Blue Cross of Florida Blue Shield of Florida

INTER OFFICE MEMO

TO: Jim Williams AT: Purchasing DATE 2-15-74

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Job Descriptions and Evaluation

We have prepared new job descriptions for Mail Operations due to increased content and job responsiblilites.

Several job titles have been changed to more realistically represent the positions.

Four Incoming Mail Clerk jobs have been changed to Control Clerks, and two other Incoming Mail jobs have been changed to Hospital Mail Processors.

A separate job description was written for our Lake City out of town driver.

Two Mail Distribution Clerk jobs have been changed to Record Lift Operators.

The afore-mentioned job changes are requested to provide progression within Mail Operations and to better meet the job responsibilities to these positions.

I would appreciate your assistance in sending these new job descriptions to the Job Evaluation Committee for consideration.

Sincerely,

Frazier

Frazier

JFS/pl