



## MEMORANDUM

**TO:** Directors/Associate Directors Human Resources

**FROM:** Abner JeanPierre, Director of Classification and Compensation

**SUBJECT:** Equation of Legal Specialties Traineeships

**DATE:** December 27, 2018

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The Legal Specialties Traineeships that lead to Senior Attorney, Hearing Officer, Motor Vehicle Referee, Unemployment Insurance Referee, and Assistant Trial Examiner will be restructured effective January 17, 2019. These changes will result in consistency with other traineeship models, predictable advancement, and improved administration.

The existing six traineeship levels will be consolidated to three levels and will be equated to salary grades. Trainees will advance after one year at each level, with the exception of automatic advancement following admission to the NYS Bar. Performance reviews will be conducted after 26 weeks of service at each trainee level. The “Increase upon Completion” amount for all traineeships will be the Performance Advancement amount of the target title of the traineeship.

- Assistant Attorney 1 and Assistant Trial Examiner 1 will be equated to Grade 18. Upon admission to the New York State Bar, trainees advance to Assistant Attorney 2 or Assistant Trial Examiner 2, equated to Grade 20. These grade equations apply to the starting rates for the Traineeship levels and to the Performance Advancement amounts, consistent with the majority of existing traineeships.
- The Performance Advancement will now conform to the current system in effect for most traineeships.
  - Trainees receive a Performance Advancement at the mid-traineeship level, typically the 26-week, 78-week, and 130-week intervals, upon receipt of the highest performance rating (usually referred to as “Outstanding” or “Substantially Exceeds Expectations”). No Performance Advancement is payable for a lower rating.

- Trainees who receive the highest performance rating (usually referred to as “Outstanding” or “Substantially Exceeds Expectations”) upon advancement from Assistant Attorney 1 or Assistant Trial Examiner 1 should be paid the Hiring Rate of Grade 20 plus the Performance Advancement of Grade 18.

The salaries of trainees hired on or after January 17, 2019, will follow the above rules. For current trainees hired before that date, the Office of the State Comptroller (OSC) will calculate appropriate rates, consistent with standard payroll practices and procedures. Trainees whose salary falls below the new hiring rate for their level will be brought to the starting salary. Going forward, Performance Advancement, Not-to-Exceed, and Increase Upon Completion amounts will be based on the new model.

There are several attachments to this memorandum. First, attached is a listing of both old and new titles, their respective title codes, and updated minimum qualifications. The new title codes are effective January 17, 2019, and will be available for use on that date. Second, a list of frequently asked questions (FAQ) specifically for employees is attached, along with a sample employee letter regarding the title structure change. The sample employee letter may be customized on your agency letterhead to share information about this title consolidation.

The Staffing Services Division will release a General Information Bulletin to address issues related to eligible list certification, appointments, and probation. In the meantime, refer questions on these topics to Michael Ryan in the Division of Staffing Services at [Michael.Ryan@cs.ny.gov](mailto:Michael.Ryan@cs.ny.gov) or 518-473-9920.

For clarification on these or other traineeships, contact Christine Mason at [Christine.Mason@cs.ny.gov](mailto:Christine.Mason@cs.ny.gov), or Jeff Masa at [Jeffrey.Masa.@cs.ny.gov](mailto:Jeffrey.Masa.@cs.ny.gov), or 518-474-1011. OSC should be contacted for questions regarding the salaries of specific employees.

Attachments