

ADVISORY MEMORANDUM NO. 2002-07

TO: Directors of Personnel

FROM: Director of Classification and Compensation

SUBJECT: Salary Bulletin for Legal Traineeships for Attorneys, Hearing Officers and Junior Trial Examiners (M/C) for the 2002-03 State Fiscal Year

- I. Salary Rates for Legal Traineeships for Attorneys, Hearing Officers, Senior Insurance Policy Examiner and Unemployment Insurance Referee.
- II. Salary Rates for Junior Trial Examiners Designated Managerial/Confidential (06).

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This memorandum replaces Advisory Memorandum No. 2001-10 dated May 2001.

These rates are effective April 2002.

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 Legal Traineeships for Attorneys, Hearing Officers, Senior Insurance Policy Examiner and Unemployment Insurance Referee.**

Appointments to Legal Traineeships can occur at any of the trainee levels depending upon the qualifications of the appointees.

All service during the Traineeship will be in probationary status. Performance must be evaluated every six months against established standards. Trainees must be in a program designed to expose employees to the full range of legal activities so that they are able to function at the Senior Attorney, Hearing Officer, Senior Insurance Policy Examiner or Unemployment Insurance Referee

level at the Traineeship's completion. Trainees whose service is less than satisfactory and who are not terminated, will be extended by an additional six months. Trainees whose service is less than satisfactory during any two six month periods, must be terminated.

Traineeship Honors Premiums are available for the duration of the Traineeship period only. Honors Premiums may result in an additional \$1,000 added to the base annual salary of those appointees who have graduated within the top one-third of their class or who have served as a member of the editorial board of their law review.

Performance advancement payments may not increase a trainee's salary beyond the job rate of the target Senior Attorney, Grade 25/M-1; Hearing Officer, Grade 25; Senior Insurance Policy Examiner, Grade 25, or Unemployment Insurance Referee, Grade 25.

A. Traineeships for Attorney Trainee 1 and 2

Individuals appointed as an Attorney Trainee 1 will advance to Attorney Trainee 2 after six months of satisfactory service. Upon admission to the New York State Bar, Attorney Trainees 1 and 2 advance to Assistant Attorney 1. Persons not admitted to the New York State Bar within two years of appointment must be terminated. Hiring Rates and performance advancement payments for Attorney Trainee 1 and 2 are listed in the following chart.

<u>Trainee Title</u>	<u>Hiring Rate</u>	<u>Qualifications</u>	Performance Advancement Upon Completion of Level	
			<u>Effective Performance</u>	<u>Outstanding Performance</u>
Attorney Trainee 1	\$38,022	Law School Graduation*	\$1,476	\$1,476
Attorney Trainee 2	\$39,498	Law School Graduation* and 6 months' experience	\$1,845	\$1,845

* Or other eligibility to take the New York State Bar Examination.

B. Traineeships for Assistant Attorney 1 and 2, Attorney 1 and 2, and Assistant Hearing Officer 1 and 2

Individuals appointed as an Assistant Attorney 1 or to any higher level title in the Traineeship up to and including Attorney 2 or Assistant Hearing Officer 2, advance after each six months of satisfactory service to the next higher title (with salary increases based on performance). This advancement will continue until a trainee reaches one of the following titles:

- Senior Attorney, Grade 25/M-1

- Hearing Officer, Grade 25
- Senior Insurance Policy Examiner, Grade 25
- Unemployment Insurance Referee, Grade 25

Hiring Rates and performance advancement payments for Assistant Attorney 1 and 2 are listed in the following chart.

<u>Trainee Title</u>	<u>Hiring Rate</u>	<u>Qualifications</u>	Performance Advancement Upon Completion of Level	
			<u>Effective Performance</u>	<u>Outstanding Performance</u>
Assistant Attorney 1	\$41,343	Admission to NYS Bar and no subsequent experience	\$1,845	\$3,691
Assistant Attorney 2	\$43,188	Admission to NYS Bar and 6 months' subsequent experience	\$2,769	\$5,538

Hiring Rates and performance advancement payments for Attorney 1 and 2 and Assistant Hearing Officer 1 and 2 are listed in the following chart.

<u>Trainee Title</u>	<u>Hiring Rate</u>	<u>Qualifications</u>	Performance Advancement Upon Completion of Level	
			<u>Effective Performance</u>	<u>Outstanding Performance</u>
Attorney 1** or Assistant Hearing Officer 1	\$45,957	Admission to NYS Bar and 12 months' subsequent experience	\$3,691	\$5,538
Attorney 2** or Assistant Hearing Officer 2	\$49,648	Six months as Attorney 1	\$0	\$0
		Six months as Assistant Hearing Officer 1	\$0	\$0
		Admission to the NYS Bar and 18 months subsequent experience	\$0	\$0

** When utilizing the Legal Specialties Traineeship to fill Senior Insurance Policy Examiner, Grade 25, or Unemployment Insurance Referee, Grade 25, the Attorney 1 and 2 trainee titles are replaced by the titles Insurance Policy Examiner 1 and 2, NS or Unemployment Insurance Referee Trainee 1 and 2, NS, respectively.

C. Early Advancement

Such early advancement will reduce Traineeships by six months. An individual with one full year of service as Assistant Attorney 1 and 2 or Assistant Attorney 2 and Assistant Hearing Officer 1, whose performance is rated as Outstanding at the end of that service and again following six months of service

as an Attorney 1 or Assistant Hearing Officer 2, may be nominated for early advancement to:

- Senior Attorney, Grade 25/M-1
- Hearing Officer, Grade 25
- Senior Insurance Policy Examiner, Grade 25
- Unemployment Insurance Referee, Grade 25

Nominations for early advancement to Senior Attorney, Hearing Officer, Senior Insurance Policy Examiner or Unemployment Insurance Referee, must be approved by the Department of Civil Service.

II. Salary Rates for Junior Trial Examiners Designated Managerial/Confidential (06)

Salary rates for Junior Trial Examiners vary depending on whether an individual has been admitted to the Bar and has a Bachelor's or Master's Degree in labor or industrial relations. Rates for Junior Trial Examiners are broken down in the following chart.

<u>Trainee Title</u>	<u>Qualifications</u>	<u>Hiring Rate</u>
Junior Trial Examiner (Trainee 1)	Option 1 – Graduation from Law School	\$37,316
	Option 2 – Graduation from Law School plus a Bachelor's or Master's Degree in labor or industrial relations.	\$39,803
Junior Trial Examiner (Trainee 2)	Option 1 – Admission to the Bar	\$41,049
	Option 2 – Admission to the Bar plus a Bachelor's or Master's Degree in labor or industrial relations.	\$41,546

Nicholas J. Vagianelis