



TO: Directors and Associate Directors Human Resources
FROM: Abner JeanPierre, Director of Classification & Compensation
SUBJECT: Restructuring of Administrative Support Positions
DATE: October 8, 2019

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The Division of Classification and Compensation will restructure certain administrative support titles consistent with its goal of modernizing and streamlining State titles (see Attachment A). In addition, a new two-year traineeship (Administrative Assistant Trainee 1 & 2, NS=Grade 8 & 10) leading to Administrative Assistant 1, Grade 11, has been approved. This conversion will be effective October 31, 2019.

We have developed an FAQ specific to the traineeship and a Training and Development Plan template. As previously outlined, trainees will be required to take two courses (one mandatory and one elective) in each of four competencies through the CSEA Partnership, or equivalent offerings through another entity as determined by the agency. Four one-hour webinars in a competency may substitute for a one-day training for elective courses. The following core courses are mandatory.

Course	Competency
Microsoft Word Basics	Computer Skills and Technology
Customer Service	Interpersonal and Customer Relations
Organized Office Worker	Professionalism and Self-Management
Successful Business Writing	Verbal and Written Communication

There will be no change in the salary grade, negotiating unit, or jurisdictional classification of any impacted positions. The seniority and appointment status of incumbents will remain unchanged. Employees serving probation in one of the affected titles will be required to complete their original probationary term. An FAQ for employees affected by this title structure change is attached.

A Tentative Classification Standard for the new titles will be released shortly after implementation of the restructuring. As with any Tentative Classification Standard, we value your comments and suggestions. Questions regarding the conversion should be sent to Kelli-Ann Sardella at (518) 474-0849 or kelliann.sardella@cs.ny.gov.

The Staffing Services Division will release a General Information Bulletin to address issues related to eligible list certification, appointments, and probation. Matters pertaining to these issues should be forwarded to your Staffing representative.

Attachment A

The new title codes will be activated in NYSTEP on October 31, 2019.

Current Title Code	Current Title	Grade	New Title Code	New Title	Grade
N/A	N/A	N/A	2900010	Administrative Assistant Trainee 1	NS= 8
N/A	N/A	N/A	2900020	Administrative Assistant Trainee 2	NS= 10
2912000	Secretary 1	11	2900100	Administrative Assistant 1	11
2912200	Secretary 2	15	2900200	Administrative Assistant 2	15
2931200	Confidential Assistant	NS	2900000	Administrative Assistant	NS
2501400	Confidential Clerk	NS	2900000	Administrative Assistant	NS
2611100	Confidential Stenographer	NS	2900000	Administrative Assistant	NS
2827680	Executive Secretary	NS	2900000	Administrative Assistant	NS
2912001	Secretary	NS	2900000	Administrative Assistant	NS
2700600	Special Office Assistant	NS	2900000	Administrative Assistant	NS
2824200	Confidential Administrative Assistant	NS	2900000	Administrative Assistant	NS
2611700	Confidential Secretary	NS	2900000	Administrative Assistant	NS
2601600	Confidential Typist	NS	2900000	Administrative Assistant	NS