

Frequently Asked Questions Secretary Title Changes

1. *Has my union been informed of these changes?*

Yes, CSEA will be informed of this title consolidation. Your union representation and membership status will not be affected by this action.

2. *Why was this change in titles needed?*

In maintaining the State's title structure, it is sometimes necessary to realign titles within occupations. This consolidation updates the titles to bring them in line with those widely in that line of work.

3. *Will this title change affect my salary or grade?*

No. There is no impact on an employee's salary, grade, or bargaining unit.

4. *If my job is part-time or temporary, will my title also change? What if I am provisional in my job and waiting for an examination to be made permanent?*

All positions of Secretary 1 and 2 will be included in this title change. Your appointment status (i.e., temporary, provisional, permanent, contingent permanent) will not change due to this change.

5. *Is there a way that my position can be exempted from this change?*

No. A title change includes all positions in the targeted titles.

6. *Will title consolidation impact my seniority?*

There will be no impact on your seniority, which is based upon your original classified service date. Your classified service date determines your seniority credits for promotion examinations and your relative ranking in a reduction-in-force.

7. *Will I be required to serve a new probationary period?*

No, your status will not change due to this title change. If you are currently on probation, you will be required to complete your probationary term as originally set.

8. *I am on leave from a title that was changed. Will my leave rights change?*

No, your leave rights will not change due to this title change.

9. *I am on an eligible list for a higher-level position. What happens to my standing on that promotion eligible list?*

Your status and score on eligible lists will remain unchanged.

10. *What will happen to existing transfer determinations between titles?*

Transfer determinations apply to competitive titles only. The Department of Civil Service will update transfer determinations following the title change. Existing determinations from Secretary 1 and 2 remain unchanged.

11. *Will promotion examinations change?*

Any changes would be discussed with agencies when the examinations for specific titles are scheduled.

12. *Will there be other title changes?*

The Department of Civil Service periodically reviews and adjusts titles consistent with sound classification principles and agencies' programmatic needs. No other changes in this occupation are currently scheduled.