



**Service Employees International Union, Local 503, OPEU**

March 3, 2009

VIA FACSIMILE

EVA CORBIN  
 DEPARTMENT OF ADMINISTRATIVE SERVICES  
 LABOR RELATIONS UNIT  
 155 COTTAGE STREET  
 SALEM OR 97310

Dear Eva:

SEIU Local 503 is hereby requesting the following information with regard to each of the classifications listed on the attached list:

For the most recent 12-month period, for each agency:

- Number of recruitments
- Number of failed recruitments
- And for each recruitment
  - Number of applicants
  - Number of qualified applicants
  - Length of time to fill the position

We are also requesting that you provide the following information with regard to all positions whose primary job duties are preparing and processing agency payroll and benefits:

For the most recent 12-month period, for each agency:

- Number of recruitments
- Number of failed recruitments
- And for each recruitment
  - Number of applicants
  - Number of qualified applicants
  - Length of time to fill the position
- Number of resignations
- Number of separations
- Number of appointments
- Number of transfers to other positions

Salem Headquarters	Bend	Portland	Corvallis	Medford	Eugene	Pendleton
1730 Commercial St. SE PO Box 12159 Salem, OR 97309-0159 503-581-1505 800-452-2146 (Fax) 503-581-1664	825 SE Second St Suite C Bend, OR 97702-1758 541-366-6471 800-632-0593 (Fax) 541-366-9078	6401 SE Foster Rd. Portland, OR 97206-1659 503-408-4090 800-527-3374 (Fax) 503-408-4099	Physical site/ Do Not Mail 606 SW 15th St Rm 109 Corvallis, OR 97331-1606 541-752-0183 (Fax) 541-752-0241	1257 N. Riverside #7 Medford, OR 97501 541-779-4324 800-452-7988 (Fax) 541-779-4325	488 E. 11th Ave. Suite 100-B Eugene, OR 97401-3601 541-342-1055 800-621-3446 (Fax) 541-342-2932	200 SE Halley Ave., Suite 302 Pendleton, OR 97801-3069 541-276-4993 800-452-8146 (Fax) 541-276-4884

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We request that you please provide this information electronically in an Excel spreadsheet format.

If there are costs associated with providing this information, please contact SEIU Local 503 Research Director Paul McKenna, prior to proceeding with collection of the information. Also, please contact Paul McKenna if you have any other questions regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Glathar", written in a cursive style.

Donna Glathar  
Field Coordinator

DG/bjd

enclosure

<u>CLASS</u>	<u>CLASSIFICATION</u>	<u>CLASS</u>	<u>CLASSIFICATION</u>
<u>#</u>		<u>1481</u>	<u>Information Systems Specialist 1</u>
<u>210</u>	<u>Accounting Technician 1</u>	<u>1482</u>	<u>Information Systems Specialist 2</u>
<u>211</u>	<u>Accounting Technician 2</u>	<u>1483</u>	<u>Information Systems Specialist 3</u>
<u>212</u>	<u>Accounting Technician 3</u>	<u>1484</u>	<u>Information Systems Specialist 4</u>
<u>1510</u>	<u>Administrative Law Judge 1</u>	<u>1485</u>	<u>Information Systems Specialist 5</u>
<u>1511</u>	<u>Administrative Law Judge 2</u>	<u>1486</u>	<u>Information Systems Specialist 6</u>
<u>107</u>	<u>Administrative Specialist 1</u>	<u>1487</u>	<u>Information Systems Specialist 7</u>
<u>108</u>	<u>Administrative Specialist 2</u>	<u>1488</u>	<u>Information Systems Specialist 8</u>
<u>6698</u>	<u>Business Employment Specialist</u>	<u>6807</u>	<u>Laboratory Assistant</u>
	<u>1</u>	<u>6810</u>	<u>Laboratory Technician 1</u>
<u>6699</u>	<u>Business Employment Specialist</u>	<u>6811</u>	<u>Laboratory Technician 2</u>
	<u>2</u>	<u>110</u>	<u>Legal Secretary</u>
<u>3715</u>	<u>Chemist 1</u>	<u>6135</u>	<u>Licensed Practical Nurse (LPN)</u>
<u>3716</u>	<u>Chemist 2</u>	<u>6823</u>	<u>Medical Lab Technologist</u>
<u>3717</u>	<u>Chemist 3</u>	<u>6531</u>	<u>Mental Health Specialist</u>
<u>5129</u>	<u>Child Support Case Manager</u>	<u>8501</u>	<u>Natural Resource Specialist 1</u>
<u>5132</u>	<u>Child Support Specialist</u>	<u>8502</u>	<u>Natural Resource Specialist 2</u>
<u>6685</u>	<u>Client Care Surveyor</u>	<u>8503</u>	<u>Natural Resource Specialist 3</u>
<u>6294</u>	<u>Clinical Psychologist 1</u>	<u>8504</u>	<u>Natural Resource Specialist 4</u>
<u>8295</u>	<u>Clinical Psychologist 2</u>	<u>8505</u>	<u>Natural Resource Specialist 5</u>
<u>9116</u>	<u>Cook 1</u>	<u>101</u>	<u>Office Assistant 1</u>
<u>9117</u>	<u>Cook 2</u>	<u>102</u>	<u>Office Assistant 2</u>
<u>1475</u>	<u>Data Entry Control Technician</u>	<u>801</u>	<u>Office Coordinator</u>
<u>501</u>	<u>Data Entry Operator</u>	<u>103</u>	<u>Office Specialist 1</u>
<u>6391</u>	<u>Dental Assistant</u>	<u>104</u>	<u>Office Specialist 2</u>
<u>1543</u>	<u>Employment Appeals Board</u>	<u>870</u>	<u>Operations and Policy Analyst 1</u>
	<u>Legal Staff</u>	<u>871</u>	<u>Operations and Policy Analyst 2</u>
<u>3109</u>	<u>Engineering Technician 1</u>	<u>872</u>	<u>Operations and Policy Analyst 3</u>
<u>3110</u>	<u>Engineering Technician 2</u>	<u>873</u>	<u>Operations and Policy Analyst 4</u>
<u>3111</u>	<u>Engineering Technician 3</u>	<u>6385</u>	<u>Pharmacy Technician 1</u>
<u>3819</u>	<u>Environmental Health Specialist</u>	<u>6386</u>	<u>Pharmacy Technician 2</u>
	<u>3</u>	<u>435</u>	<u>Procurement &amp; Contract</u>
<u>3410</u>	<u>Environmental Engineer 1</u>		<u>Assistant</u>
<u>3411</u>	<u>Environmental Engineer 2</u>	<u>436</u>	<u>Procurement &amp; Contract Spec 1</u>
<u>3412</u>	<u>Environmental Engineer 3</u>	<u>437</u>	<u>Procurement &amp; Contract Spec 2</u>
<u>118</u>	<u>Executive Support Specialist 1</u>	<u>438</u>	<u>Procurement &amp; Contract Spec 3</u>
<u>119</u>	<u>Executive Support Specialist 2</u>	<u>321</u>	<u>Public Service Representative 1</u>
<u>9100</u>	<u>Food Service Worker 1</u>	<u>322</u>	<u>Public Service Representative 2</u>
<u>9101</u>	<u>Food Service Worker 2</u>	<u>323</u>	<u>Public Service Representative 3</u>
<u>9102</u>	<u>Food Service Worker 3</u>	<u>8420</u>	<u>Ranger Aide</u>
<u>8218</u>	<u>Forest Inmate Crew Coordinator</u>	<u>2333</u>	<u>Rehab Instructor for the Blind</u>
<u>6750</u>	<u>Group Life Coordinator 1</u>	<u>2332</u>	<u>Rehab Instructor for the Blind</u>
<u>6751</u>	<u>Group Life Coordinator 2</u>		<u>(Entry)</u>
<u>6752</u>	<u>Group Life Coordinator 3</u>	<u>1115</u>	<u>Research Analyst 1</u>
<u>5911</u>	<u>Health Care Investigator/RN - Pay</u>	<u>1116</u>	<u>Research Analyst 2</u>
	<u>Option B</u>	<u>1117</u>	<u>Research Analyst 3</u>
		<u>1118</u>	<u>Research Analyst 4</u>

6611 Social Service Specialist (Entry)  
6612 Social Service Specialist 1  
6613 Social Service Specialist 2  
5630 Tax Auditor (Entry)  
5631 Tax Auditor 1  
5632 Tax Auditor 2  
2302 Teaching Assistant  
1105 Traffic Survey Interviewer  
4161 Transportation Maintenance  
Coordinator 1  
4162 Transportation Maintenance  
Coordinator 2  
4151 Transportation Maintenance

Specialist 1  
4152 Transportation Maintenance  
Specialist 2  
4163 Transportation Operations  
Specialist  
333 Transportation Services Office  
Leader  
331 Transportation Services  
Representative 1  
332 Transportation Services  
Representative 2  
6101 Transporting Mental Health  
Aide