

# **Position Summary/ Position Availability**

## **Chapter Topics**

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# Position Summary

Use **Position Summary** to check on the actions on a position (such as a location move or reclassification), or to verify that a hiring freeze exemption or waiver was actually placed on a position and the associated effective date.



## Access the Page

1. Click **NY Personnel Mgmt, Incumbent Change Request, Inquire, Position Summary**.


*The Position Summary Search Dialog page displays.*

[Home](#) > [NY Personnel Management](#) > [Incumbent Change Request](#) > [Inquire](#) > **Position Summary**


### Position Summary

#### Find an Existing Value

Position Number:

Agency:  

Line Item Number:

Title Code:  

[Basic Search](#)

2. Enter the position number or the agency code and line item number, or other search criteria.
3. Click **Search**.  
*A List will display with the position you requested.*
4. Click the desired position.  
*The Position Summary page displays.*

NYSTEP Home Worklist Help Sign Out

Home > NY Personnel Management > Incumbent Change Request > Inquire > Position Summary [New Window](#)

Position Summary Position Fund

Position #: 00026535

Eff Dt / Seq Action Dt Reason Job # / Seq #	Agency Code / Line # / Status Agency Title Title Code	JC / SG / NU Location 55 Tag Freq / Rate	Pos Estab Pos Ends Phi Tag	% Use Pos Type CSC Exr	Frozen / Waiver/End Dt Earmarks / Dates
04/09/1987 0	01370 71055 Active	0 / 13 / 06	04/09/1987	100	Y N
07/02/1998 ZZZ	NYS Agency Admnv Aide 2810100	0110 Albany		Permanent	CC DOB CSC

The page contains all of the information that is currently carried in the NYSTEP database on each position. Each action recorded against a position occupies a separate row of data, with the most recent action occupying the top row. The page displays 3 rows of data at a time unless “View All” is selected.

The Appendix to this manual contains a key to the Reason abbreviations used on the far left column of the **Position Summary** page as well as those codes shown on the far right column concerning waivers, exemptions and earmarks.

## Position Funding

The **Position Fund** tab displays all of the information in the NYSTEP database concerning the source of funding for a position. The most recent information on funding is found in the first row and previous funding sources are listed as separate rows in descending order. To access all funding change information use the scroll bar to the right of the display.

NYSTEP Home Worklist Help Sign Out

Home > NY Personnel Management > Incumbent Change Request > Inquire > Position Summary [New Window](#)

Position Summary Position Fund

Position #: 00026535

POSITION					
Eff Dt:	04/09/1987	Agency:	01370 NYS Agency	Line #:	71055

POOL FUND					
Fund Number:	003	State Purposes Account	Pool ID:	008	Eff Dt: 06/06/2002
Subfund Account Number:	00	State Purposes Account	Program Code:	A147	
Fund Type Code:	1	GEN General Fund Type	Fund Percent:	100	Split Fund: <input type="checkbox"/>
Fund Number:	003	State Purposes Account	Pool ID:	008	Eff Dt: 01/02/1900
Subfund Account Number:	00	State Purposes Account	Program Code:	A145	
Fund Type Code:	1	GEN General Fund Type	Fund Percent:	100	Split Fund: <input type="checkbox"/>



## Position Availability

NYSTEP can be used to determine if an earmark has been placed against a position by either DOB, the Civil Service Commission (CSC) or the Department of Civil Service (DCS). It can also be used to determine if a particular item is filled or not.



### Access the Page

1. Click **NY Personnel Mgmt, Incumbent Change Request, Inquire, Position Availability**.

*The Position Availability Search Dialog page displays.*

[Home](#) > [NY Personnel Management](#) > [Incumbent Change Request](#) > [Inquire](#) > **Position Availability**

#### Position Availability

#### Find an Existing Value

Position Number:

Agency:

Line Item Number:

Title Code:

[Basic Search](#)

2. In the appropriate fields, enter the position number of the position, the agency code and the item number, or the title code.
3. Press **Search**.  
*A List Box will display.*
4. Click on the desired position.  
*The Position Availability page displays.*

**Note the following:**

The page shows information on the position, the individual currently occupying the position (the position Incumbent) and any State employee who has a right to the position (the position Encumbent).

The Earmarks area shows whether DOB, CSC and/or DCS have earmarked the position and the nature of those earmarks. Some agencies use an internal earmark system to restrict appointments. NYSTEP provides a reporting feature (shown as AGENCY, above) to enable agency personnel to determine if a position is subject to such a restriction.

A grayed-out “Y” next to the word Frozen indicates that a position IS subject to the hiring freeze. A grayed-out “N” in the box next to Frozen indicates that the position is exempt from the hiring freeze guidelines. An “R” next to the words “Freeze Waiver” means that the position was given a Restricted hiring freeze waiver. A “U” in that field indicates that the position has been granted an Unrestricted waiver; a “G” indicates the position has a system generated waiver. Positions lacking an R, G or U are still subject to the hiring freeze.

*If you are not sure which position you need information on, NYSTEP can provide you with a list of all the valid positions for an agency. This is accomplished by:*

In the **Position Availability** search dialog page, enter the **Agency Code** only, and press **Search**. The next page may notify you that your inquiry has resulted in a report that exceeds the maximum number of records NYSTEP can access. If this occurs, click **OK**. The next page will provide a listing of all the valid positions for that agency, as shown below:

NYSTEP Home

Home > NY Personnel Management > Incumbent Change Request > Inc

**Position Availability**

**Find an Existing Value**

Position Number:

Agency:

Line Item Number:

Title Code:

[Basic Search](#)

**Search Results**

[View All](#) [First](#) 101-200 of 206 [Last](#)

Position Number	Agency	Line Item Number	Title Code
<a href="#">00026631</a>	<a href="#">01370</a>	<a href="#">74266</a>	<a href="#">2912000</a>
<a href="#">00026632</a>	<a href="#">01370</a>	<a href="#">75185</a>	<a href="#">2875120</a>
<a href="#">00026633</a>	<a href="#">01370</a>	<a href="#">74197</a>	<a href="#">0403300</a>

Specific information on any one of the listed positions can then be obtained by clicking on the position of interest.

*You can also obtain a list of all the positions in an agency with a specified title code.*

In the **Position Availability** search dialog page:

1. In the **Agency** field, enter the agency code.
2. In the **Title Code** field, enter the title code.

Leave the other data entry fields blank, and press **Search**.

*The next page will list all the positions in that agency which have the specified title code*

NYSTEP Home

Home > NY Personnel Management > Incumbent Change Reque

**Position Availability**

**Find an Existing Value**

Position Number:

Agency:

Line Item Number:

Title Code:

[Basic Search](#)

**Search Results**

[View All](#) [First](#) 1-12 of 12 [Last](#)

Position Number	Agency	Line Item Number	Title Code
<a href="#">00026558</a>	<a href="#">01370</a>	<a href="#">85132</a>	<a href="#">1769300</a>
<a href="#">00026641</a>	<a href="#">01370</a>	<a href="#">85137</a>	<a href="#">1769300</a>
<a href="#">00026643</a>	<a href="#">01370</a>	<a href="#">82020</a>	<a href="#">1769300</a>