

RECLASSIFICATIONS, SCALE ADJUSTMENTS AND NEW POSITIONS

The title of Joseph H. Hirsch was changed from Archivist II to Public Records Assistant. We requested this change because Mr. Hirsch is in Records Management and his was the only title in that department that still had archival overtones. There was no change in salary scale.

The Archivist II classification was raised two points in the salary scale, from scale 16 to scale 18, effective July 1, 1964. At the same time a new classification of Archivist I was created for our convenience but thus far we have had no need for it.

For the present fiscal year (1966) all of the staff members benefited from an across-the-board raise in salary scale of approximately two numbers. This is approximately eight percent of the base rate and became effective October 6, 1965.

We were also granted two new positions for the fiscal year beginning July 1, 1965. We gained an Archivist IV, a new classification between Assistant Archivist and Archivist III, to be in charge of our reference room and a typist to help us prepare the *Maryland Manual* and for other typing chores which lately have become a time-consuming burden to our stenographers.

SALARY SCALE

Effective October 6, 1965

	<i>Minimum</i>	<i>Maximum</i>	<i>Longevity</i>
Archivist & Records Administrator (1)	\$12,000	\$15,000	\$15,600
Assistant Archivist (1)	9,320	11,651	12,117
Assistant Records Administrator (1)	9,320	11,651	12,117
Archivist IV (1)	8,180	10,224	10,633
Archivist III (1)	7,040	8,802	9,154
Archivist II (3)	6,280	7,849	8,163
Public Records Examiner (2)	7,800	9,750	10,140
Public Records Assistant (1)	6,280	7,849	8,163
Secretary III (1)	5,040	6,302	6,554
Secretary II (2)	4,540	5,677	5,904
Photographer I (2)	4,790	5,990	6,320
Manuscript Repair Technician (2)	4,540	5,677	5,904
Principal Account Clerk I (1)	4,290	5,365	5,580
Clerk III (2)	4,290	5,365	5,580
Clerk I (2)	3,160	3,948	4,106
Clerk-Typist II (1)	3,640	4,552	4,734

* The Arabic figure in parenthesis indicates the number of employees of the Hall of Records of that classification.