

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
Division of Classification & Compensation
Pay Equity Study

Frequently Asked Questions

1. What is the objective of the study?

The study will help evaluate if the salary grade of your title is accurate based on the minimum requirements, and duties and responsibilities of your title.

2. Am I required to complete the questionnaire?

Yes, filling out the questionnaire is mandatory. You may receive follow-up correspondence from the Department of Civil Service and your agency's human resources office to complete the survey.

3. How was I selected to participate?

You were randomly selected to participate in the study based on a number of characteristics, including title, grade, and the number of employees in your title.

4. Are all State employees participating in the study?

No. We are sampling a large number of employees in a cross-section of titles that are representative of the occupations found in the State workforce.

5. Are my responses to the survey confidential?

Individual responses will not be shared with agencies. However, agencies may receive non-title specific, aggregate information to help them with training, employee development, and employee engagement.

6. Does my union know about the study?

Yes. All the unions were notified of the study. Additionally, two unions serve on the Advisory Committee for the study.

7. Must my supervisor or management give me time to complete the survey?

Yes. The law mandates that employees be given time during their scheduled work shift to complete surveys and participate in focus groups related to the pay equity study. Your agency's human resources liaison may have reached out to supervisors to inform them of the survey.

8. Can I complete the online survey in more than one sitting?

No. You must complete it in one instance.

9. When do I have to complete the survey?

The survey must be filled out no later than December 16, 2020.

10. Whom should I call with questions regarding the survey?

Each agency has a designated HR liaison for the study. We encourage you to reach out to that individual if you have any questions. Click on this [link](#) to find out your agency's liaison.