

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: July 8, 2005

Code: HR 2005-33

To: CSU Presidents

Supersedes: HR 2001-18

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: Special Consultant Employment Requirements

Employees appointed to the Special Consultant classification (classification code 4660) are employees of the California State University (CSU) and as such are required to complete appropriate employment paperwork (e.g., I-9 form, appointment letter, Oath of Allegiance form). Each president or designee is responsible for developing, documenting and communicating campus policies and procedures related to all Special Consultant appointments. Campus procedures need to include requirements to obtain and maintain appropriate employee hire and payroll documents.

For reference, the classification and qualification standard for the Special Consultant classification (class code 4660) is located at:

http://www.calstate.edu/HRAdm/Classification/E99/Special_Constant.pdf.

Questions regarding this memorandum may be directed to Human Resources Administration at (562) 951-4411.

This HR Letter also is available on Human Resources Administration's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcc/gc

Distribution:

Vice Presidents, Administration
Vice Presidents, Academic Affairs
Vice Presidents, Student Affairs
Vice Presidents, University Advancement

Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Directors
Benefits Officers
Payroll Managers