the University (two of whom shall be from the School of Journalism); the Dean of Student Life or his representative, the Editorial and General Managers of Texas Student Publications, Inc., all three ex-officio without vote,

and the editors of the Cactus and Ranger and editor and managing editor of The Daily Texan, all four ex-officio without vote except as noted below.

The incumbent editor of The Daily Texan and the Director of the School of Journalism have one vote each in the original appointment of the editor of The Daily Texan.

Article VI of the Articles of Incorporation is hereby amended so as to read as follows:

#### Article VI

##### Powers and Duties of Directors

The Board of Directors shall have the power to acquire and maintain sufficient assets to guarantee the proper and responsible conduct of the business; to make or to authorize the General Manager to make contracts for the transaction of any business for the publications; to receive, manage or disburse all funds appropriated by the Board of Regents, by the Student Assembly or accruing to the corporation from any other sources, to approve budgets for the operation of all publications; to borrow money for the operation of the publications with the unanimous approval of the Board and the President of the University; to appropriate, to invest, and to spend money from the surplus fund of the corporation subject to the unanimous approval of the Board and the President of the University.

It shall be the duty of the Board to furnish on request from the Board of Regents of the University, the President of the University, or the Student Assembly, within two weeks of such request a written, and if required, a sworn report, giving the exact assets and liabilities of the corporation, along with other data concerning its business.

In the performance of all duties and in the exercise of all powers the Board of Directors shall be subject to the Rules and Regulations of the Board of Regents of The University of Texas, and all actions taken by the Board of Directors shall be subject to the approval of the President of the University and the Board of Regents. The authority and jurisdiction of the Board of Directors of Texas Student Publications in cases of removal of editors shall be final and complete. Voting members of the Board of Directors shall have the power to take disciplinary action against the editors, and may remove any editor or editorial worker, after due notice, for violation of the policies set up by the Board, or for nonperformance of duties. In actions for removal, the Dean of Student Life shall preside and in cases of a tie vote shall cast the deciding vote.

Voting members of the Board shall appoint the editor of The Daily Texan in the case of a vacancy. The Executive Committee shall fill all vacancies of editors of every publication except The Daily Texan, subject to the final confirmation of the Board at its next regular meeting. The appointee will assume his duties pending final Board approval.

Subject to the preceding paragraphs, the Board shall determine the character and policies of all student publications.

Article VII of the Articles of Incorporation is hereby amended so as to read as follows:

#### Article VII

##### Executive Committee

The Executive Committee shall be composed of three faculty and two student members. One of these shall be Chairman of the Faculty Committee, who will serve as Chairman; another shall be Chairman of the Board. The other three shall be appointed by the Board (or the other four, in case the Chairman of the Faculty Committee and the Chairman of the Board are the same person).

The Executive Committee shall appoint the General Manager who shall be elected annually during the month of May for the fiscal year beginning September 1. The Executive Committee will determine the compensation of the General Manager. The duties of the General Manager shall be prescribed by the Executive Committee, subject to basic policies set forth by the Board.

The Executive Committee shall receive nominations from the Budget Council of the School of Journalism for the position of Editorial Manager if the latter is to teach Journalism as part of his duties, and shall approve or disapprove this nomination. After acceptance by the Board, the nomination shall then be submitted by the Budget Council of the School of Journalism according to the customary procedure for the recommendations of members of the teaching staff. If the Editorial Manager is not to teach, he will be selected by the Executive Committee. The duties of the Editorial Manager shall be prescribed by the Executive Committee, subject to basic policies set forth by the Board, except that any teaching duties of the Editorial Manager shall be under the jurisdiction of the School of Journalism. The Editorial Manager shall be authorized to co-ordinate the activities of The Daily Texan and the School of Journalism so as to secure the most effective use of the Journalism laboratories and classes in the preparation of material for The Daily Texan. The Executive Committee shall fix that part of the compensation of the Editorial Manager which is to be paid by the Texas Student Publications and shall report this compensation to the Budget Council of the School of Journalism not later than February 1 of each year.

The Executive Committee shall fix the duties and the compensation of the editors and other editorial workers; shall fill all vacancies of editors of every publication except The Daily Texan, subject to the final confirmation of the Board at its next regular meeting. The appointee will assume his duties pending final Board approval. Voting members of the Board of Directors shall have the power of removal and discipline over all editors. The Executive Committee of the Board shall bring matters it deems serious enough for disciplinary and removal consideration before the Board.

Article X of the Articles of Incorporation is hereby amended so as to read as follows:

Article X

Amendments to Charter

Proposed amendments to the Charter of Texas Student Publications, Inc., may be made as follows: by student election on receiving a majority of the ballots cast on such amendment, or by the Board of Regents of The University of Texas.

Any and all Amendments to the Charter of Texas Student Publications, Inc., shall be approved by the Board of Regents of The University of Texas and shall be submitted to the Secretary of State in compliance with law through the Secretary of the Board of Regents of The University of Texas.

3. The foregoing amendments were adopted at a meeting of the Board of Directors held on March 26, 1962 and January 30, 1963 and received the vote of a majority of the Directors in office, there being no members having voting rights in respect thereof.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_.

TEXAS STUDENT PUBLICATIONS, INC.

By \_\_\_\_\_  
Its Chairman (there being  
no president)

By \_\_\_\_\_  
Its Secretary

THE STATE OF TEXAS }  
COUNTY OF TRAVIS }

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_, personally appeared before me \_\_\_\_\_, being duly sworn, declared that he is Chairman of the corporation executing the foregoing document, that he signed the foregoing document in the capacity therein stated, and that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year before written.

\_\_\_\_\_  
Notary Public in and for  
Travis County, Texas

My commission expires

\_\_\_\_\_

# **Buildings & Grounds Committee**

BUILDINGS AND GROUNDS  
COMMITTEE

Date: February 15, 1963

Time: 10:30 a. m.

Place: Main Building, Room 210 (Office of Secretary  
of Board)

Members: Regent Redditt, Chairman  
Regent Brenan  
Regent Robertson  
Regent Hardie (retiring)

	<u>Page No.</u>
1. Main University	
a. Five Existing Buildings: Approval of Final Plans and Specifications for Modernization and Remodeling	28
b. Art Building and Museum: Additional Appropriation for Furniture and Equipment	28
c. Experimental Science Building: Authorization for Addition for Purpose of Seeking Matching Grant	28
d. Geology Building and Biological Laboratories Building: Approval of Specifications for Remodeling and Modernizing of Elevators and Authorization to Award Contracts within Appropriations	29
e. Undergraduate Library and Academic Center	
(1) Approval of Specifications for Furniture and Furnishings-Part II	29
(2) Award of Contracts for Furniture and Furnishings-Part I*	*
f. Experimental Science Building: Award of Contracts for Remodeling of Rooms 306, 309, and 311**	**
2. Medical Branch	
a. Acquisition of Land: Authority to Seek Legislative Permission***	30
b. Keiller Building: Award of Contract for Remodeling*	*

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\* Bids to be Opened Thursday, February 7, 1963

\*\* Bids to be Opened Tuesday, February 5, 1963

\*\*\* This item is listed on the Agenda of the Medical  
Affairs Committee.

	<u>Page No.</u>
3.       Southwestern Medical School	
Danciger Research Laboratories Building: Report on Change Order for Seventh and Eighth Floors	30
4.       Texas Western College	
Dormitory for Men: Approval of Specifications for Furniture and Furnishings	30
5.       System-Wide	
Insurance Consulting Services: Ratification of Extension of Contract*	30

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\*This item is also listed on the Agenda of the Committee of the Whole.

## SUMMARY INFORMATION FOR REGENTS

### A. OFFICIAL DOCUMENTS

If the recommendations in this report are approved, there will be the following documents to be executed and filed:

1. Government Grant for Addition to Experimental Science Building
2. Contract with Otis Elevator Company: Biological Laboratories Building and Geology Building
3. Change Order, Seventh and Eighth Floors, Danciger Laboratories Building
4. Contract with A. R. Massey and Associates, Incorporated, Insurance Consulting Services
5. Award of Contracts for Furniture and Furnishings--Part I for Undergraduate Library and Academic Center
6. Award of Contracts for Remodeling Rooms 306, 309, and 311 in Experimental Science Building
7. Award of Contract for Remodeling Keiller Building

### B. PENDING ITEMS

1. If the recommendations in this report are approved, the following items will remain as unfinished business of the Buildings and Grounds Committee for 1962-63:
  - a. Five Existing Buildings, Main University: Modernization and Remodeling
  - b. Experimental Science Building, Main University:
    - (1) Addition to Geology Building, Main University, and Biological Laboratories, Main University, Remodeling and Modernizing
    - (2) Remodeling Rooms 306, 309, and 311

- c. Undergraduate Library and Academic Center, Main University: Furniture and Furnishings
  - d. Medical Branch, Five-year Building Plan (Acquisition of Land)
  - e. Dormitory for Men: Texas Western College
  - f. Keiller Building, Medical Branch
2. The following items are pending from the October 1962 meeting:
- a. Postgraduate School of Medicine: Rental of Space
  - b. Married Student Housing Project (Brackenridge Tract)
  - c. Frame Residence, 2512 Whitis Avenue: Report on cost of Razing and Removal
  - d. Major Repair and Rehabilitation Projects for 1962-63: Progress Reports
  - e. Driskill House, 2619 Whitis Avenue: Report on cost of Razing and Removal
  - f. Campus Planning and Building Committee
  - g. Victory Lights Committee
3. The following items are pending from the December and January meetings:
- a. Lila B. Etter Alumni House
  - b. East Mall Development, Main University
  - c. Electrical Distribution System, Main University
  - d. Joe C. Thompson Conference Center, Main University
  - e. New Outpatient-Clinical Diagnostic Building, Medical Branch
  - f. Building Program, M. D. Anderson Hospital
  - g. Physical Plant Construction, South Texas Medical School

- h. Remodeling, Three Buildings, Medical Branch
- i. Texas Western College: Metes and Bounds of Easement and Exchange of Property, Northern Access, Sun Bowl Stadium
- j. Remodeling Psycho II and III, Medical Branch
- k. Remodeling Therapy Research Center, M. D. Anderson

THE UNIVERSITY OF TEXAS  
OFFICE OF THE COMPTROLLER  
AUSTIN 12

RECOMMENDATIONS TO REGENTS'  
BUILDINGS AND GROUNDS COMMITTEE

January 30, 1963

1. MAIN UNIVERSITY - APPROVAL OF FINAL PLANS AND SPECIFICATIONS FOR MODERNIZATION AND REMODELING OF FIVE EXISTING BUILDINGS.--At the Regents' Meeting held December 1, 1962, a Committee was appointed to approve the final plans and specifications for the Modernization and Remodeling of Old Library Building, Architecture Building, Women's Gymnasium Offices, Biological Laboratories Building, and Home Economics Building at the Main University when these plans had been completed by Bernard Johnson Engineers, Inc., Engineer on the project. The plans and specifications were not completed in time, however, for approval by the Committee and the taking of bids before this meeting of the Board; hence, the Committee appointed by the Board did not take any action. These plans and specifications have now been completed and approved by the Main University Faculty Building Committee, President Smiley, Comptroller Sparenberg, and Chancellor Ransom. The estimated cost of this project is within the amount of money available, which is approximately \$775,000.00. It is, therefore, recommended that the plans and specifications be approved by the Board and that Comptroller Sparenberg be authorized to advertise for bids to be presented to the Board for consideration at the next meeting.

2. MAIN UNIVERSITY - ADDITIONAL APPROPRIATION FOR FURNITURE AND EQUIPMENT FOR ART BUILDING AND MUSEUM.--At the time the specifications for movable furniture and equipment for the Art Building and Museum at the Main University were prepared, some items were removed from the list requested by the Art Department in order to come within the money available for the project. The Art Department feels that, in order for the use of the new building to be as effective as possible, certain of these items should be purchased at this time. A list has been prepared which has a total estimated cost of between \$25,000.00 and \$30,000.00. These are all items which are usually purchased in the initial equipping of a building, and the request for the purchase of these items has been approved by President Smiley and Chancellor Ransom. It is, therefore, recommended that an additional appropriation of \$30,000.00 be made from Permanent University Fund Bond Proceeds to Account No. 85-9047-0099 - Art Building and Museum - Allotment Account to cover the purchase of the additional items of furniture and equipment as submitted by the Art Department.

3. MAIN UNIVERSITY - AUTHORIZATION OF ADDITION TO EXPERIMENTAL SCIENCE BUILDING FOR PURPOSE OF SEEKING MATCHING GRANT.--The Ten Year Building Plan for the Main University tentatively designated \$4,600,000 in Permanent University Fund bond proceeds (or Available Fund cash) for construction of named projects when matching grant funds could be secured thereon. At present, \$2,450,000 of this amount remains uncommitted. One of the projects listed is an addition to the Experimental Science Building. In their review of the Ten Year Building Plan for the Main University, the Faculty Building Committee and President Smiley accorded a top priority to this project, in order to meet acute shortage of space for research in biological sciences. The outlook for matching funds from the Health Research Facilities division of the National Institutes of Health is very favorable at the present time, but can change unexpectedly. In December 1962, Professor Wilson Stone, the Main University Faculty Building Committee, and President Smiley renewed their request that the earliest possible start be made on this project.

The proposed project comprises approximately 100,000 square feet and is estimated to cost \$2,750,000, of which it is proposed that The University of Texas would provide \$1,375,000. Location is shown on the Master Plan map.

Chancellor Ransom and the staff of Central Administration have given special attention to this proposal in the light of all proposals for revision of the Ten Year Plan and conclude that it is of such importance that an application for matching funds should be submitted at once. While other developments now in process could make it wise to change the location of the space, change in location will not affect applicability of any grant received.

Chancellor Ransom and Comptroller Sparenberg, with the concurrences named, therefore recommend that application be made to the National Institutes of Health for matching funds to construct an addition to the Experimental Science Building at an estimated total cost of \$2,750,000 stating that \$1,375,000 is allocated to the project from funds of The University of Texas; that \$1,375,000 be appropriated on account for this project from the Available University Fund account, New Building Construction, Utilities Expansion, and Air Conditioning Projects - Unallocated; and that the Consulting Architects prepare such schematic drawings and estimates as are necessary to support the application. *see copy*

Note that this recommendation accords with the existing Ten Year Plan and is made thereunder, that funds are included in the Plan for this purpose, and that approval for a construction project will not be requested until the availability of grant funds is determined.

4. MAIN UNIVERSITY - APPROVAL OF SPECIFICATIONS FOR REMODELING AND MODERNIZING OF ELEVATORS IN GEOLOGY BUILDING AND BIOLOGICAL LABORATORIES BUILDING AND AUTHORIZATION TO AWARD CONTRACTS WITHIN APPROPRIATIONS.-- Out of the appropriation for 1960-61 for Major Repair and Rehabilitation Projects at the Main University, there was an allocation of \$20,000.00 for Remodeling and Modernizing of the Elevator in the Geology Building and an allocation of \$20,000.00 for Remodeling and Modernizing of the Elevator in the Biological Laboratories Building. Specifications for these projects have been prepared by the Main University Physical Plant staff and approved by the Comptroller's Office. It is recommended that they be approved by the Board.

These elevators were manufactured by Otis Elevator Company, and as has been pointed out in other cases of this kind, it has been agreed by all concerned that any changes or replacements of parts of these elevator installations should be made by Otis for several reasons, particularly because of the desirability of avoiding a division of responsibility in the future for anything that might need correction. In view of this fact, it is recommended that Mr. Eckhardt be given authority to call for bids from Otis Elevator Company on the basis of the approved specifications, and that Comptroller Sparenberg, with the concurrence of Dr. Dolley and Dr. Ransom, be given authority to award contracts to Otis Elevator Company within the appropriations as set out above.

5. MAIN UNIVERSITY - APPROVAL OF SPECIFICATIONS FOR FURNITURE AND FURNISHINGS - PART II FOR UNDERGRADUATE LIBRARY AND ACADEMIC CENTER.-- Specifications for Furniture and Furnishings - Part II for the Undergraduate Library and Academic Center at the Main University have been prepared by members of the staff of the Comptroller's Office. Bids are being taken on Furniture and Furnishings - Part I for this building to be presented for consideration at this meeting. The estimate of the total cost for both of these sets of specifications is within the total amount of approximately \$550,000.00 approved at the last meeting of the Board for this purpose. The specifications for Part II have been approved by President Smiley, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board and that authorization be given to Comptroller Sparenberg to advertise for bids to be presented for consideration at a later meeting of the Board.

6. MEDICAL BRANCH - LEGISLATIVE PERMISSION TO ACQUIRE LAND.--Necessity for according with legislative routine prompts the recommendation following. Proposals for a 1963-68 building program and a long-range Master Plan of Campus Development at the Medical Branch contemplate acquisition of additional campus land by gift or purchase. Such land is essential for execution of the scheme proposed and consists of nine or ten half-block and full-block parcels. Nature of the proposed Master Plan and location of the land parcels will be explained orally.

At the April meeting of the Board of Regents recommendations concerning the Medical Branch building program will be presented. However, in the absence of knowledge of legislative attitude toward land acquisition, recommendations cannot be completed. Further, it might be too late to secure legislative permission after the next meeting of the Regents. Please note that requesting permission to acquire is not a decision to acquire. However, legislative permission will constitute notice of possible intent to acquire and thus serve to prevent new improvements adding to the cost of the land. Any later decision to acquire will incorporate assignment of priority among parcels and establishment of acquisition processes.

Recommendation: That the Legislature be requested to extend permission by appropriate resolution, to acquire by gift or purchase from Current Restricted Funds or the Available University Fund the parcels of land designated la, lb, lc, ld, le, lf, and lg on the Master Plan drawing, or such portions thereof as may be approved by the Board of Regents.

7. SOUTHWESTERN MEDICAL SCHOOL - REPORT ON CHANGE ORDER FOR SEVENTH AND EIGHTH FLOORS OF THE DANCIGER RESEARCH LABORATORIES BUILDING.-- At the Regents' Meeting held December 1, 1962, contracts were awarded for the construction of the basement and the first six floors of the Danciger Research Laboratories Building at Southwestern Medical School, with authorization for the acceptance of certain alternates for the construction of the seventh and eighth floors of this building if and when the necessary funds became available. Word has now been received that grants have been made by the United States Public Health Service and certain private individuals in a sufficient amount to construct these additional floors. In accordance with authorization already given by the Board, a change order has been issued to the General Contract in the amount of \$340,920.00 for the construction of the seventh and eighth floors.

8. TEXAS WESTERN COLLEGE - APPROVAL OF SPECIFICATIONS FOR FURNITURE AND FURNISHINGS FOR DORMITORY FOR MEN.--Specifications for Furniture and Furnishings for the Dormitory for Men being constructed at Texas Western College have been prepared by members of the staff of the Comptroller's Office and have been approved by President Ray, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board and that authorization be given to the Comptroller to advertise for bids to be presented to the Board for consideration at a later meeting. The estimated cost involved in these specifications is between \$15,000 and \$20,000, which is within the amount of money available for this purpose.

9. SYSTEM-WIDE - RATIFICATION OF EXTENSION OF CONTRACT FOR INSURANCE CONSULTING SERVICES FOR THE UNIVERSITY OF TEXAS.--For a number of years the University has had a contract with A. R. Massey and Associates, Inc., Insurance Consultants, Dallas, Texas. The services of this company include, in addition to consultation on miscellaneous insurance matters, (1) an up-to-date list of "replacement new" valuations for fire and extended coverage insurance, (2) furnishing information on policies, rates, and adjustments in the rates, and (3) preparing a complete audit

of all insurance policies including furnishing recommendations concerning change in coverage if needed. Also, Mr. Massey assisted the University in converting fire and extended coverage policies, boiler and machinery policies, and money and securities policies to a blanket system-wide basis.

The contract which was approved by the Board on February 3, 1962, expired December 10, 1962, and has been renewed for another twelve-months period, beginning December 10, 1962, at a fee of \$800.00 for this period. The previous fees which have been charged are as follows: first year - \$3,500.00; second year - \$1,500.00; third year - \$1,000.00; and fourth to eighth years, inclusive - \$800.00 each.

It is recommended by Comptroller Sparenberg, which recommendation is concurred in by Vice Chancellor Dolley and Chancellor Ransom, that the action taken as reported above in renewing the contract for insurance consulting services with A. R. Massey and Associates, Inc., be ratified and approved by the Board.

OTHER MATTERS TO BE CONSIDERED BY THE  
REGENTS' BUILDINGS AND GROUNDS COMMITTEE

Main University - Award of Contracts for Furniture and Furnishings -  
Part I for Undergraduate Library and Academic Center

Main University - Award of Contracts for Remodeling of Rooms 306, 309,  
and 311 in Experimental Science Building

Medical Branch - Award of Contract for Remodeling of Keiller Building

# **Medical Affairs Committee**

MEDICAL AFFAIRS COMMITTEE

Date: Friday, February 15, 1963  
 Time: 10:30 a. m.  
 Place: Regents' Room (Main Building 209)

Members: Regent Bryan, Chairman (retiring)  
 Regent Connally  
 Regent Madden  
 Regent McNeese

	<u>Page No.</u>
1. Medical Branch and Main University	33
Proposal to Discontinue Sophomore Year in Nursing, Galveston Campus	
2. Medical Branch (Items listed on agenda of Buildings and Grounds Committee)	34
a. Acquisition of Land: Authority to Secure Legis- lative Permission	
b. Keiller Building: Award of Contract for Remodeling	
3. Southwestern Medical School (Item listed on agenda of Buildings and Grounds Committee)	34
Danciger Research Laboratory Building: Report on Change of the Seventh and Eighth Floors	

SUMMARY INFORMATION FOR REGENTS

OFFICIAL DOCUMENTS

If only the recommendations in this report are approved, there will be NO official document to be executed and filed.

PENDING ITEMS

1. If the recommendations in this report are approved, there will be NO unfinished business of the Medical Affairs Committee.
2. The following items are pending from the October 1962 meeting:
  - a. Prison System Hospital, Medical Branch  
(There may be no further report.)
  - b. Child's Psychiatric Unit, Medical Branch

E. MEDICAL AFFAIRS COMMITTEE

1. MEDICAL BRANCH AND MAIN UNIVERSITY

- a. PROPOSAL TO DISCONTINUE SOPHOMORE YEAR IN NURSING, GALVESTON CAMPUS. -- Below is Central Administration's proposal to discontinue the Duplicate Sophomore Year in Nursing on the Galveston Campus effective September 1, 1963:

Recommendation of  
the Institutional Heads  
and Chancellor :

The Dean and the Faculty of Nursing at the Medical Branch and the Executive Dean and the Director of the Medical Branch have recommended that the duplicate sophomore year of Nursing on the Galveston campus be discontinued effective September 1, 1963. With the concurrence of Dr. Hackerman and Dr. Smiley of the Main University, Chancellor Ransom recommends the approval of this recommendation.

Background Information:

In 1960 a revision of a basic program of Nursing leading to the degree of Bachelor of Science was approved. The program was redesigned so that in the first two years the students would be registered in the College of Arts and Sciences with thirteen semester credit hours in Nursing. At the time of the change, in order to insure recruitment, it was agreed to continue operating the sophomore program in the Medical Branch as in the past, until such time as the success of the Austin campus enrollment could be evaluated. The enrollment record for the freshman and sophomore classes in Austin are as follows:

<u>Fiscal Year</u>	<u>Number of Freshman Students</u>	<u>Number of Sophomore Students</u>
1960-1961	37	10
1961-1962	68	20
1962-1963	79	41

This enrollment record appears to give real assurance of the success of the two-year program in Austin and brings our recommendation to discontinue the duplication of the sophomore year in Nursing in Galveston effective September 1, 1963. This action was contemplated at the time the revision in the basic program was changed in 1960.

2.\* MEDICAL BRANCH

- a. ACQUISITION OF LAND: AUTHORITY TO SECURE LEGISLATIVE PERMISSION. -- The supporting material for this item and the recommendation of the Administration are on Page 30. It has been included in the material for the Buildings and Grounds Committee.
- b. KEILLER BUILDING: AWARD OF CONTRACT FOR REMODELING. -- Bids for the remodeling of the Keiller Building will be opened on Thursday, February 7, 1963. This item, too, is also in the material for the Buildings and Grounds Committee.

3.\* SOUTHWESTERN MEDICAL SCHOOL

DANCIGER RESEARCH LABORATORY BUILDING: REPORT ON CHANGE OF THE SEVENTH AND EIGHTH FLOORS. -- This item is listed on Page 30 with the material for the Buildings and Grounds Committee.

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\*Regent Bryan, Chairman of the Medical Affairs Committee, suggested at the December meeting that material concerning the Medical and Dental Institutions also be listed on the Agenda of the Medical Affairs Committee though referred to another standing committee.

## **Committee of the Whole**

COMMITTEE OF THE WHOLE  
Chairman Heath, presiding

Date: Friday, February 15, 9:00 a.m. - 10:00 a.m.; 2:30 p.m.

Place: Regents' Room (Main Building 209)

A. COMMENTS BY CHAIRMAN HEATH (February 15, 9:00 a.m.)

1. Presentation of New Regents (Chairman Heath)
2. Other Matters

B. EMERGENCY ITEMS. --Emergency items not included on original agenda will be presented at this time by the Chancellor and the institutional heads either for action by the Committee of the Whole or for referral to the proper standing committees. Each item presented by an institutional head shall have been cleared through the Chancellor and shall have been listed with the Secretary for inclusion on the Master Agenda.

1. Central Administration (Chancellor Ransom)
2. Main University (Doctor Smiley)
3. Texas Western College (Doctor Ray)
4. Medical Branch (Doctor Truslow)
5. Dental Branch (Doctor Olson)
6. M. D. Anderson Hospital and Tumor Institute (Doctor Clark)
7. Southwestern Medical School (Doctor Gill)
8. Postgraduate School of Medicine (Doctor Taylor)
9. The South Texas Medical School (Doctor Berson)

C. SPECIAL ITEMS. -- Time is allotted for Special Items to be presented by:

1. Chancellor Ransom (9:30 a. m.)
2. Committee of Professional Engineers (10:00 a. m.). --  
At the written request of Mr. Julian Montgomery, Chancellor Ransom has approved the appearance of a committee of Professional Engineers headed by Mr. Joe Parish of Houston, President of the Texas Society of Professional Engineers, to meet with the Board of Regents on Friday, February 15, at 10:00 a. m. I shall try to furnish you the list of the names of those to appear and the purpose of the meeting as soon as this information is available.
3. Members of the Board (2:30 p. m.)

a. Chairman Heath

- (1) Scheduled Meetings of the Board. -- At the June 1962 Session of the Board, the following meetings of the Board were scheduled for 1962-63:

October 5-6, 1962  
November 30-December 1, 1962  
February 15-16, 1963  
April 19-20, 1963  
June 28-29, 1963

Chairman Heath in a letter to the holdover Regents sets forth the following:

"There are diverse opinions among the members of the Board as to the length of time in advance that meetings should be set and whether or not efforts should be made to find a mutually agreeable changed meeting date when members find it will be impossible for them to be present on the date originally set.

"Some prefer to set up regular meetings from six months to a year in advance and adhere strictly to them once they are set. Others feel that they can better adjust the meetings to their busy schedules and better determine when a meeting is needed by setting only one or not more than two meetings in advance. Some feel that where meetings are set too far in advance they cannot anticipate important conflicts and if one or more members find it impossible to attend, that the Chairman should poll the Board and try to find a date when everyone can be present. I want to do what the Board wants to do, but obviously where opinions differ, everyone cannot be pleased.

"In any event, since there are different views on this subject, and since the new members should have a voice in the time meetings subsequent to their induction into office are to be held, if agreeable to everyone, we will cancel meetings presently scheduled to be held subsequent to the first meeting with our new Regents and discuss the matter among ourselves and with them at such first meeting, and schedule such subsequent meetings as the Board as then constituted may determine. I believe the new members will appreciate the opportunity to express themselves on this matter and participate in setting the subsequent meetings which they, rather than the retiring members, will attend."

Space is provided below for your secretary to list either the dates that you cannot attend meetings or the dates that you prefer meetings to be held. This information will facilitate matters when the subject of setting the next meeting or meetings is considered.

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(2) Other Matters (To be inserted by Chairman Heath)

- b. Vice-Chairman McNeese
- c. Regent Brenan
- d. (Regent Bryan)
- e. Regent Connally
- f. Regent Garwood
- g. (Regent Hardie)
- h. Regent Johnson
- i. Regent Madden
- j. Regent Olan
- k. Regent Redditt
- l. (Regent Robertson)

## 3. Others

- a. University Press Publications, Distribution of List.  
-- Chancellor Ransom submits the following for the Board's consideration:

"It has been suggested by one or more Regents that some of the publications now being received by the Regents are of a technical nature and in many instances have no particular interest to the Regents. If it meets with your approval, the following procedure will be followed in the future: (1) Frank Wardlaw will be asked to distribute periodically a list of the publications of the University Press, (2) Each Regent will be asked to indicate on a copy of the list the publications he would like to receive, and (3) Mr. Wardlaw will mail to each Regent only those publications requested. "

Since this item has never been incorporated in the Minutes, it will appear only as an item of the Committee of the Whole.

- b. Transfer of Land to Children's Medical Center, Southwestern Medical School. -- Chancellor Ransom has approved Dean Gill's request to appear before the Committee of the Whole with Mr. Burnell Waldrep to inform the Board about a rather unusual technical problem in connection with the proposed transfer of land to the Children's Medical Center. Certain legal problems have arisen, and before proceeding further with negotiations, Dean Gill wishes to bring to the attention of the Board, in a confidential meeting, the proposals for a fair and satisfactory solution to the problems involved in the transfer of land to the Children's Medical Center.

Minute Reference:

Particularly for the information of the new Regents and as a reminder to the holdover Regents, I am including on the following pages the action that has been taken by the Board on this subject. Legislative approval as requested was secured at the 1961 Session.

The following is an excerpt from the minutes of February, 1961:

**EXCHANGE AND TRANSFER OF LAND TO PROVIDE SITE FOR CHILDREN'S HOSPITAL; AUTHORIZATION TO REQUEST PERMISSION FROM LEGISLATURE, SOUTHWESTERN MEDICAL SCHOOL.** --In the supporting material, each Regent was furnished with the following background information regarding a possible site on the Southwestern Medical School campus for a Children's Hospital to be used as a teaching unit.

At the July 1960 meeting, the Board authorized Dean Gill and Regent Thompson to negotiate with the Children's Hospital group in Dallas for a proposed allocation of uncommitted acreage on the Southwestern Medical School campus for a Children's Hospital to be used as a teaching unit.

At the September 1960 meeting, Dean Gill presented to the Regents a proposal of the Parkland Hospital Board that approximately ten acres at the corner of the Railroad right of way and Inwood Road of the Southwestern Medical School campus be exchanged for approximately seven acres, located west and south of the Parkland Hospital. The Regents in accordance with Dean Gill's recommendation expressed "willingness to make this exchange if recommended to the Board (Regents) by the Southwestern Medical Center Council, subject to legal and technical details being worked out to the satisfaction of the Board of Regents." This location for the Children's Hospital would be convenient to the Parkland Hospital and to the Southwestern Medical School.

The Board of Managers of the Dallas County Hospital District have indicated their position to be as follows:

1. The approval by the Board of Managers of the general concept of this project.
2. The approval of exchange of land wherein The University of Texas Southwestern Medical School would make available to the Hospital District, for further expansion, some ten acres located at the point designated on the map in exchange for some seven and one-half acres as outlined on the proposed site plan, subject to a minor readjustment in the northwestern corner to permit better access to Parkland Memorial Hospital parking lots. This would then permit the University to negotiate with Children's Medical Center for the acquisition of this land for the development of a children's hospital and a children's outpatient clinic.

The foregoing approvals of the Board of Managers are subject to the following conditions:

1. That the Administrators of the two organizations jointly approve a program of future operations, subject to approval by the Boards of the two organizations.
2. That the Children's Medical Center provide evidence of financial responsibility, both in connection with the building of the unit and its operation for the foreseeable future.
3. That an understanding be developed for the satisfactory disposition of the new Children's Medical Center property in the event of default in the future, the provision for terms of this agreement to be written into the contract.
4. That formal agreement of this program be obtained in writing from the Medical Staff of Children's Medical Center.
5. That the program as outlined be approved by Commissioners' Court.

Upon motion of Mr. Thompson, seconded by Mrs. Devall, the Board adopted the following recommendations of Dean Gill, concurred in by Chancellor Wilson:

1. The Board authorize the exchange of ten acres out of the southwest corner of the present campus site for approximately seven and one-half acres now held by the Dallas Hospital District near the Parkland Hospital and the Medical School.
2. Legislative approval for this exchange should be requested immediately.
3. With Legislative approval, following this exchange, the seven and one-half acres acquired from the Dallas Hospital District should be transferred to the Children's Hospital for use as a hospital site for a teaching hospital.

The approval of the foregoing recommendations by the Board were expressly and specifically conditioned upon the following:

1. Favorable action by the Legislature.
2. Approval by the Commissioners' Court.
3. Negotiation of a contract with the Board of Children's Hospital to accept the terms required by our Board of Regents for a fully integrated teaching hospital.
4. Provision for reversion of the property to the State in the event it is not maintained as a teaching hospital for children.
5. Satisfaction of the conditions laid down by the Hospital District Board as quoted above.

c. Progress Reports. -- Chancellor Ransom presents the following progress reports:

- (1) University Junior High School Property. -- Pursuant to action by the Regents on December 1, 1962, Chancellor Ransom has transmitted to Superintendent Irby Carruth and the Board of Trustees of the Austin Independent School District a letter giving formal notice of twelve months of the intention of the Regents to terminate the present agreement respecting occupancy of the University Junior High School and practice-teaching in the Austin schools, and stating that it is necessary for the University to have possession of this property at the earliest possible date but in no event later than September 1, 1966. Creation of a joint committee to work out a schedule for transfer of occupancy and to recommend a new agreement regarding student-teaching was suggested.
- (2) Lila B. Etter Alumni House. -- At the October 6, 1962 meeting of the Regents, an increase in the estimated cost of this project to \$260,000 was authorized (Minutes, p. 24). This necessitated a \$150,000 contribution by the Ex-Students' Association to supplement \$110,000 of Etter Fund principal appropriated to the project by the Regents. The Regents will be glad to learn that President Smiley has transmitted a report dated January 10 from Mr. Jack R. Maguire, Executive Director of the Ex-Students' Association, which states, "As of January 4, 1963 the Ex-Students' Association has in hand, or in call pledges, a total of \$261,000 available for the construction . . . These funds include \$110,000 from the Lila B. Etter Fund . . . In addition, we have raised or have in redeemable pledges \$115,000 . . . By action of the Executive Council we have \$36,000 presently in the Permanent Endowment Fund of The Association to use on this project . . . In view of the funds already raised and still to be raised in the first part of 1963, I anticipate no delay in meeting the commitments of The Ex-Students' Association."

The Agreement dated October 29, 1962 between the Regents and The Ex-Students' Association provides: "Before final plans, working drawings, and specifications are presented to the Board of Regents for consideration, a similar statement of intention

(i. e. , to provide the additional funds necessary) shall be filed covering the funds shown as needed by the Associate Architect's and Comptroller's estimate at that time, and before the project is advertised for bids, the funds necessary as shown by these latter estimates are to be assured to the Board of Regents. Before a construction contract is awarded, the Board of Regents shall have received the gift funds necessary from The Ex-Students' Association to comprise the difference between \$110,000 and the total costs of the building project. " The Associate Architects are working rapidly and hope that final plans and specifications can be delivered to the Comptroller in time for him to present them to the April meeting of the Board of Regents. At that time, it now appears from Mr. Maguire's report, no delay should be encountered in satisfying the provisions of the Agreement.

(3) Tax-exempt Annuities for University Employees

d. Oral Reports of Chancellor. -- Chancellor Ransom has indicated that he will present oral reports on the following:

- (1) Conference with Sealy & Smith Foundation  
re Medical Branch Building Program,  
February 4, 1963
- (2) Organization of the Development Board  
(May require action)
- (3) School of Journalism: prospect of  
independence
- (4) Legislative Matters (Including Hearings  
with House and Senate)

C. ITEMS REFERRED FOR ACTION OR FOR INFORMATION BY THE  
STANDING COMMITTEES, NAMELY: (Friday, February 15, 3:30 p. m.)

1. Executive Committee  
(Committee Chairman Brennan)
  
2. Academic and Developmental Affairs Committee  
(Committee Chairman McNeese)
  
3. Buildings and Grounds Committee  
(Committee Chairman Redditt)
  
4. Land and Investment Committee  
(Committee Chairman Madden)
  
5. Medical Affairs Committee  
(Committee Chairman Bryan)

D. REPORT OF BOARD FOR LEASE OF UNIVERSITY LANDS. --Vice-  
Chairman of the Board for Lease Madden reported to each Regent in  
a letter dated December 7, 1962, the results of the sale on the oil  
and gas leases on University lands. A copy of this report is in the  
Secretary's Files, Volume X, Page \_\_\_\_\_.

On the following page is a summary report on sale of oil and gas  
leases by the Board for Lease of University Lands for the period  
1936-1962.

BOARD FOR LEASE OF UNIVERSITY LANDSREPORT ON SALES OF OIL AND GAS LEASES ON UNIVERSITY OF TEXAS ENDOWMENT LANDS

## BONUS RECEIPTS FROM SALES OF OIL AND GAS LEASES, 1925 - 1962:

Sealed Bid Sales, 6/16/25-9/28/35 (169,019.80 acres) . . . . .	\$	2,183,322.50
Public Auction Sales, 7/20/36-12/5/62 (1,526,169.65 acres) . . . . .		167,605,092.95
Amendment of Leases (54th Leg., 1955) . . . . .		81,640.82
Extension of Leases (54th Leg., 1955) . . . . .		280,711.69
Extension of Leases (Miscellaneous) . . . . .		6,610.00
Judgment Re Permit Lease No. 14676. . . . .		2,904.66
TOTAL...December 5, 1962.. . . . .		170,160,282.62

## PUBLIC AUCTION SALES:

Sale** No.	Sale Date	Acres Offered	Acres Leased	Avg. Price Per Acre	Wells Re- quired (#)	Total Bonus
1.	7/20/36	12,218.10	8,049.60	\$ 37.34	0	\$ 300,600.00
2.	10/30/36	12,270.60	10,495.70	35.36	0	371,100.00
3.	2/26/37	14,241.70	12,480.65	32.58	1	406,557.70
4.	6/25/37	14,514.10	12,833.40	29.83	0	382,800.00
5.	10/22/37	15,076.00	10,897.20	57.07	0	621,900.00
6.	3/25/38	12,313.20	10,069.80	48.10	0	484,400.00
7.	6/24/38	25,757.90	22,540.40	12.59	1	283,708.50
8.	11/ 4/38	8,219.40	6,454.20	109.02	0	703,650.75
9.	10/27/39	9,642.50	6,888.20	42.09	0	289,950.00
10.	11/ 8/40	13,863.90	11,591.30	3.44	3	39,901.00
11.	11/14/41	30,728.28	25,338.95	18.46	3	467,850.00
12.	12/ 4/42	45,603.60	32,313.60	40.61	3	1,312,375.00
13.	6/18/43	36,320.50	32,032.40	34.23	4	1,096,550.00
14.	12/ 3/43	48,700.64	40,593.74	89.75	6	3,643,600.00
15.	3/31/44	40,225.70	37,693.30	97.25	3	3,665,900.00
16.	8/18/44	30,988.71	26,572.33	119.94	1	3,187,000.00
17.	2/16/45	35,790.40	28,146.30	86.87	3	2,445,000.00
18.	11/ 2/45	47,263.40	42,900.30	73.97	4	3,173,700.00
19.	6/ 7/46	20,151.60	16,527.40	200.84	2	3,319,500.00
20.	12/14/46	31,945.20	25,339.70	120.91	6	3,064,000.00
21.	12/ 5/47	34,000.40	33,618.80	136.73	4	4,596,700.00
22.	6/18/48	41,803.80	41,309.40	142.84	9	5,900,800.00
23.	12/10/48	36,906.30	32,578.80	90.84	3	2,959,550.00
24.	5/13/49	34,562.90	33,090.00	45.57	3	1,508,000.00
25.	3/24/50	46,762.50	39,412.40	36.47	6	1,437,500.00
26.	12/ 8/50	49,293.30	49,293.30	50.93	8	2,510,650.00
27.	6/ 8/51	57,240.80	53,400.80	105.83	8	5,651,550.00
28.	11/23/51	59,454.59	59,454.59	123.24	12	7,327,500.00
29.	6/ 6/52	42,029.05	39,438.15	197.91	6	7,805,500.00
30.	12/12/52	54,264.34	54,264.34	163.20	9	8,856,000.00
31.	6/19/53	75,856.49	73,261.41	221.64	16	16,238,000.00
32.	12/11/53	50,358.23	50,358.23	205.95	8	10,372,500.00
33.	5/21/54	36,096.89	36,096.89	122.75	4	4,431,000.00
34.	12/ 3/54	33,478.14	33,478.14	142.18	4	4,760,000.00
35.	6/28/55	56,392.26	56,392.26	132.35	14	7,463,500.00
36.	11/29/55	37,555.58	37,555.58	186.42	4	7,001,000.00
37.	6/26/56	57,241.87	57,241.87	284.31	9	16,274,500.00
38.	11/27/56	34,471.72	34,471.72	112.59	1	3,881,000.00
39.	10/22/57	48,197.32	45,463.77	59.66	4	2,712,500.00
40.	9/30/58	44,443.52	44,443.52	115.92	2	5,152,000.00
41.	6/30/59	36,575.48	36,575.48	54.39	4	1,989,500.00
42.	7/12/60	42,172.45	39,914.39	66.81	4	2,666,800.00
43.	3/28/61	41,745.17	35,768.37	51.36	3	1,837,000.00
44.	11/14/61	31,636.09	28,767.35	62.12	1	1,787,000.00
45.	6/26/62	33,633.76	28,145.61	38.64	5	1,087,500.00
46.	12/5/62	36,004.22	32,616.01	65.54	3	2,137,500.00

TOTALS                    1,658,012.60    1,526,169.65            \$ 109.82                    \$ 167,605,092.95

(#) - Number of wells required to be drilled, as part of minimum consideration for certain leases at each sale, in addition to cash bonus.

TOTAL ACREAGE under oil and gas lease through 46th Auction Sale, 12/5/62...535,912.67 acres

## Meeting of the Board

## DOCUMENTATION

## MEETING OF THE BOARD OF REGENTS

- I. MINUTES OF OCTOBER 6, 1962, DECEMBER 1, 1962, AND JANUARY 14, 1963. -- The Secretary has received no requests for changes, additions, or deletions to the minutes of the meetings of the Board of Regents held on October 6, 1962, December 1, 1962, and January 14, 1963.
- II. REPORT OF THE COMMITTEE OF THE WHOLE (Chairman Heath) -- Actions taken by the Committee of the Whole will be reported either by the Secretary in the minutes or by Chairman Heath.
- III. REPORTS OF STANDING COMMITTEES
  - A. REPORT OF EXECUTIVE COMMITTEE. -- This report will be presented by Committee Chairman Brennan.
  - B. REPORT OF ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE. -- This report will be presented by Committee Chairman McNeese.
  - C. REPORT OF BUILDINGS AND GROUNDS COMMITTEE. -- This report will be presented by Committee Chairman Redditt.
  - D. REPORT OF LAND AND INVESTMENT COMMITTEE. -- This report will be presented by Committee Chairman Madden.
  - E. REPORT OF MEDICAL AFFAIRS COMMITTEE. -- This report will be presented by Committee Chairman Bryan, if present.
- IV. REPORT OF BOARD FOR LEASE OF UNIVERSITY LANDS. -- This report will be presented by Board for Lease Vice-Chairman Madden.
- V. REPORT OF SPECIAL COMMITTEES, IF ANY
  
- VI. SPECIAL ITEMS, IF ANY

MATERIAL SUPPORTING THE AGENDA

Volume Xc

February 1963 - May 1963

This volume contains the Material Supporting the Agenda furnished to each member of the Board of Regents prior to the meetings held on February 15-16, April 4-5, and May 24-25, 1963.

The material is divided according to the Standing Committees and the meetings that were held and is submitted on three different colors, namely:

- (1) white paper - for the documentation of all items that were presented before the deadline date
- (2) blue paper - all items submitted to the Executive Session of the Committee of the Whole and distributed only to the Regents, Chancellor, and Chancellor Emeritus
- (3) yellow paper - emergency items distributed at the meeting

Material distributed at the meeting as additional documentation is not included in the bound volume, because sometimes there is an unusual amount and other times maybe some people get copies and some do not get copies. If the Secretary were furnished a copy, then that material goes in the appropriate subject folder.

This volume contains the recommendations to the Land and Investment Committee (Attachment No. 1), Docket (Attachment No. 2), and Budget Docket for meetings 612, 613, and 614.

These same attachments for Meeting No. 615 are bound in the same volume with the other Material Supporting the Agenda. There were no attachments for Meeting No. 616.



THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS

## Material Supporting the Agenda

(Including *Attachments Nos. 1 and 2*  
and  
*Amendments to the Annual Budgets*)

Meeting No. ..... 612 .....

Name ..... OFFICIAL COPY .....

Date ..... February 15-16, 1963 .....

VOLUME I

Land & Investment  
Committee

## LAND AND INVESTMENT COMMITTEE

Date: February 15, 1963

Time: 1:00 p. m.

Place: Main Building 205

Members: Regent Madden, Chairman  
Regent Brenan  
Regent Bryan (retiring)  
Regent Robertson (retiring)

1. Detailed Agenda for the Land and Investment Committee as prepared by the Endowment Office.
2. Trust and Special Funds Group for Investment
  - a. Recommendations for Additions --for action by Committee only (Item II-A-2)
  - b. Review as of November 30, 1962
3. Outline by Secretary of Recommendations of the Administration to the Land and Investment Committee and Attachment No. 1.
4. Discussion Matters (No Documentation)
  - a. Item I-C: Additional Surveying of West Texas Lands \*
  - b. Item II-D
    - (1) Texas Western College
      - (a) Stevens Property, Texas and Mesa, El Paso
      - (b) Frank B. Cotton Trust - Appraisal of Portion of Property
    - (2) Southwestern Medical School  
  
Authorization for Appraisal and Plans for Sale of Dallas Property given for Weinberger Research Laboratories.

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\*At the December 1961 meeting, the Board authorized that a surveyor be employed to survey University Lands in Andrews County, Texas, at a compensation not to exceed \$8,000 (including salary and expenses of surveyor). At the next meeting of the Board (February 1962) additional surveying work in Blocks 4, 5, and 6 of University Land in Andrews, Martin, Gaines, and Dawson counties was authorized at an estimated cost of \$8,000, and \$5,000 was appropriated for that purpose.

NOTE: ANNUAL REVIEW OF INVESTMENT PRACTICES AS  
REQUIRED BY SENATE RESOLUTION, 57th LEG., ENCLOSED

LAND AND INVESTMENT COMMITTEE  
February 15, 1963

I. PERMANENT UNIVERSITY FUND

A. INVESTMENT MATTERS:

1. Report of Purchases, Sales and Redemptions of Securities.
2. Permanent University Fund Investment Program - Report on Results of Municipal Bond Sale Held December 4, 1962.
3. Permanent University Fund Investment Program - Annual Review of Investment Practices as Required by Senate Resolution.

B. LAND MATTERS:

1. Surface Lease No. 1692, El Paso Products Pipeline Company, Hudspeth County.
2. Surface Lease No. 1693, F. E. Hughes, Frankie J. Delz, W. W. Whitehead, Reagan County.
3. Surface Lease No. 1694, Cecil Klahr, Reagan County.
4. Surface Lease No. 1695, Guy O. Day and Gene Tyson, Trustees for The Big Lake Full Gospel Tabernacle, Reagan County.
5. Pipe Line Easement No. 1696, (Partial Renewal of 516), Comanche Pipe Line Company, Ward County.
6. Material Source Permit No. 241, Howard Shaw Contracting Company, Andrews County.
7. Power, Telephone and Telegraph Easement No. 1049, Upton and Crockett Counties - Assignment from Humble Pipe Line Company to Texas-New Mexico Pipe Line Company.
8. Grazing Lease No. 825, Pecos County, Assignment from Newnham and Whittenburg, a Partnership, to E. L. Hawkins.
9. Grazing Lease No. 850, Pecos County, Assignment from Newnham and Whittenburg, a Partnership, to E. L. Hawkins.
10. Water Exploration Permit No. 99 with Option to Lease to the Town of Pecos City (Pecos), Part of Block 16, Ward County.
11. Water Contract No. 100, Phillips Petroleum Company, Andrews County.
12. Texas Highway Department - Right-of-Way (1421) for Controlled Access, Interstate Highway 20, Ward County.
13. Recommended Exceptions to Increased Easement Rates (Easements Nos. 1690, Community Public Service Company; 1691, Humble Oil & Refining Company; and 1697, Nueces Company).
14. Revised Schedule of Rates on Various Easements, Leases, Permits, etc. on Permanent University Fund Lands.

C. DISCUSSION MATTERS:

1. Additional Surveying of West Texas Lands.

## II. TRUST AND SPECIAL FUNDS

### A. INVESTMENT MATTERS:

1. Report of Purchases, Sales and Redemptions of Securities.
- \*2. Funds Grouped for Investment - Review and Recommendations Re Additions.

### B. GIFT, BEQUEST AND ESTATE MATTERS:

1. Main University - Professorship in Law in the Field of Jurisprudence established by Hines H. Baker and Thelma Kelly Baker.
2. Main University - Rex G. Baker and Edna Heflin Baker Professorship in Law.
3. Main University - Estate of Louis J. Snyder, Austin, Texas.

### C. REAL ESTATE MATTERS:

1. Main University - Brackenridge Tract - Recommendations Regarding Use of the Brackenridge Tract and Steps to be taken on Title Questions.
2. Main University - Murray Case Sells Estate - Ratification of Sale of Mineral Interests in the State of Mississippi.
3. Main University - Archer M. Huntington Museum Fund - Proposed Power Line Easement to Community Public Service Company on Huntington Lands, Galveston County.
4. Main University - Archer M. Huntington Museum Fund - Proposed Lease to Gulf Bitulithic Company, Galveston County.
5. Hogg Foundation: Will C. Hogg Memorial Fund - Report re Prospects for Sale of Main and Clay Property in Houston.
6. Hogg Foundation: Will C. Hogg Memorial Fund - Proposed Sale of Interest in 30 Acres at Damon, Brazoria County.
7. Hogg Foundation: Will C. Hogg Memorial Fund - Proposed Sale of Land in Faulk and Teagarden Subdivision, Hardin County.

### D. DISCUSSION MATTERS:

1. Texas Western College - Stevens Property, Texas and Mesa, El Paso.
2. Texas Western College - Frank B. Cotton Trust - Appraisal of Portion of Property.
3. Southwestern Medical School - Authorization for Appraisal and Plans for Sale of Dallas Property given for Weinberger Research Laboratories.

\* For action by Land and Investment Committee only. For information of other members.

February 15, 1963

To the Members of the Regents' Land and Investment Committee  
The University of Texas

Subject: FUNDS GROUPED FOR INVESTMENT

Gentlemen:

It is recommended that the following additions, representing new money and funds transferred, made to the "Funds Grouped for Investment" as of December 1, 1962, be approved, pursuant to the policy adopted by the Committee on July 9, 1948:

Lillian Barkley Scholarship Fund (\$2,391.08 already in Grouped)	\$ 20.24
The Accounting Education Fund (College of Business Administration Foundation) (\$29,436.04 already in Grouped)	555.00
Morgan and Hamah Smith Callaway Fund (\$67,843.24 already in Grouped)	636.82
Emma Dallenbach Clark Fellowship in Psychology (\$11,159.06 already in Grouped)	119.49
John Wallace Dallenbach Fellowship in Psychology (\$40,022.46 already in Grouped)	458.68
Kate J. Decherd Bible Scholarships (\$3,811.36 already in Grouped)	236.06
J. C. Dolley Finance Education Fund (\$105.48 already in Grouped)	0.95
Advisory Council - Various Donors (College of Fine Arts Foundation) (\$1,791.00 already in Grouped)	21.89
E. William Doty Scholarship Fund (College of Fine Arts Foundation) (New Fund)	1,440.00
Department of Drama Ex-Students Scholarship Fund (College of Fine Arts Foundation) (\$308.69 already in Grouped)	0.60
Mavis Alexander Fitzgerald Awards (\$148.51 already in Grouped)	1.60
Mary E. Gearing Bequest for Child Welfare and Parent Education Foundation (\$10,439.12 already in Grouped)	289.46
Hal P. Bybee Memorial Fund (Geology Foundation) (\$46,481.95 already in Grouped)	25.00
Dr. F. L. Whitney Memorial Scholarship Fund (Geology Foundation) (\$530.00 already in Grouped)	175.00
The Gilbreth Award Fund (\$282.38 already in Grouped)	2.70
Kappa Epsilon Scholarship Fund (\$978.39 already in Grouped)	11.61
Mrs. Jane Gregory Marechal Endowment Fund (\$10,164.76 already in Grouped)	81.82

FUNDS GROUPED FOR INVESTMENT  
(Continued)

The Senior Class Endowment Fund (Pharmaceutical Foundation) (\$3,857.71 already in Grouped)	\$ 10.00
Alma Jacobs House Piner Fund (\$5,884.61 already in Grouped)	56.33
DeWitt Reddick Journalism Scholarship Fund (\$2,377.89 already in Grouped)	394.00
The Amanda Stoltzfus Memorial Trust Fund (\$2,137.71 already in Grouped)	27.74
The Robert Cantrell Feamster Foundation (Medical Branch) (\$2,260.81 already in Grouped)	21.61
	<hr/>
Additional Total Added to Funds Grouped 12/1/62	<u>\$4,586.60*</u>
*(The above total of \$4,586.60, submitted for approval, supplements additions to Funds Grouped for Investment on December 1, 1962, in the amount of \$14,521.52, previously approved by the Land and Investment Committee.)	
It is also recommended that the following additions, representing funds being transferred and cash being added to endowment funds already in Funds Grouped as of March 1, 1963, be approved:	
Bromberg Memorial Fund for Faculty Awards (\$22,250.00 already in Grouped)	\$ 3,250.00
The Accounting Education Fund (College of Business Administration Foundation) (\$29,991.04 already in Grouped)	1,630.00
The Marquis G. Eaton Accounting Education Fund (College of Business Administration Foundation) (\$10,047.00 already in Grouped)	3,000.00
D. A. R. Scholarship (\$8,236.01 already in Grouped)	105.00
Lucy Barton Scholarship (College of Fine Arts Foundation) (\$3,344.50 already in Grouped)	20.00
Donna Dellinger Memorial Scholarship Fund (College of Fine Arts Foundation) (\$3,837.78 already in Grouped)	200.00
Hal P. Bybee Memorial Fund (Geology Foundation) (\$46,506.95 already in Grouped)	4,983.50
Robert H. Cuyler Memorial Scholarship (Geology Foundation) (\$10,145.00 already in Grouped)	110.00
Carolyn G. and George M. Knebel Fund (Geology Foundation) (\$4,971.79 already in Grouped)	4,333.00
Dr. F. L. Whitney Memorial Scholarship Fund (Geology Foundation) (\$705.00 already in Grouped)	5,600.00
Raoul Rene Daniel "Daddy" Cline Memorial Endowment Fund (Pharmaceutical Foundation) (\$692.10 already in Grouped)	29.84
W. F. Gidley Appreciation Endowment Fund (Pharmaceutical Foundation) (\$1,569.60 already in Grouped)	68.91

FUNDS GROUPED FOR INVESTMENT  
(Continued)

The Senior Class Endowment Fund (Pharmaceutical Foundation) (\$3,867.71 already in Grouped)	\$ 125.24
DeWitt Reddick Journalism Scholarship Fund (\$2,771.89 already in Grouped)	55.00
Spain-Leff Memorial Scholarship (\$3,430.00 already in Grouped)	100.00
Frances King Black Memorial Fund for Cancer Research (M. D. Anderson Hospital and Tumor Institute) (\$5,729.25 already in Grouped)	120.85
A. J. Gruner and Howard Levy Memorial Melanoma Research Fund (M. D. Anderson Hospital and Tumor Institute) (\$1,353.42 already in Grouped)	34.59
Mary Isabella Love Fund for Research of Cancer of the Blood (M. D. Anderson Hospital and Tumor Institute) (\$25,839.33 already in Grouped)	499.26
Mary Adline Gillespie Nixon Fund for Cancer Research (M. D. Anderson Hospital and Tumor Institute) (\$4,620.55 already in Grouped)	81.12
The Robert and Esther Stadtler Lectures Fund (M. D. Anderson Hospital and Tumor Institute) (\$12,500.00 already in Grouped)	1,200.00
The Agnes Vaughan Boazman Memorial Fund for Cancer Research (University Cancer Foundation) (M. D. Anderson Hospital and Tumor Institute) (\$4,124.72 already in Grouped)	80.11
Frederick Laverne Woodley Memorial Fund for Cancer Research (M. D. Anderson Hospital and Tumor Institute) (\$374.04 already in Grouped)	7.82
	<hr/>
Additions to be made to Funds Grouped on 3/1/63	<u>\$25,634.24</u>

It is recommended that the above additions be approved.

Respectfully submitted

STAFF INVESTMENT COMMITTEE

J. C. Dolley, Vice Chancellor (Fiscal Affairs)  
Wm. W. Stewart, Endowment Officer  
Mary E. Cook, Assistant to the Endowment Officer

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price 11/30/62*	Current Mkt. Value 11/30/62*	% of Total		Estimated Annual Income
			Book	Market			Book	Market	
<b>FIXED INCOME SECURITIES</b>									
<b>1. U. S. Government Bonds:</b>									
					(1)				
\$ 10,000	2-1/2% Treasury Bonds, due 3/15/65-70	\$ 9,273.40	3.74%	3.68%	92.40625	\$ 9,240.63	0.47%	0.37%	\$ 346.88
20,000	2-1/2% Treasury Bonds, due 12/15/67-72	18,326.51	3.60	3.72	89.71875	17,943.75	0.93	0.72	659.38
12,000	3-7/8% Treasury Bonds, due 11/15/74	12,196.56	3.68	3.87	99.875	11,985.00	0.62	0.48	448.64
24,500	3-1/4% Treasury Bonds, due 6/15/78-83	24,555.36	3.23	3.85	91.375	22,386.88	1.25	0.89	792.79
15,000	3% Treasury Bonds, due 2/15/95	15,007.80	3.00	3.55	89.375	13,406.25	0.77	0.54	449.76
<u>81,500</u>	<b>Total U. S. Government Bonds</b>	<u>79,359.63</u>	<u>3.40</u>	<u>3.60</u>		<u>74,962.51</u>	<u>4.04</u>	<u>3.00</u>	<u>2,697.45</u>
<b>2. Corporate Bonds:</b>									
<b>Industrial Corporations Bonds--</b>									
10,000	Allied Chemical & Dye Corp. 3-1/2% Debs., due 4/1/78	9,855.85	3.65	3.98	94-1/2	9,450.00	0.50	0.38	359.30
15,000	Aluminum Co. of America 4-1/4% S. F. Debs., due 1/1/82	15,078.00	4.20	4.14	101-1/2	15,225.00	0.77	0.61	633.50
60,000	Deere & Co. 4-1/2% Debs., due 10/31/86	60,216.48	4.47	4.33	102-1/2 (3)	61,500.00	3.07	2.46	2,690.98
10,000	General Electric Co. 3-1/2% Debs., due 5/1/76	10,054.81	3.44	4.05	94-3/8	9,437.50	0.51	0.38	345.94
10,000	General Motors Corp. 3-1/4% Debs., due 1/1/79	10,106.92	3.15	3.97	91-1/2	9,150.00	0.51	0.37	318.52
9,000	P. Lorillard Co. 4-7/8% S. F. Debs., due 6/1/86	8,978.40	4.90	4.56	104-1/2 (3)	9,405.00	0.46	0.38	439.65
15,000	National Steel Corp. First Mtge. Bonds, 3-7/8% Series, due 11/1/86	14,799.84	3.98	4.49	91 B (3)	13,650.00	0.75	0.55	589.59
8,000	Procter & Gamble Co. 3-7/8% S. F. Debs., due 9/1/81	7,947.18	3.94	4.34	94-1/8 (3)	7,530.00	0.41	0.30	312.78
30,000	Sears, Roebuck & Co. 4-3/4% S. F. Debs., due 8/1/83	30,856.38	4.49	4.42	104-1/2	31,350.00	1.57	1.25	1,384.22
25,000	Standard Oil Co. (Indiana) 4-1/2% Debs., due 10/1/83	25,262.50	4.40	4.24	103-1/2 (3)	25,875.00	1.29	1.04	1,112.50
10,000	United States Steel Corp. 4% S. F. Debs., due 7/15/83	10,042.00	3.96	4.25	97-1/4	9,725.00	0.51	0.39	398.00
<u>202,000</u>	<b>Total Industrial Corporations Bonds</b>	<u>203,198.36</u>	<u>4.22</u>	<u>4.24</u>		<u>202,297.50</u>	<u>10.35</u>	<u>8.11</u>	<u>8,584.98</u>

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962  
(Continued)

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price 11/30/62*	Current Mkt. Value 11/30/62*	% of Total		Estimated Annual Income
			Book	Market			Book	Market	
<b>2. Corporate Bonds: (Continued)</b>									
<b>Public Utility Corporations Bonds--</b>									
\$ 10,000	American Tel. & Tel. Co. 2-3/4% Debs., due 10/1/75	\$ 9,967.50	2.78%	4.17%	86	\$ 8,600.00	0.51%	0.35%	\$ 277.50
5,000	Ditto, 5% Series N Debs., due 11/1/83	5,379.68	4.31	4.50	106-3/4	5,337.50	0.27	0.21	231.92
10,000	Commonwealth Edison Co. 4-5/8% S. F. Debs., due 1/1/2009	9,953.50	4.66	4.47	103 B (3)	10,300.00	0.51	0.41	463.50
10,000	Consolidated Edison Co. of New York, Inc. First & Ref. Mtge. 3-1/2% Series I Bonds, due 2/1/83	10,154.16	3.37	4.28	89-1/2 B(3)	8,950.00	0.52	0.36	342.48
5,000	Ditto, 5% Series N Bonds, due 10/1/87	5,467.50	4.23	4.61	105-3/4	5,287.50	0.28	0.21	231.30
26,000	Ditto, 4-3/8% Series V Bonds, due 6/1/92	25,870.00	4.41	4.27	101-3/4 (2)	26,455.00	1.31	1.06	1,141.86
14,000	Consolidated Natural Gas Co. 5% Debs., due 9/1/82	14,989.66	4.34	4.67	104-1/4 (3)	14,595.00	0.76	0.59	650.52
2,000	Consumers Power Co. First Mtge. Bonds, 4-3/4% Series, due 10/1/87	2,155.20	4.12	4.52	103-1/4	2,065.00	0.11	0.08	88.80
5,000	Dallas Power & Light Co. First Mtge. 3-1/8% Bonds, due 2/1/86	5,026.79	3.09	4.19	84-1/4 B(3)	4,212.50	0.26	0.17	155.11
52,000	Ditto, 5-1/4% Series, due 12/1/89	53,096.70	5.07	4.88	105-1/2 B(3)	54,860.00	2.70	2.20	2,690.12
5,000	Duquesne Light Co. First Mtge. 3-5/8% Bonds, due 9/1/83	5,067.62	3.51	4.32	90-1/2 (3)	4,525.00	0.26	0.18	178.03
10,000	Gulf States Utilities Co. First Mtge. 3-1/8% Bonds, due 12/1/82	8,579.76	4.45	4.20	85-1/2 B(3)	8,550.00	0.44	0.34	381.78
10,000	Houston Lighting & Power Co. First Mtge. Bonds, 3-1/4% Series, due 3/1/86	10,090.24	3.18	4.20	86 B(3)	8,600.00	0.51	0.35	321.16
15,000	New England Tel. & Tel. Co. 3-1/8% Debs., due 12/15/88	15,247.25	3.00	4.20	83 B(3)	12,450.00	0.78	0.50	457.25
5,000	Ditto, 3-1/4% Debs., due 11/15/91	4,273.84	4.39	4.18	84-1/2 B(3)	4,225.00	0.22	0.17	187.54
26,000	Ditto, 4-1/2% Debs., due 7/1/2002	26,520.00	4.36	4.25	104-3/4 (3)	27,235.00	1.35	1.09	1,156.98
12,000	New York Tel. Co. Ref. Mtge. 4-1/8% Bonds, Series K, due 7/1/93	12,265.98	3.97	4.47	94-1/4 B(3)	11,310.00	0.62	0.45	486.42
23,000	Ditto, 4-5/8% Bonds, Series M, due 1/1/2002	23,525.35	4.47	4.38	104-1/2 B(3)	24,035.00	1.20	0.96	1,050.45
47,000	Northern Illinois Gas Co. First Mtge. Bonds, 5% Series, due 6/1/84	47,296.12	4.94	4.63	105 B(3)	49,350.00	2.41	1.98	2,336.54
30,000	Ohio Edison Co. First Mtge. Bonds, 4-1/2% Series, due 4/1/89	29,601.44	4.61	4.34	102-1/2 B(3)	30,750.00	1.51	1.23	1,365.04

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962  
(Continued)

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price 11/30/62*	Current Mkt. Value 11/30/62*	% of Total		Estimated Annual Income
			Book	Market			Book	Market	
	2. Corporate Bonds: (Continued)								
	<u>Public Utility Corporations Bonds (Continued)--</u>								
\$ 30,000	Ohio Power Co. First Mtge. Bonds, 4-5/8% Series, due 4/1/89	\$ 29,900.36	4.65%	4.40%	103-1/2 B(3)	\$ 31,050.00	1.52%	1.24%	\$ 1,391.26
5,000	Oklahoma Gas & Electric Co. First Mtge. Bonds, 4-1/2% Series, due 1/1/87	5,076.93	4.37	4.37	101-7/8 (3)	5,093.75	0.26	0.21	221.86
5,000	Pacific Gas & Electric Co. First & Ref. Mtge. Bonds, 2-7/8% Series T, due 6/1/76	5,081.76	2.71	4.17	86-6875 (3)	4,334.38	0.26	0.17	137.91
10,000	Ditto, 3-3/8% Series U, due 12/1/85	8,781.29	4.43	4.17	88-1/4 B(3)	8,825.00	0.45	0.35	389.36
5,000	Ditto, 3-3/8% Series Z, due 12/1/88	4,794.36	3.68	4.34	85 B(3)	4,250.00	0.24	0.17	176.51
10,000	Ditto, 5% Series BB, due 6/1/89	10,383.40	4.68	4.62	105-1/4 (3)	10,525.00	0.53	0.42	485.80
28,000	Ditto, 4-1/4% Series II, due 6/1/95	28,000.00	4.25	4.25	100 (3)	28,000.00	1.43	1.12	1,190.00
10,000	Pacific Tel. & Tel. Co. 2-7/8% Debs., due 10/1/86	9,811.36	3.01	4.23	79-3/4 (3)	7,975.00	0.50	0.32	295.36
5,000	Ditto, 3-5/8% Debs., due 8/15/91	4,600.96	4.24	4.20	90-1/2 B(3)	4,525.00	0.23	0.18	195.01
15,000	Philadelphia Electric Co. First & Ref. Mtge. Bonds, 3-1/8% Series, due 4/1/85	14,525.70	3.37	4.40	82 B(3)	12,300.00	0.74	0.49	489.83
5,000	Public Service Electric & Gas Co. First & Ref. Mtge. Bonds, 3-1/4% Series, due 10/1/83	4,982.36	3.28	4.43	84 B(3)	4,200.00	0.25	0.17	163.34
5,000	Ditto, 4-3/8% Series, due 11/1/86	5,186.72	4.07	4.31	101 B(3)	5,050.00	0.26	0.20	210.97
20,000	Ditto, 4-5/8% Series, due 8/1/88	20,217.88	4.53	4.36	104 B(3)	20,800.00	1.03	0.83	916.62
30,000	Ditto, 4-3/4% Debenture Bonds, due 10/1/81	30,671.46	4.53	4.35	105-1/8 (2)	31,537.50	1.56	1.26	1,389.66
60,000	Southern Bell Tel. & Tel. Co. 4-5/8% Debs., due 12/1/93	60,707.49	4.53	4.39	104 B(3)	62,400.00	3.09	2.50	2,752.54
10,000	Southern California Edison Co. First & Ref. Mtge. Bonds, 3-5/8% Series G, due 4/15/81	9,785.03	3.82	4.32	91-1/4 B(3)	9,125.00	0.50	0.37	374.12
25,000	Ditto, 4-5/8% Series K, due 9/1/83	25,684.60	4.37	4.33	104 (3)	26,000.00	1.31	1.04	1,123.65
15,000	Southwestern Bell Telephone Co. 3-1/8% Debs., due 5/1/83	13,730.23	3.87	4.27	84.5625 (3)	12,684.38	0.70	0.51	530.69
10,000	Texas Electric Service Co. First Mtge. Bonds, 3-1/4% Series, due 5/1/82	9,490.27	3.70	4.24	87 B(3)	8,700.00	0.48	0.35	351.14
10,000	Ditto, 3-1/4% Series, due 3/1/85	10,159.30	3.13	4.21	86-1/4 B(3)	8,625.00	0.52	0.35	317.92
10,000	Texas Power & Light Co. 3-1/8% First Mtge. Bonds, due 10/1/84	10,180.84	2.99	4.20	84-3/4 B(3)	8,475.00	0.52	0.34	304.28
5,000	West Penn Power Co. First Mtge. Bonds, 3-1/4% Series O, due 4/1/82	4,415.00	4.36	4.24	87 B(3)	4,350.00	0.22	0.18	192.50

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962  
(Continued)

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price		Current Mkt. Value		% of Total		Estimated Annual Income
			Book	Market	11/30/62*	11/30/62*	Book	Market			
<b>2. Corporate Bonds: (Continued)</b>											
<b>Public Utility Corporations Bonds (Continued)--</b>											
\$ 10,000	West Texas Utilities Co. First Mtge. Bonds, 3-7/8% Series E, due 1/1/88	\$ 10,113.73	3.79%	4.40%	92	B(3)	\$ 9,200.00	0.51%	0.37%	\$ 383.04	
5,000	Wisconsin Electric Power Co. 3-7/8% First Mtge. Bonds, due 4/15/86	5,009.87	3.86	4.28	94	B(3)	4,700.00	0.26	0.19	193.33	
665,000	Total Public Utility Corporations Bonds	665,819.19	4.26	4.34			654,417.51	33.90	26.22	28,371.00	
867,000	TOTAL CORPORATE BONDS	869,017.55	4.25	4.31			856,715.01	44.25	34.33	36,955.98	
<b>3. Preferred Stocks:</b>											
140 Shs.	American Tobacco Co. 6% Cum. Pfd.	19,475.15	4.31	4.67	128-1/2		17,990.00	0.99	0.72	840.00	
70 "	Dallas Power & Light Co. \$4.24 Cum. Pfd.	7,175.00	4.14	4.56	93	B(3)	6,510.00	0.37	0.26	296.80	
100 "	E. I. du Pont de Nemours & Co. \$3.50 Cum. Pfd.	10,068.63	3.48	4.10	85.4375		8,543.75	0.51	0.34	350.00	
150 "	General Motors Corp. Cum. Pfd. \$3.75 Series	14,306.00	3.93	4.31	87		13,050.00	0.73	0.52	562.50	
	TOTAL PREFERRED STOCKS	51,024.78	4.02	4.45			46,093.75	2.60	1.84	2,049.30	
	TOTAL FIXED INCOME SECURITIES	999,401.96	4.17	4.27			977,771.27	50.89	39.17	41,702.73	
<b>EQUITY INCOME SECURITIES</b>											
<b>4. Common Stocks:</b>											
<b>Financial Corporations Common Stocks--</b>											
315 Shs.	Bank of America NT & SA (San Francisco)	13,050.06	4.83	3.55	56-3/8	(2)	17,758.13	0.67	0.71	630.00	
100 "	Bankers Trust Company (New York)	6,275.00	2.87	3.36	53-1/2	(2)	5,350.00	0.32	0.21	180.00	
400 "	C. I. T. Financial Corporation	11,038.96	5.80	3.80	42-1/8		16,850.00	0.56	0.68	640.00	
208 "	Chase Manhattan Bank (New York)	11,775.00	4.59	3.44	75-1/2	(2)	15,704.00	0.60	0.63	540.80	
300 "	Chemical Bank New York Trust Company	16,225.00	5.18	3.36	83-1/4	(2)	24,975.00	0.83	1.00	840.00	
212 "	First National City Bank (New York)	13,807.88	4.61	3.35	89-5/8	(2)	19,000.50	0.70	0.76	636.00	
	Total Financial Corporations Common Stocks	72,171.90	4.80	3.48			99,637.63	3.68	3.99	3,466.80	
<b>Industrial Corporations Common Stocks--</b>											
532 Shs.	Allied Chemical Corporation	17,028.19	5.62	4.17	43-1/8		22,942.50	0.87	0.92	957.60	
200 "	American Can Company	8,597.62	4.65	4.48	44-5/8		8,925.00	0.44	0.36	400.00	

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962  
(Continued)

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price 11/30/62*	Current Mkt. Value 11/30/62*	% of Total		Estimated Annual Income
			Book	Market			Book	Market	
4. Common Stocks: (Continued)									
<u>Industrial Corporations Common Stocks (Continued)</u>									
300 Shs.	American Home Products Corporation	\$ 10,774.73	4.29%	2.94%	52-3/8	\$ 15,712.50	0.55%	0.63%	\$ 462.00
200 "	American Smelting & Refining Company	10,553.26	4.55	4.31	55-5/8	11,125.00	0.54	0.45	480.00
500 "	Bethlehem Steel Corporation	20,537.78	3.65	4.76	31-1/2	15,750.00	1.05	0.63	750.00
416 "	Borden Company	11,844.27	5.97	2.98	57	23,712.00	0.60	0.95	707.20
600 "	Bristol-Myers Company	5,193.99	17.33	1.85	81-1/4	48,750.00	0.26	1.95	900.00
200 "	Coca-Cola Company	17,808.21	2.70	2.78	86-1/4	17,250.00	0.91	0.69	480.00
300 "	Colgate-Palmolive Company	5,590.55	6.44	2.78	43-1/8	12,937.50	0.28	0.52	360.00
200 "	Continental Can Company, Inc.	3,511.50	10.25	4.09	44	8,800.00	0.18	0.35	360.00
311 "	Continental Oil Company	17,391.50	3.22	3.32	54-1/4	16,871.75	0.88	0.68	559.80
393 "	Dow Chemical Company	12,662.85	4.97	2.76	58	22,794.00	0.64	0.91	628.80
150 "	E. I. du Pont de Nemours & Company	11,259.55	9.99	3.25	230-3/4	34,612.50	0.57	1.39	1,125.00
400 "	Ford Motor Company	18,129.76	3.97	3.95	45-5/8	18,250.00	0.92	0.73	720.00
900 "	General Electric Company	32,388.41	5.56	2.68	74-3/4	67,275.00	1.65	2.69	1,800.00
600 "	General Foods Corporation	17,020.21	6.35	2.39	75-1/4	45,150.00	0.87	1.81	1,080.00
1015 "	General Motors Corporation	22,839.57	13.33	5.39	55-5/8	56,459.38	1.16	2.26	3,045.00
104 "	Goodyear Tire & Rubber Company	3,659.68	2.84	3.03	33	3,432.00	0.19	0.14	104.00
2011 "	Gulf Oil Corporation	33,284.27	9.67	4.21	38	76,418.00	1.69	3.06	3,217.60
60 "	International Business Machines Corporation	17,018.25	1.06	0.75	398-1/2	23,910.00	0.87	0.96	180.00
400 "	International Nickel Co. of Canada, Ltd.	7,859.00	10.18	3.08	64-7/8	25,950.00	0.40	1.04	800.00
300 "	Libbey-Owens-Ford Glass Company	12,798.97	6.09	5.06	51-3/8	15,412.50	0.65	0.62	780.00
402 "	Monsanto Chemical Company	10,057.97	4.80	2.46	48-7/8	19,647.75	0.51	0.79	482.40
600 "	National Biscuit Company	17,874.00	5.04	3.73	40-1/4	24,150.00	0.91	0.97	900.00
276 "	National Dairy Products Corporation	11,287.76	5.38	3.71	59-1/4	16,353.00	0.57	0.65	607.20
200 "	Owens-Illinois Glass Company	5,694.16	8.78	3.26	76-3/4	15,350.00	0.29	0.61	500.00
300 "	Parke-Davis Company	12,041.64	2.87	4.28	26-7/8	8,062.50	0.61	0.32	345.00
870 "	Phillips Petroleum Company	25,490.82	6.48	3.86	49-1/4	42,847.50	1.30	1.72	1,653.00
1200 "	R. J. Reynolds Tobacco Company	20,937.94	9.17	3.81	42	50,400.00	1.07	2.02	1,920.00
328 "	Standard Oil Company of California	13,471.55	4.87	3.16	63-1/4	20,746.00	0.69	0.83	656.00
1031 "	Standard Oil Company (New Jersey)	44,188.61	5.83	4.43	56-3/8	58,122.63	2.25	2.33	2,577.50
400 "	Sterling Drug, Inc.	12,890.06	5.60	2.61	69	27,600.00	0.67	1.11	720.00
452 "	Texaco Inc.	16,899.00	5.08	3.32	57-1/4	25,877.00	0.86	1.04	858.80
350 "	Union Carbide Corporation	26,429.30	4.77	3.43	104-7/8	36,706.25	1.35	1.47	1,260.00

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962  
(Continued)

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price 11/30/62*	Current Mkt. Value 11/30/62*	% of Total		Estimated Annual Income
			Book	Market			Book	Market	
4. Common Stocks: (Continued)									
<u>Industrial Corporations Common Stocks (Continued)</u>									
100 Shs.	United States Gypsum Company	\$ 8,747.70	3.43%	3.87%	77-1/2	\$ 7,750.00	0.44%	0.31%	\$ 300.00
212 "	United States Steel Corporation	16,714.22	2.54	4.19	47-3/4	10,123.00	0.85	0.40	424.00
400 "	Westinghouse Electric Corporation	6,213.32	7.73	3.71	32-3/8	12,950.00	0.32	0.52	480.00
Total Industrial Corporations Common Stocks		566,690.17	5.93	3.47		969,125.26	28.86	38.83	33,580.90
<u>Public Utility Corporations Common Stocks--</u>									
366 Shs.	American Telephone & Telegraph Company	20,612.35	6.39	3.14	114-5/8	41,952.75	1.05	1.68	1,317.60
600 "	Baltimore Gas & Electric Company	13,421.64	5.01	3.61	31	18,600.00	0.68	0.75	672.00
400 "	Cincinnati Gas & Electric Company	14,560.57	4.67	3.51	48-1/2	19,400.00	0.74	0.78	680.00
200 "	Cleveland Electric Illuminating Company	11,614.52	3.44	2.95	67-3/4	13,550.00	0.59	0.54	400.00
412 "	Commonwealth Edison Company	12,933.80	3.82	2.77	43-3/8	17,870.50	0.66	0.72	494.40
400 "	Consumers Power Company	13,792.60	4.06	3.41	41	16,400.00	0.70	0.66	560.00
400 "	Detroit Edison Company	18,759.50	5.12	3.87	62	24,800.00	0.96	0.99	960.00
200 "	Gulf States Utilities Company	7,324.26	3.06	3.11	36	7,200.00	0.37	0.29	224.00
600 "	Ohio Edison Company	17,955.83	5.68	3.84	44-1/4	26,550.00	0.92	1.06	1,020.00
400 "	Oklahoma Gas & Electric Company	13,030.30	3.93	3.02	42-3/8	16,950.00	0.66	0.68	512.00
900 "	Pacific Gas & Electric Company	9,955.05	9.04	3.33	30	27,000.00	0.51	1.08	900.00
400 "	Philadelphia Electric Company	10,588.50	4.53	3.92	30-5/8	12,250.00	0.54	0.49	480.00
408 "	Potomac Electric Power Company	15,546.24	3.78	3.53	40-3/4	16,626.00	0.79	0.67	587.52
800 "	Public Service Co. of Indiana, Inc.	18,011.85	5.33	3.64	33	26,400.00	0.92	1.06	960.00
400 "	Public Service Electric & Gas Company	16,721.33	5.74	3.73	64-3/8	25,750.00	0.85	1.03	960.00
624 "	Southern California Edison Company	12,140.06	4.93	3.32	28-7/8	18,018.00	0.62	0.72	599.04
200 "	Southern Company	11,214.12	2.85	3.09	51-3/4	10,350.00	0.57	0.41	320.00
400 "	Texas Utilities Company	15,193.10	2.95	2.23	50-1/4	20,100.00	0.77	0.81	448.00
300 "	Virginia Electric & Power Company	14,227.50	2.95	2.36	59-3/8	17,812.50	0.73	0.71	420.00
442 "	Wisconsin Electric Power Company	17,747.02	4.98	3.59	55-3/4	24,641.50	0.90	0.99	884.00
Total Public Utility Corporations Common Stocks		285,350.14	4.70	3.33		402,221.25	14.53	16.12	13,398.56

FUNDS GROUPED FOR INVESTMENT  
As of November 30, 1962  
(Continued)

Par Value or No. Shs.	Description	Book Value 11/30/62	Current Yield		Current Mkt. Price 11/30/62*	Current Mkt. Value 11/30/62*	% of Total		Estimated Annual Income
			Book	Market			Book	Market	
4. Common Stocks: (Continued)									
Railroad Corporations Common Stocks--									
500 Shs.	Atchison, Topeka & Santa Fe Railway Company	\$ 12,647.50	5.73%	5.74%	25-1/4	\$ 12,625.00	0.64%	0.51%	\$ 725.00
200 "	Norfolk & Western Railway Company	15,203.76	7.24	5.42	101-1/2	20,300.00	0.78	0.81	1,100.00
406 "	Union Pacific Railroad Company	12,039.20	5.40	4.65	34-3/8	13,956.25	0.61	0.56	649.60
Total Railroad Corporations Common Stocks		39,890.46	6.20	5.28		46,881.25	2.03	1.88	2,474.60
TOTAL COMMON STOCKS (TOTAL EQUITY INCOME SECURITIES)		964,102.67	5.49	3.49		1,517,865.39	49.10	60.82	52,920.86
TOTAL SECURITIES		1,963,504.63	4.82%	3.79%		2,495,636.66	99.99	99.99	\$94,623.59
5. Cash on Hand 11/30/62:		183.46				183.46	0.01	0.01	
FUND TOTAL		\$1,963,688.09				\$2,495,820.12	100.00%	100.00%	

- \* Market close November 30, 1962, The Wall Street Journal, unless otherwise indicated.  
(1) Average of Bid-Ask, November 30, 1962, C. J. Devine & Co.  
(2) Average of Bid-Ask or market close November 30, 1962, The First Boston Corporation.  
(3) Bid price or average of Bid-Ask November 30, 1962, Merrill Lynch, Pierce, Fenner & Smith, Inc.

$$\text{Unit Value} = \frac{\$2,495,820.12}{1,340,968} = \$1.861207814$$

MEC:rg:cm  
December 12, 1962

Attachment No. 1  
(L. & I.)

OUTLINE  
RECOMMENDATIONS OF ADMINISTRATION  
to  
LAND AND INVESTMENT COMMITTEE

The Secretary has outlined the recommendations of the Administration to the Land and Investment Committee (Attachment No. 1, L-1 through L-36) with your attention directed to those items in all CAPS:

	<u>Page No.</u>
I. Permanent University Fund	
A. Investment Matters	
1. PURCHASES, SALES, AND CALLS Since Last Report	
a. U.S. GOVERNMENT BONDS \$6,556,875.00 (Total principal cost)	L-1
b. Corporate Bonds \$2,521,395 (Total Principal Cost)	L-1
c. Common Stocks \$3,003,371.72 (Principal Cost Including Commissions)	L-2
d. Sales of Corporate Securities \$32,559.79	L-8
e. Calls of Corporate Stock \$533,038.90	L-9
2. RESULTS OF MUNICIPAL BOND SALE, Dec. 4, 1962 (See item 1. a. above)	L-9, 10-23
*3. Annual Review of INVESTMENT PRACTICES as required by Senate Resolution	L-9

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\*Separate bound volume enclosed. Chairman Hardie at the February 1962 meeting presented to the Board Senate Resolution No. 29, 57th Legislature. This resolution requested that the "Chairman of each of the Boards of Trustees of the four major permanent funds of the State of Texas (The University of Texas Fund, the Permanent School Fund, The Teacher Retirement Fund, and The Employees Retirement Fund) have an annual review of procedures and investments, supervised by a man with the qualifications of a man similar to those of Mr. Knute E. Anderson (who made the original review of all four funds for the Senate)." The purpose of this study was "interest of promoting co-operation between the Funds and to apprise the Senate of the results obtained by the Funds." Mr. Knute E. Anderson was employed to review the practices. There will be a supplement distributed at a later date showing the valuation of common stock as of December 31, 1962.

	<u>Page No.</u>
B. Land Matters	
1. Easements Nos. 1692-96 at new rates	L-24
2. Easements Nos. 1690, 1691, and 1697. EXCEPTIONS TO INCREASED RATES	L-26, L-27
3. Material Source Permit No. 241	L-24
4. Assignments to Easement No. 1049 and Grazing Leases Nos. 825 and 850	L-25
5. Water Exploration Permit No. 99, Pecos, Ward County, Approved December 1962 CHANGE REQUESTED	L-25
6. Water Contract No. 100, Phillips Petroleum Company, Andrews County.	L-25
7. RIGHT OF WAY, WARD COUNTY, EASEMENT NO. 1421--STAFF'S RECOMMENDATIONS TO BE PRESENTED AT MEETING	L-26
8. Revised schedule of rates on various easements, leases, etc. (incorporates rates approved at the December meeting)	L-28
II. Trust and Special Funds	
A. Report of Securities	
1. PURCHASES Approximately \$710,744.00 (Principal Cost)	L-29
2. SALES \$47,252.61 (Net Principal Proceeds)	L-30
3. CALLS \$11,506.70	L-31
B. Gift, Bequest and Estate Matters (Main University)	
1. Baker, Hines H. and Thelma Kelly: Professorship in Law	L-32
2. Baker, Rex G. and Edna Heflin: Professorship in Law	L-32
3. Snyder, Estate of Louis J. (\$2,000)	L-32
C. Real Estate Matters	
*1. BRACKENRIDGE Tract (Main University): Recommendations re	
a. Use	L-34
b. Clearing title	L-34

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\* At the meeting on January 14, 1963, the Board authorized the Chairman to negotiate with the firm of Clark, Thomas, Harris, Denius and Winters in connection with the Brackenridge Tract matter.

	<u>Page No.</u>
2. Hogg Foundation: W. C. Hogg Memorial Fund	
a. Report re SALE OF MAIN AND CLAY Property, Houston	L-36
b. SALE of Interest in 30 Acres, Damon, Brazoria County	L-36
c. SALE in Faulk and Teagarden Subdivision, Hardin County	L-36
3. Huntington Museum Fund (Main University)	
a. Power Line Easement to Community Public Service, Galveston County	L-35
b. Lease to Gulf Bitulithic Company, Galveston County	L-35
4. Sells Estate, Murray Case (Main University)	
SALE OF MINERAL INTERESTS, State of Mississippi	L-35

SUMMARY INFORMATION FOR REGENTS

OFFICIAL DOCUMENTS

If the recommendations in this report are approved, there will be the following official documents to be executed and filed:

1. Easements Nos. 1690-1697 and 1421
2. Water Contract No. 99-Revised
3. Water Contract No. 100
4. Material Source Permit No. 241
5. Request to Attorney General by Chairman re Brackenridge Tract
6. Release of Reversionary Interest-Brackenridge Tract
7. Power Line Easement to Community Public Service Company, Huntington Lands, Galveston County
8. Lease to Gulf Bitulithic Company, Huntington Lands
9. Deed to Main and Clay Property, Houston
10. Deed to Land at Damon, Brazoria County
11. Deed to Land in Faulk and Teagarden Subdivision, Hardin County.

PENDING ITEMS

1. If the recommendations in this report are approved, the following items will remain as unfinished business of the Land and Investment Committee:

- a. Brackenridge Tract
- b. Hogg Foundation: Sale of Main and Clay Property
- c. Discussion Matters:
  - (1) Texas Western College-Frank B. Cotton Trust-Appraisal of Portion of Property
  - (2) Southwestern Medical School-Authorization for Appraisal and Plans for Sale of Dallas Property for Weinberger Research Laboratories

2. Item Pending from October Meeting

Married Student Housing Project (Brackenridge Tract): Progress Report

3. Discussion Matters (No Documentation)-October Meeting
  - I. C. 1 Progress Report on Additional Surveying of West Texas Lands.
  - II. E. 2 Tax Litigation Concerning Brigham Young University and Its Possible Effect on The University of Texas Programs.

4. Discussion Matters--November-December Meeting

Texas Western College-Lucille T. Stevens Estate-Possible Sale of Property at Texas and Mesa, El Paso.

Attachment No. 2  
(Docket)

OUTLINE OF DOCKET  
(Attachment No. 2)

Referred to Academic and  
Developmental Affairs Committee

Below is an outline of Chancellor Ransom's Docket (Attachment No. 2) which is prepared and assembled by the Administration. Customary procedure is for the Secretary to outline this document in order that each Regent may easily pinpoint items or locate those areas in which he is particularly interested. Your especial attention is directed to items in all CAPS.

I.	<u>Central Administration (C-1 through C-3)</u>	<u>Page No.</u>
A.	GIFTS	
	1. Central Administration \$1000.00	1
	2. Main University \$15,168.63	3
	3. South Texas Medical School \$3,200.00	3
B.	Report of Contract Award Blanket systemwide Insurance to ALLSTATE INSURANCE Company	1
C.	CAMPUS SERVICES, Inc. Request of \$2,741.66 from unallocated profits of \$5896.96 as reported at December meeting	2
D.	Membership in Graduate Faculty, Main University (4)	2
E.	Authorization to sign for President Ray	3
II.	<u>Main University (M-1 through M-29)</u>	
A.	Gifts and Grants (168) Totaling \$834,826.47	
B.	Research Contracts with Federal Government (50)	17
C.	CONTRACTS, Miscellaneous (14)	23
D.	New Account Established (Department of Romance Languages)	25
E.	TRAVEL (7)	25
	Paid from accounts not specified for travel	
F.	Waver of NEPOTISM (3)	25

	<u>Page No.</u>
G. Textbooks by Faculty Members (3)	26
Royalties range from 0-17%	
H. OUTSIDE DUTIES (5)	27
I. Uniform and Linen Rental Bids Called For	27
J. Changes in Laboratory Fee Schedule	29
III. <u>Texas Western College</u> (W-1 through W-10)	
A. Contract for Senior Rings	1
B. Request for Air Conditioning Equipment	1
C. GIFTS Totaling \$45,581.70	1
D. Government Contracts and Grants Totaling Approximately \$130,658.48	9
IV. <u>Medical Branch</u> (G-1 through G-8)	
A. Membership, Medical Staff of Hospital (3)	1
B. Award of Travel Funds (McLaughlin Fellowship)	1
C. NEPOTISM (3)	1
D. Government Contracts Totaling Approximately \$424,232.00	2
E. CONTRACTS (2)	5
F. GIFTS Totaling Approximately \$319,343.00	5
V. <u>Dental Branch</u> (D-1 and D-2)	
A. Change in Terms of Loan Fund	1
B. Changes in Non-Tenure Faculty	1
C. Gifts (1) \$10,000	1
D. Government Grants (8) Totaling \$74,105.00	1
E. Textbook by Faculty Member (1)	2

VI.	<u>M. D. Anderson Hospital and Tumor Institute</u> (A-1 through A-5)	
A.	Government Contracts (18) Totaling \$570,065.00	1
B.	Gifts (35) Totaling \$91,127.53	2
VII.	<u>Southwestern Medical School (S-1 through S-12)</u>	
A.	Clinical Faculty Appointments, Changes, Etc.	1
B.	Fellows	1
C.	Termination of Agreement with Southwestern Bell Telephone Company	2
D.	Changes in previous Grants (6)	2
E.	Grant Refunds \$1059.20	3
F.	Gifts Totaling Approximately \$157,150	3
G.	Government Contracts Totaling Approximately \$414,650	6
H.	Other Grants	11
VIII.	<u>Postgraduate School of Medicine (P-1)</u>	
A.	Gifts (5) Totaling \$13,873.75	1

SEE NEXT PAGE FOR SUMMARY OF GIFTS AND GRANTS.

Below is a SUMMARY of GIFTS and GRANTS and FEDERAL CONTRACTS as reported in the Docket:

<u>Institution</u>	<u>Gifts and Grants</u>	<u>Government Contracts</u>
Central Administration	\$ 1,000.00	\$ -----
Main University	849,995.10*	2,008,254.00
Texas Western College	45,581.70**	130,658.48
Medical Branch	319,343.21	424,232.00
Dental Branch	10,000.00	74,105.00
M. D. Anderson Hospital and Tumor Institute	91,127.53	570,065.00
Southwestern Medical School	157,149.50	414,652.80
Postgraduate School of Medicine	13,873.75	-----
The South Texas Medical School	3,200.00	-----
	<hr/>	<hr/>
	<u>\$1,491,270.79</u>	<u>\$3,621,967.28</u>

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\* Does not include gifts other than cash estimated at \$301,854.38

\*\* Does not include gifts other than cash estimated at \$ 12,260.00