

ADVISORY MEMORANDUM NO. 2002-04

TO: Directors of Personnel

FROM: Director of Classification and Compensation

SUBJECT: Salary Bulletin for the CSEA Negotiation Units Traineeship Titles Designated Administrative (02), Operational (03), and Institutional (04) for the 2002-03 State Fiscal Year.

- I. Salary Rates for Trainee Titles in the Administrative (02), Operational (03), and Institutional (04) Negotiating Units.
- II. Salary Adjustments for Current State Employees Who Move From Graded Positions to Higher Graded Positions via Traineeships in the Administrative (02), Operational (03), and Institutional (04) Negotiating Units.
- III. Service Payment Amounts for Employees Serving In Trainee Programs of One Year or Longer Duration in the Administrative (02), Operational (03), and Institutional (04) Negotiating Units.

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This memorandum replaces Advisory Memorandum No. 2001-07 dated May 2001.

Attached are listings of approved salary rates for trainee titles in the CSEA Negotiating Units. Short-term Traineeships are indicated by an asterisk (*) after the trainee title.

These revised rates are effective April 2002 and apply to all parentheticals.

Questions regarding titles and rates should be directed to your Classification and Compensation Division representative. Questions regarding payroll preparation should be directed to the Office of the State Comptroller and/or the Office of the State Comptroller's Salary Manual. Please provide copies of this memorandum to your appropriate personnel and payroll staff.

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I. Salary Rates for Trainee Titles in the Administrative (02), Operational (03), and Institutional (04) Negotiating Units.

The salary rates for most trainee titles correspond to the Hiring Rate of a salary grade. The actual salary paid can be determined by referring to the April 1, 2002 salary schedule for the CSEA Negotiating Units. The salary rates for some trainee titles are above the Hiring Rate of a grade and these will be shown as a Hiring Rate plus a dollar amount on the attached listings.

There will be cases where persons appointed to trainee titles will be entitled to a salary higher than those indicated in the attached listings, based on prior State service. The actual salary paid to these employees will be determined by the Office of the State Comptroller.

II. Salary Adjustments for Current State Employees Who Move From Graded Positions to Higher Graded Positions via Traineeships in the Administrative (02), Operational (03), and Institutional (04) Negotiating Units.

At the end of the Traineeship, employees who successfully complete the Traineeship and advance to higher graded positions are entitled, upon such advancement, to have their basic annual salary increased. The increase will be the higher of the Hiring Rate on the CSEA Negotiating Unit Salary Schedule of the target graded position or an adjustment (Increased Upon Completion amount) shown on the attached listings. Such adjustments are not subject to a Not To Exceed (NTE) amount.

An additional procedure, as described in previous years, continues for determining the salary of current State employees who move from graded positions to higher graded positions via Traineeships. For these employees who receive no increase in salary upon appointment and do not receive a service payment during or at the end of the Traineeship, their salary upon movement to the target grade will be determined by one of two methods. The salary will be the higher of:

- Method One - adding the salary adjustment amount to the salary as a trainee; or
- Method Two - increasing the salary by the percentage which corresponds to the number of grades advanced from the former grade (i.e. 3% for one grade, 4.5% for two grades, 6% for three grades, etc.).

If the Hiring Rate is higher than the results of either of these two methods, the successful trainee is to be paid at the Hiring Rate. This procedure usually will apply only for short-term Traineeships.

III. Service Payment Amounts for Employees Serving In Trainee Programs of One Year or Longer Duration in the Administrative (02), Operational (03), and Institutional (04) Negotiating Units.

CSEA Negotiating Unit trainees rated satisfactory after twelve months of service in a level of a Traineeship, will be eligible for a single service payment in the amount indicated on the following listings. But, under no circumstances may a service payment increase a trainee's salary beyond the amount shown in the Not to Exceed (NTE) column.

Nicholas J. Vagianelis

Attachments

Administrative Services Negotiating Unit (02)
April 2002

<u>Trainee Title & Rate</u>	<u>Service Payment</u>	<u>NTE</u>	<u>Performance Level Title and Grade</u>	<u>Increase Upon Completion of Traineeship</u>
Business Document Specialist Trainee, HR G-6	\$762	\$27,102	Business Document Specialist 1, G-9	\$868
Claims Services Representative Trainee 1, HR G-13	\$1,032	\$39,666	Claims Services Representative 1, G-18	\$1,295
Trainee 2, HR G-14	\$1,076	\$41,893		
Compensation Claims Examiner Trainee, HR G-13	\$1,032	\$39,666	Compensation Claims Examiner, G-14	\$1,076
Compensation Claims Investigator Trainee, HR G-13	\$1,032	\$39,666	Compensation Claims Investigator 1, G-14	\$1,076
Computer Operator* Trainee, HR G-8	--	--	Computer Operator, G-10	\$909
Consumer Services Specialist Trainee 1, HR G-8	\$830	\$30,161	Consumer Services Specialist 1, G-14	\$1,076
Trainee 2, HR G-10	\$909	\$33,627		
Trainee 3, HR G-12	\$988	\$37,500		
Crime Victims Specialist Trainee, HR G-13	\$1,032	\$39,666	Crime Victims Specialist 1, G-14	\$1,076
Data Entry Machine Operator* Trainee, HR G-5	--	--	Data Entry Machine Operator, G-6	\$762
Driver Improvement Examiner Trainee, HR G-9	\$868	\$31,825	Driver Improvement Examiner, G-11	\$955
Law Department Document Specialist Trainee 1, HR G-6	\$762	\$27,102	Law Department Document Specialist, G-9	\$868
Trainee 2, HR G-8		\$30,161		

Legal Assistant Trainee 1, HR G-11	\$955	\$35,574	Legal Assistant 1, G-14	\$1,076
Trainee 2, HR G-13	\$1,032	\$39,666		
Licensing Services Clerk Trainee, HR G-6	\$762	\$27,102	Licensing Services Clerk, G-9	\$868
Nursing Station Clerk* Trainee, HR G-6	--	--	Nursing Station Clerk 1, G-7	\$799
Personnel Status Examiner Trainee, HR G-11	\$955	\$35,574	Personnel Status Examiner 1, G-13	\$1,032
Student Loan Control Representative Trainee, HR G-9	\$868	\$31,825	Student Loan Control Representative 1, G-11	\$955
Tax Compliance Agent Trainee, HR G-13	\$1,032	\$39,666	Tax Compliance Agent 1, G-14	\$1,076
Treatment Unit Clerk* Trainee, HR G-6	--	--	Treatment Unit Clerk, G-7	\$799

Operational Services Negotiating Unit (03)
April 2002

<u>Trainee Title & Rate</u>	<u>Service Payment</u>	<u>NTE</u>	<u>Performance Level Title and Grade</u>	<u>Increase Upon Completion of Traineeship</u>
Assistant Drill Rig Operator Trainee 1, HR G-6	\$762	\$27,102	Assistant Drill Rig Operator, G-8	\$830
Trainee 2, HR G-7	\$799	\$28,605		
Assistant Regents Printer Trainee 1, HR G-6	\$762	\$27,102	Assistant Regents Printer, G-10	\$909
Trainee 2, HR G-8	\$830	\$30,161		
Bridge Repair Assistant Trainee 1, HR G-6	\$762	\$27,102	Bridge Repair Assistant, G-9	\$868
Trainee 2, HR G-7	\$799	\$28,605		
Building Services Assistant Trainee 1, HR G-3	\$661	\$23,378	Building Services Assistant 1, G-5	\$733
Trainee 2, HR G-4	\$700	\$24,502		
Carpenter Apprentice 1 1st 6 months, HR G-6 2nd 6 months, HR G-7	\$799	\$35,574		
Apprentice 2 1st 6 months, HR G-8 2nd 6 months, HR G-9	\$868	\$35,574		
Apprentice 3 1st 6 months, HR G-10 2nd 6 months, HR G-11	\$955	\$35,574	Carpenter, G-12	\$988
Communications Technician Trainee, HR G-8	\$830	\$30,161	Communications Technician, G-10	\$909
Electrician Apprentice 1 1st 6 months, HR G-6 2nd 6 months, HR G-7	\$799	\$35,574		
Apprentice 2 1st 6 months, HR G-8 2nd 6 months, HR G-9	\$868	\$35,574		

Electrician Apprentice 3 1st 6 months, HR G-10 2nd 6 months, HR G-11	\$955	\$35,574	Electrician, G-12	\$988
Highway Maintenance Worker 1 Trainee 1, HR G-6	\$762	\$27,102		
Trainee 2, HR G-7 Rockland & Westchester Cos., HR G-7 +\$4,475	\$799	\$28,605	Highway Maintenance Worker 1, G-8	\$830
Job Printer Trainee 1, HR G-6 Trainee 2, HR G-8	\$762 \$830	\$27,102 \$30,161	Job Printer, G-10	\$909
Laboratory Mechanician Apprentice 1 1st 6 months, HR G-6 2nd 6 months, HR G-7	\$799	\$35,574		
Apprentice 2 1st 6 months, HR G-8 2nd 6 months, HR G-9	\$868	\$35,574		
Apprentice 3 1st 6 months, HR G-10 2nd 6 months, HR G-11	\$955	\$35,574	Laboratory Mechanician, G-12	\$988
Motor Equipment Mechanic Apprentice 1 1st 6 months, HR G-6 2nd 6 months, HR G-7	\$799	\$35,574		
Apprentice 2 1st 6 months, HR G-8 2nd 6 months, HR G-9	\$868	\$35,574		
Apprentice 3 1st 6 months, HR G-10 2nd 6 months, HR G-11	\$955	\$35,574	Motor Equipment Mechanic, G-12	\$988
Offset Printing Machine* Operator Trainee, HR G-3	--	--	Offset Printing Machine Operator, G-6	\$762

Plant Utilities Engineer 1+				
Apprentice 1				
1st 6 months, HR G-7	\$799			
2nd 6 months, HR G-8	\$830	\$37,500		
Apprentice 2				
1st 6 months, HR G-9	\$868			
2nd 6 months, HR G-10	\$909	\$37,500		
Apprentice 3				
1st 6 months, HR G-11	\$955			
2nd 6 months, HR G-12	\$988	\$37,500	Plant Utilities Engineer 1, G-14	\$1,076
Plumber and Steamfitter				
Apprentice 1				
1st 6 months, HR G-6				
2nd 6 months, HR G-7	\$799	\$35,574		
Apprentice 2				
1st 6 months, HR G-8				
2nd 6 months, HR G-9	\$868	\$35,574		
Apprentice 3				
1st 6 months, HR G-10				
2nd 6 months, HR G-11	\$955	\$35,574	Plumber and Steamfitter, G-12	\$988
Refrigeration Mechanic				
Apprentice 1				
1st 6 months, HR G-6				
2nd 6 months, HR G-7	\$799	\$35,574		
Apprentice 2				
1st 6 months, HR G-8				
2nd 6 months, HR G-9	\$868	\$35,574		
Apprentice 3				
1st 6 months, HR G-10				
2nd 6 months, HR G-11	\$955	\$35,574	Refrigeration Mechanic, G-12	\$988
State Police Communications				
Specialist				
Trainee 1, HR G-8	\$830	\$30,161	State Police Communi- cations Specialist, G-12	\$988
Trainee 2, HR G-10	\$909	\$33,627		

+Upon satisfactory rating, service payment paid at six month intervals.

Institutional Services Negotiating Unit (04)
April 2002

<u>Trainee Title & Rate</u>	<u>Service Payment</u>	<u>NTE</u>	<u>Performance Level Title and Grade</u>	<u>Increase Upon Completion of Traineeship</u>
Addictions Counselor Assistant Trainee, HR G-9	\$868	\$31,825	Addictions Counselor Assistant, G-11	\$955
Developmental Aide Trainee, HR G-7	\$799	\$28,605	Developmental Aide, G-9	\$868
Developmental Assistant Trainee, HR G-11 or attained rate + \$616	\$616**	\$35,574	Developmental Assistant 1, G-12	\$714
Developmental Assistant Trainee (In Residence Model), HR G-11 or attained rate + \$616	\$616**	\$35,574	Developmental Assistant 1 (In Residence Model), G-12	\$714
Developmental Disabilities Secure Care Treatment Aide Trainee, HR G-10	\$909++	\$33,627	Developmental Disabilities Secure Care Treatment Aide 1, G-11	\$955
Medical Test Assistant Trainee, HR G-7	\$799	\$28,605	Medical Test Assistant, G-8	\$830
Mental Health Therapy Aide Trainee, HR G-7	\$799	\$28,605	Mental Health Therapy Aide, G-9	\$868

**Upon satisfactory completion of 25 competencies.

++Initial payment upon satisfactory completion of 30 competencies. Competencies attained through completion of prior Traineeships of training courses will be credited toward completion of the 59 competencies required.